

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

SPECIALISED SERVICES CONTRACT No. SCM 30 OF 16/17 SECTIONS A-C

PROVISION OF LEGAL SERVICES TO THE MSUNDUZI MUNICIPALITY

Tenders are hereby invited from suitably qualified and experienced Service Providers to provide legal services in the following fields of expertise:-

- Section A – Public & Private Law
- Section B – Labour, Workplace & Employment Law
- Section C – Conveyancing & Notarial Practice

Tender documents shall be available from the Supply Chain Management Offices, 5th Floor, A. S. Chetty Building, 333 Church Street, Pietermaritzburg, from **14h30 on Tuesday, 10 January 2017**. A non- refundable tender fee in the amount **R750.12** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

For technical enquiries regarding the scope of works, please contact either Johan van der Merwe on Tel. No. 033 - 392 22792 or e-mail: johan.vandermerwe@msunduzi.gov.za or Phumzile Madlabane on Tel. No. 033 - 392 2712 or e-mail: phumzile.madlabane@msunduzi.gov.za

For Supply Chain Management related matters, please contact Vinesh Govender on either Tel. No. 033-392 2027 or e-mail: vinesh.govender@msunduzi.gov.za

Sealed tenders endorsed on the envelope "**Specialised Contract No. SCM 30 of 16/17**" must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12h00 on Tuesday, 7 February 2017**, 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.

Tender Validity period: Three (3) months commencing from the closing date of the tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 90/10 Preference Point System in accordance with the Preferential Procurement Regulations, 2011, 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:-

No.	Description	Maximum Points
SECTION A – PUBLIC & PRIVATE LAW		
1	<u>Capacity:</u> 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
2	Experience Of Each Qualified Attorney Within The Public And Private Law Departments Of The Service Provider	30
3	No. Of Instructions Received From Other Organs Of State By The Public And Private Law Departments Of The Service Provider During The Past 5 Years	60
4	<u>Locality</u> – Firms based with the Msunduzi Municipality's Area of Jurisdiction shall score a maximum of 80 points	80

Total No. of Points		200
Threshold to Qualify For Stage 2		70%
SECTION B – LABOUR, WORKPLACE & EMPLOYMENT LAW		
1	<u>Capacity</u> : The Number Of Qualified Attorneys Within The Labour Law Department With The Right Of Appearance In The High Court	30
2	Experience Of Each Qualified Attorney Within The Labour Law Department Of The Service Provider	30
3	No. Of Instructions Received From Other Organs Of State By The Labour Law Department Of The Service Provider During The Past 5 Years	60
4	<u>Locality</u> – Firms based with the Msunduzi Municipality’s Area of Jurisdiction shall score a maximum of 80 points	80
Total No. of Points		200
Threshold to Qualify For Stage 2		70%
SECTION C – CONVEYANCING & NOTARIAL PRACTICE		
1	<u>Capacity</u> : The Number Of Qualified Attorneys Within The Conveyancing and Notarial Practice Department With The Right Of Appearance In The High Court	30
2	Experience Of Each Qualified Attorney Within The Conveyancing and Notarial Practice Department Of The Service Provider	30
3	No. Of Instructions Received From Other Organs Of State By The Conveyancing and Notarial Practice Department Of The Service Provider During The Past 5 Years	60
4	<u>Locality</u> – Firms based with the Msunduzi Municipality’s Area of Jurisdiction shall score a maximum of 80 points	80
5	The Number Of Support Staff Within The Conveyancing And Notarial Practice Department Of The Service Provider	30
Total No. of Points		230
Threshold to Qualify For Stage 2		70%

The Council 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 Council expects businesses within the Pietermaritzburg and Midlands Region to support its contract and affirmative action programmes.

SIZWE HADEBE (ACTING MUNICIPAL MANAGER)