

## **THE MSUNDUZI MUNICIPALITY**

### **SCM 9 OF 25/26**

#### **APPOINTMENT OF A PANEL OF LEGAL PRACTITIONERS FOR THE PROVISION OF LEGAL SERVICES TO THE MSUNDUZI MUNICIPALITY** **TENDER NOTICE**

The Msunduzi Municipality hereby invites public tenders for the Appointment of a Panel of Legal Practitioners for the Provision of Legal Services

It is compulsory for all interested tenderers to download a **Tender Registration Form**. Form is available on the Municipality's website [www.msunduzi.gov.za](http://www.msunduzi.gov.za) and will be uploaded on [www.etenders.gov.za](http://www.etenders.gov.za)

The Tender Registration Form must be completed and emailed to [phiwe.mthalane@msunduzi.gov.za](mailto:phiwe.mthalane@msunduzi.gov.za) for registration. The registration will start from **Thursday, 14 August 2025** until **25 August 2025** at **23h59**.

**No tender registration will be considered after the above closing date and time for registration. Tenderers who fail to register within the registration period will not be eligible to receive the tender document and to submit their respective tender documents when the tender closes.**

Tenderers will thereafter receive an email with the tender document.

A compulsory **Virtual Tender Briefing Meeting** will be held on **Wednesday, 27 August 2025** commencing at **10h00**.

The Municipality will continue to advertise its Tender Notices in the National Treasury eTender Portal and Municipal website, but the tender documents will be emailed to potential tenderers that submitted their Tender Registration Form on time.

For any technical related enquiries regarding the Specifications, please contact Ms N Hlophe on Telephone No. 033 392 8778 or e-mail address [nomfundo.hlophe@msunduzi.gov.za](mailto:nomfundo.hlophe@msunduzi.gov.za)

For any procurement related enquiries, please contact Phiwe Mthalane (Supply Chain Management Sub-Unit) on Telephone No. 033 – 392 2486 or e-mail address [phiwe.mthalane@msunduzi.gov.za](mailto:phiwe.mthalane@msunduzi.gov.za).

Sealed tenders containing the original hand written priced tender document and a digital copy of the same on a CD/USB Flash Drive and endorsed on the envelope with the **“CONTRACT No. SCM 9 OF 25/26”** and **“CONTRACT DESCRIPTION”** 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 17 September 2025**, when they will be opened in public. Only tenders placed in the Tender Box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

#### **MANDATORY REQUIREMENTS**

<b>SECTION A</b>	<b>SECTION B</b>	<b>SECTION C</b>	<b>SECTION D</b>
<b>The attorneys for whom points are claimed must be in good standing with the LPC</b>	<b>The attorneys for whom points are claimed must be in good standing with the LPC</b>	<b>The attorneys for whom points are claimed must be in good standing with the LPC</b>	<b>The attorneys for whom points are claimed must be in good standing with the LPC</b>

The firm must be registered with the Fidelity Fund	The attorneys for whom points are claimed must be duly admitted by the High Court	The firm must be registered with the Fidelity Fund	The firm must be registered with the Fidelity Fund
The attorneys for whom points are claimed must be duly admitted by the High Court	The firm must be registered with the Fidelity Fund	The attorneys for whom points are claimed must be duly admitted by the High Court	The attorneys for whom points are claimed must be duly admitted by the High Court
		The Conveyancer must be duly admitted by the High Court	The Notary Public must be duly admitted by the High Court

### **EVALUATION CRITERIA**

The following evaluation shall be applied to evaluate each of the four sections of this tender (A,B,C,and D).

The tender shall be evaluated based on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2022, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

### **Functionality**

SECTION:		Total Claimable Points	Verification Method
A – PUBLIC AND PRIVATE LAW			
B – LABOUR LAW			
C - CONVEYANCING			
D – NOTARY PUBLIC			
1	Years' of Experience Per Attorney	30 Points	CV in respect of each attorney's experience.
2	Number of Instructions	20 Points	Reference letters
Total Functionality Points			50 Points
Threshold to Qualify for Stage Two			80 % (40 Points)

### **SPECIFIC PREFERENCE GOALS**

<b>Item No.</b>	<b>CRITERIA</b>	<b>CLAIMABLE POINTS</b>
1.	<b>Black Owned Enterprise (BOE)”</b>	10 Points
2.	<b>Business Enterprises owned by Women</b>	5 Points
3.	<b>Location of a Business Enterprise</b>	5 Points

Tenderers are to submit a full **Central Supplier Database** (CSD) Report to be eligible to claim the above Specific Goals Preference Points.

**Tender Validity Period:** Four (4) months commencing from the closing date of tender.

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**MR S. F. MNDEBELE (MUNICIPAL MANAGER)**