

THE MSUNDUZI MUNICIPALITY

SCM 39 OF 24/25

**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

Tender documents will be made available to tenderers from **12h00 on Wednesday, 18 December 2024.**

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.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R1264.62 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

A non-compulsory **Virtual Tender Briefing Meeting** will be held on **Wednesday, 29 January 2025** commencing at **10h00**.

For any technical related enquiries regarding the Specifications, please contact Mr K. Perumal on Telephone No. 033 392 2792 or e-mail address kevin.perumal@msunduzi.gov.za

For any procurement related enquiries, please contact Phiwe Mthlane (Supply Chain Management Sub-Unit) on Telephone No. 033 – 392 2486 or e-mail address phiwe.mthlane@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 39 OF 24/25**” 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 13 February 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

The bidder declares that it is a firm of attorneys and is registered and enrolled as such with the Legal Practice Council. - Letter of good standing
The bidder has submitted a valid tax compliance status pin
Tenderer has submitted a certified copy of the admission certificate of each of the attorneys in respect of which they claim points for the purpose of adjudicating this tender.
Bidder has clearly identified, on the front page of the tender, the panel for which the tender is being submitted. (Bidders can submit a tender for more than one section).

EVALUATION CRITERIA

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

22.2 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

(A-CIVIL AND CRIMIAL LAW),(B-LABOUR, WORKPLACE AND EMPLOYMENT LAW),(C-CONVEYANCING) AND (D-NOTARIAL PRACTICE)		Total Claimable Points	Verification Method
1	Years' of Experience Per Attorney	30 Points	CV with certified copies of qualifications in respect of each attorney's experience.
2	Number of Instructions	60 Points	Reference letters
Total Functionality Points			90 Points
Threshold to Qualify for Stage Two			80 % (72 Points)

SPECIFIC PREFERENCE GOALS

Item No.	CRITERIA	CLAIMABLE POINTS	VERIFICATION DOCUMENT (Signed references with contact details)
1.	Black Owned Enterprise (BOE)"	10 Points	Companies and Intellectual Property Commission (CIPC) OR Central Supplier Database (CSD)
2.	Business Enterprises owned by Women	5 Points	Companies and Intellectual Property Commission (CIPC) OR Central Supplier Database (CSD)
3.	Location of a Business Enterprise	5 Points	Utility Bill or Lease agreement document

Failure to submit the above will result in zero (0) points being awarded per goal.

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.

MRS NM NGCOBO (ACTING MUNICIPAL MANAGER)