



TENDER ADVERT

uMGUNGUNDLOVU DISTRICT MUNICIPALITY

INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL OF LEGAL ADVISORS FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY

TENDER NO. 12/2021

The uMgungundlovu District Municipality seeks professional service providers with an office based in KwaZulu-Natal to be placed on the Panel of Legal Advisors to assist the Legal Services Department of the Municipality. The Legal Services Department is responsible for the Municipality's legal related work which, inter alia, includes the following: Contract Management; Civil Litigations; Compliance; Labour Relations; Property Law; Public Law. The contract will be for a period of three years. **A service provider must complete the table for Appendix 1, depending on the sub categories of related work or services he or she wants to apply for on page 48.**

Tender documents can be downloaded from the municipal website at www.umdmd.gov.za or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Ms. Lihle Hadebe via email lihle.hadebe@umdmd.gov.za as a Briefing Session cannot be held due to the National State of Disaster. Written queries are to be sent in two weeks before the tender closing date for a timely written response.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before 12h00 on 29 July 2021, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late Tenders or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All eligibility criteria must be furnished accordingly, where mandatory or applicable Tenderers that qualified in terms of the eligibility criteria will then be evaluated on the functionality test as part of the minimum requirements before evaluated on price and preference.

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

Evaluation Criteria	Weight
<p>Reputation in the industry - Track Record (Evaluated as per each subcategory selected) 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>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)</p>	30
<p>Experience of Tenderer Bidders should provide Company Registration Documents as proof of the number of years in operation in the industry (Legal services).</p>	20
Total	100

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. Thereafter the 80/20 Preference Points system will be applicable, with 80 points for price and 20 points for B-BBEE Status Level of Contribution as prescribed in terms of the Preferential Procurement Regulations 2017.

Tenderers are required to submit proof of experience with working with municipalities and/or other government entities and tenders must submit a minimum of three written testimonials from clients to substantiate their ability to undertake the required services. Reference must indicate that the nature of works/services is similar to work required in this tender document as well as that the value of works completed exceeded R200,000.00. Firms that have matters pending against the Municipality or its entities at the time of the evaluation and adjudication of the tender will not be appointed to the panel.

Tenderers are required to attach proof of their Fidelity fund certificate issued in terms of section 85 of the Legal Practice Act, no. 28 of 2014 for both the legal firm and legal practitioners. A certified copy of a valid Fidelity Fund Certificate must be provided.

Tenderers must be registered with the Legal Practice Council. Proof of registration from the relevant Legal Practice Council must be provided.

For bidders applying for the category of conveyancing a certificate of admission as a conveyancer of the individual conveyancer employed on a full-time basis by the law firm must be provided.

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

Dr. RMB Ngcobo
Municipal Manager
uMgungundlovu District Municipality