

THE MSUNDUZI MUNICIPALITY

QUOTATION NOTICE

QUOTATION No. Q12/1243 OF 25/26

**APPOINTMENT OF A LEGAL FIRM TO UNDERTAKE CONVEYANCING FOR A TENURE
RECTIFICATION PROJECT FOR 5 AFFECTED PROPERTIES IN EDENDALE T**

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above works.

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **14h00** on **Wednesday, 03 December 2025**. A non-refundable tender fee in the amount **R 265.56** (Including VAT) per document shall be levied. Only cash or EFT transactions will be accepted. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on **www.etenders.gov.za**

For any technical related enquiries, please contact Zama Sikhakhane (Town Planner) on direct Telephone No. 033 392 3613 or e-mail address zamamboma.sikhakhane@msunduzi.gov.za

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Sealed quotation endorsed on the envelope “**QUOTATION No. Q12/1243 OF 25/26**” must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297; 30.3610014), not later than **12h00**, on **Wednesday, 10 December 2025**, when it will be publicly opened. Only quotations placed in the Tender Box shall be accepted.

The Validity period shall hold firm for ninety (90) days commencing from closing date of the quotation.

Tender Adjudication & Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act No. 28 of 2024. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Description of Functionality Criteria	Maximum Points
1.	Experience of Key Personnel	10 Points
2.	Relevant and Associated Work	30 Points
Total Functionality Points		40 Points
Minimum Threshold		75% (30 Points)

The allocation of Preference Points will be according to the following Specific Goals:

Goal	Description	Points
Ownership	Black Owned Enterprise (BOE) with at least 51% South African black ownership and/or more 51% management control by South African black people	10 points
Reconstruction and Development Programme	A legal practice that is located within KwaZulu Natal for the rendering of the required services	5 points
	A legal practice that is located within Msunduzi Municipality for the rendering of the required services	5 points
Evidence: All Prospective bidders must submit/ attach a full Central Supplier Database Report and utility bill or lease agreement to indicate they comply with Specific Goals.		
Total		20 points

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR. SF MNDEBELE (MUNICIPAL MANAGER)