



**uMGUNGUNDLOVU DISTRICT MUNICIPALITY**

**ERRATUM**

**TO FORM A PANEL OF LEGAL ADVISORS FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY**

**TENDER NO. 12/2021**

This correspondence serves to correct an error that has been made in the newspaper advert, The Witness publication dated 16 June 2021. An error was picked up in the tender document, under the advert and functionality section. This refers to page 5 and pages 37-40 of the tender document, kindly be advised that under these sections the functionality test has been amended as follows:

Tenderers will be evaluated in terms of functionality Test in accordance with the following Evaluation Criteria: -

<b>Evaluation Criteria</b>	<b>Weight</b>
<p><b>Reputation in the industry - Track Record (Evaluated as per each subcategory selected)</b>            List of similar projects successfully completed (i.e. Legal Service for Government Entity depending on the sub categories of related work or services he or she wants to apply for).            Tenderers have demonstrated experience in working with municipalities and/or government entities and must submit a minimum of one written testimonial from clients to substantiate their ability to undertake the required services. Reference must indicate that the nature of works is similar to works required in this tender document as well as that the value of works completed exceeded R200,000.00.</p>	50
<p><b>Human Resources - Personnel's Experience</b>            Bidders should provide qualifications, skills, and experience of individuals to be assigned and committed to work on the project. Attach proof of CV's and Qualifications of Personnel (CVs of partner/s or Director/s or Sole Proprietor with certified copies of qualifications and work experience)</p>	30
<p><b>Experience of Tenderer</b>            Bidders should provide company registration documents as proof of the number of years in operation in the industry (Legal services)</p>	20
<b>Total</b>	<b>100</b>

**Note: A bidder/s that scores less than 60 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.**

<b>Financial Services</b>	
PO Box 3235, Pietermaritzburg, 3200 242 Langalibalele Street, Pietermaritzburg, 3201	
Tel: 033 8976700 / 6714	Fax: 033 3945514

Criteria	Applicable values/points	Weight	Verification Method
<b>Reputation in the industry - Track Record. (For similar works completed. This must be supported by the submission of Reference letters from current/previous clients.)</b>			
Points are not cumulative; only highest applicable points will be awarded			
<b>1.Track Record</b> ➤ Bidders must have specific experience (e.g. Legal Service for Government Entity depending on the sub categories of related work or services he or she wants to apply for on page 40)	<b>1..1. Category: Contract Management</b> <ul style="list-style-type: none"> <li>▪ 8 or more (50 Points)</li> <li>▪ 5 to 7 References (40 points)</li> <li>▪ 3 to 4 References (30 points)</li> <li>▪ 1 to 2 Reference (20 points)</li> <li>▪ 0 references (0 points - disqualified)</li> </ul>	50	Reference Letter from previous clients
	<b>1.2. Category: Civil Litigations</b> <ul style="list-style-type: none"> <li>▪ 8 or more (50 Points)</li> <li>▪ 5 to 7 References (40 points)</li> <li>▪ 3 to 4 References (30 points)</li> <li>▪ 1 to 2 Reference (20 points)</li> <li>▪ 0 references (0 points - disqualified)</li> </ul>	50	Reference Letter from previous clients
	<b>1.3. Category: Compliance</b> <ul style="list-style-type: none"> <li>▪ 8 or more (50 Points)</li> <li>▪ 5 to 7 References (40 points)</li> <li>▪ 3 to 4 References (30 points)</li> <li>▪ 1 to 2 Reference (20 points)</li> <li>▪ 0 references (0 points - disqualified)</li> </ul>	50	Reference Letter from previous clients
	<b>1.4. Category: Labour Relations</b> <ul style="list-style-type: none"> <li>▪ 8 or more (50 Points)</li> <li>▪ 5 to 7 References (40 points)</li> <li>▪ 3 to 4 References (30 points)</li> <li>▪ 1 to 2 Reference (20 points)</li> <li>▪ 0 references (0 points - disqualified)</li> </ul>	50	Reference Letter from previous clients
	<b>1.5. Category: Public Law</b> <ul style="list-style-type: none"> <li>▪ 8 or more (50 Points)</li> <li>▪ 5 to 7 References (40 points)</li> <li>▪ 3 to 4 References (30 points)</li> <li>▪ 1 to 2 Reference (20 points)</li> <li>▪ 0 references (0 points - disqualified)</li> </ul>	50	Reference Letter from previous clients
	<b>1.6. Category: Property Law</b> <ul style="list-style-type: none"> <li>▪ 8 or more (50 Points)</li> <li>▪ 5 to 7 References (40 points)</li> <li>▪ 3 to 4 References (30 points)</li> <li>▪ 1 to 2 Reference (20 points)</li> <li>▪ 0 references (0 points - disqualified)</li> </ul>	50	Reference Letter from previous clients
<b>Human Resources - Personnel's Experience. (Bidders should provide qualifications, skills, and experience of individuals to be assigned and committed to work on the project. Attach proof of CV's and Qualifications of Personnel (CVs of partner/s or Director/s or Sole Proprietor with certified copies of qualifications and work experience))</b>			
Attach under company profile page 40.			
Points are not cumulative; only highest applicable points will be awarded			

<b>2. Personnel's Experience</b> ➤ Bidders should provide qualifications, skills, and experience of individuals to be assigned and committed to work on the project.	<b>A Partners(s) or Director(s) and or Sole Proprietor dealing with municipality must have minimum of three years (3) post admission experience in their area of specialization.</b>	30	CVs of partner/s or Director/s (certified copies of qualifications and work experience)
	<ul style="list-style-type: none"> <li>▪ Greater than 10 years and above post admission experience in their area of specialization as per CV (30 Points)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ More than 5 years but less than 10 years post admission experience in the area of specialization as per CV (20 points)</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Greater than 3 years, but less than 5 years post admission experience in the area of specialization as per CV (10 points)</li> </ul>		
<b>Experience of Tenderer (Bidders must attach Company Registration Documents as proof of the number of years in operation in the industry – Legal services)</b> Points are not cumulative; only highest applicable points will be awarded			
<b>3. Experience</b> ➤ This tests the tendering entity's experience in operation in the industry (Legal Services)	Company's number of years in operation in the industry (Legal services) <ul style="list-style-type: none"> <li>• 10 years and more (20 points)</li> <li>• 7 years to 10 years (15 points)</li> <li>• 4 years to 6 years (10 points)</li> <li>• Less than 4 years (5 points)</li> <li>• If not indicated (0 points)</li> </ul>	20	Attach Company Registration Documents as proof of the number of years in operation in the industry (Legal services)

Consequently, bidders are required to submit specific information for this tender based on the amended functionality test in order to be evaluated on the functionality test as part of the minimum requirements before evaluated on price and preference.

**Please note** that the closing date for this tender has changed to Thursday, 29 July 2021 at 12h00 where the tenders will be opened in public. The intention to Bid Forms to be sent by no later than 13 July 2021. Tenders must be deposited in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, on or before the closing time. Any queries in respect of the documentation can be directed to Ms. Lihle Hadebe via email: [Lihle.Hadebe@umdm.gov.za](mailto:Lihle.Hadebe@umdm.gov.za)

The uMgungundlovu District Municipality wishes to apologize for any inconvenience caused by this erratum.

\_\_\_\_\_  
**Dr. RMB Ngcobo**  
**Municipal Manager**  
**uMgungundlovu District Municipality**

<b>Financial Services</b> PO Box 3235, Pietermaritzburg, 3200 242 Langalibalele Street, Pietermaritzburg, 3201 Tel: 033 8976700 / 6714 <span style="float: right;">Fax: 033 3945514</span>		
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--