

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 60 OF 20/21

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

TENDER NOTICE

The Msunduzi Municipality hereby invites proposals from suitably qualified, skilled, and experienced firms of attorneys to provide a wide range of legal services to the Municipality for a period of three (3) years.

Interested tenderers are to submit a **Bidder Registration Form** of which is available on the Msunduzi Municipality's website www.msunduzi.gov.za in the Tenders Folder / Database Forms. The registration will begin from **25 March 2021** and end at the close of business (17H00) on **01 April 2021**. The Bidder Registration Form must be completed and e-mailed to procurement@msunduzi.gov.za and copied to vuyani.msimang@msunduzi.gov.za. ***Tenderers who fail to register within the above registration period will not be eligible to receive a tender document from the Municipality or details pertaining to the Tender Briefing Meeting.***

Tenderers will thereafter be informed in due course of the mode and details of the **Tender Briefing Meeting** once potential tenderers have submitted their Bidder Registration Forms. Tenderers that do not receive any confirmation of receipt of their Bidder Registration Forms within 48 working hours at the end of the above registration period must request such via an e-mail to vuyani.msimang@msunduzi.gov.za.

The Msunduzi Municipality will continue to advertise its Tender Notices on the National Treasury e-Tender Portal and Municipal website. Tender documents will only be emailed to potential tenderers that have timeously submitted their Bidder Registration Forms.

For any technical related enquiries, please contact Nomfundo Hlophe (Legal Services Unit) on direct Telephone No. 033 – 392 2441 or e-mail address nomfundo.hlophe@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.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “Contract No. SCM 60 of 20/21” 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, 26 April 2021, 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:

Stage 1: Functionality

<u>PUBLIC AND PRIVATE LAW</u>	Maximum Points
Years' of experience per Attorney	30 Points
Number of Instructions	60 Points
Locality of the Bidder	10 Points
Total Functionality Points	100 Points
Threshold to Qualify for Stage Two	75 % (75 Points)

<u>LABOUR, WORKPLACE AND EMPLOYMENT LAW</u>	Maximum Points
Years' of experience per Attorney	30 Points
Number of Instructions	60 Points
Locality of the Bidder	10 Points
Total Functionality Points	100 Points
Threshold to Qualify for Stage Two	75 % (75 Points)

<u>CONVEYANCING AND NOTARIAL PRACTICE</u>	Maximum Points
Years' of experience per Attorney	30 Points
Number of Instructions	60 Points
Locality of the Bidder	10 Points
Total Functionality Points	100 Points
Threshold to Qualify for Stage Two	75 % (75 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.

M.P KHATHIDE: CITY MANAGER