THE MSUNDUZI MUNICIPALITY

QUOTATION NOTICE

QUOTATION No. Q12/1240 OF 26/27

APPOINTMENT OF A LEGAL FIRM TO UNDERTAKE CONVEYANCING AND TRANSFER RELATED MATTERS FOR THREE (3) DONATED PORTIONS OF LAND IN EDENDALE

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 **12h00** on **Tuesday, 27 October 2026**. 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 (Sustainable Development and City Entities) on direct Telephone No. 033 392 3613 or e-mail address Zamamboma.Sikhakhane@msunduzi.gov.za.

For any procurement related enquiries, please contact Sibusile Mhlongo (Supply Chain Management Unit) on direct Telephone No. 033 – 392 3093 or e-mail address sibusile.mhlongo@msunduzi.gov.za.

Sealed quotation endorsed on the envelope **"QUOTATION No. Q12/1240 OF 26/27"** 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, 06 November 2026**, 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 shall be evaluated on a two-stage evaluation system, stage one: Functionality and Stage Two: 80/20 Preference 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.

The Functionality for Stage One shall be evaluated on the following criteria:

Description	Maximum Points
Property Transfers undertaken (Copy of deed of transfer drafted by the Conveyancer/firm)	10 Points
Donation Agreements (Copy of donation Agreements drafted & signed accompanied by reference letter on client's letterhead with traceable reference)	10 Points
Sale Agreements (Copy of donation Agreements drafted & signed accompanied by reference letter on client's letterhead with traceable reference)	10 points
Total Functionality Points	**30 Points**
Minimum Threshold (80%)	**24 Points**

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

Specific Goals	Description	Max Points
Black Owned Enterprise (BOE)	Black Owned Enterprise (BOE)" in this context refers to a "black-owned enterprise" with at least 51% South African black ownership and/or more than 51% management control by South African black people	10
Location of Business Enterprise	A legal practice that is located within Msunduzi Municipality	10
	A legal practice that is located within KwaZulu Natal	5
Total Preference Points (Specific Goals)		**20**

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)