

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 40 OF 18/19

PROVISION OF LEGAL SERVICES TO THE MSUNDUZI MUNICIPALITY

SECTION A: PUBLIC AND PRIVATE LAW

SECTION B: LABOUR, WORKPLACE AND EMPLOYMENT LAW

SECTION C: CONVEYANCING AND NOTARIAL PRACTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers for the provision of legal services to the Msunduzi Municipality in the above fields of expertise.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 13 March 2019.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender 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 **R854.45 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **The cut-off time for the purchasing and collection of tender documents shall be 14h00 on Friday, 22 March 2019.** A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).

For any technical related enquiries, please contact Johan van der Merwe (Legal Services Unit) on direct Telephone No. 033 – 392 2792 or e-mail address **johan.vandermerwe@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

A compulsory Tender Briefing Meeting will be held on **Monday, 25 March 2019**, in the **Auditorium 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg**, commencing promptly at **10h30**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a complete tender document failing which the Tenderer shall be disqualified. Tenderers producing only the Tender Briefing Certificate at the meeting will not be considered.*** Only one representative per Company or Consortium will be allowed to attend the above meeting. No person will be allowed to represent more than one Company at the meeting.

Tenders contained in sealed envelopes and marked with **“Contract No. SCM 40 of 18/19”** and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Monday, 15 April 2019**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

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

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, 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:-

SECTION A: PUBLIC AND PRIVATE LAW		
No.	Evaluation Criteria	Maximum Points
1	Capacity: The number of qualified Attorneys within the Public and Private Law Departments of the Service Provider with the right of appearance in the High Court.	30 Points
2	Experience: Experience of each qualified Attorney within the Public and Private Departments of the Service Provider.	30 Points
3	Number of Instructions: Number of Instructions received from other organs of State by the Public and Private Law Departments of the Service Provider during the past five years.	60 Points
4	Locality: Service Providers who have an office within the jurisdiction of the Msunduzi Municipality shall be allocated 20 points.	20 Points
Total Functionality Points		140 Points
Threshold to Qualify for Stage Two		75% (105 Points)

SECTION B: LABOUR, WORKPLACE AND EMPLOYMENT LAW		
No.	Evaluation Criteria	Maximum Points
1	Capacity: The number of qualified Attorneys within the Labour Law Department of the Service Provider with the right of appearance in the High Court.	30 Points
2	Experience: Experience of each qualified Attorney within the Labour Law Department of the Service Provider.	30 Points
3	Number of Instructions: Number of Instructions received from other organs of State by the Labour Law Department of the Service Provider during the past five years.	60 Points
4	Locality: Service Providers who have an office within the jurisdiction of the Msunduzi Municipality shall be allocated 20 points.	20 Points
Total Functionality Points		140 Points
Threshold to Qualify for Stage Two		75% (105 Points)

SECTION C: CONVEYANCING AND NOTARIAL PRACTICE		
No.	Evaluation Criteria	Maximum Points
1	Capacity: The number of qualified Attorneys within the Conveyancing and Notarial Practice Department of the Service Provider with the right of appearance in the High Court.	30 Points
2	Experience: Experience of each qualified Attorney within the Conveyancing and Notarial Practice Department of the Service Provider.	30 Points
3	Number of Instructions: Number of Instructions received from other organs of State by the Conveyancing and Notarial Practice Department of the Service Provider during the past five years.	60 Points
4	Locality: Service Providers who have an office within the jurisdiction of the Msunduzi Municipality shall be allocated 20 points.	20 Points
5	Number of Support Staff: Number of Support Staff within the Conveyancing and Notarial Practice Department of the Service Provider.	30 Points
Total Functionality Points		170 Points
Threshold to Qualify for Stage Two		75% (127 Points)

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.

MS NELISIWE NGCOBO (ACTING CITY MANAGER)