

RECORD OF ADDENDA

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

	Date	Title or Details										
1.	16 June 2021	<p>Tender advert and functionality in tender document: 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:</p> <p>Tenderers will be evaluated in terms of functionality Test in accordance with the following Evaluation Criteria :-</p> <table border="1"> <thead> <tr> <th>Evaluation Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td> 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 testimonials 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. </td> <td>50</td> </tr> <tr> <td> 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) </td> <td>30</td> </tr> <tr> <td> Experience of Tenderer Bidders should provide company registration documents as proof of the number of years in operation in the industry (Legal services) </td> <td>20</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </tbody> </table> <p>Kindly see attached to this page the full amended functionality test.</p>	Evaluation Criteria	Weight	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 testimonials 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.	50	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)	30	Experience of Tenderer Bidders should provide company registration documents as proof of the number of years in operation in the industry (Legal services)	20	Total	100
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Total	100											
2.												

Attach additional pages if more space is required.

Failure to acknowledge any addendum released by the agent may result in your tender submission being declared non- responsive.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

ADDENDUM 1
TENDER 12-2021 - TO FORM A PANEL OF LEGAL ADVISORS 28 JUNE 2021

1. The uMgungundlovu District Municipality hereby issues an Addendum to the above-mentioned Tender advertised on 16 June 2021.
 2. Tenderers are required to sign the Addendum and attach it to their tender submission.
 3. Each Tenderer is required to acknowledge receipt and acceptance of the amendments and additions contained in this Addendum and to submit the completed addendum with Tender document.
 4. Failure to acknowledge the addendum will lead to the disqualification of any tender submission.
 5. The balance of the Tender Information remains as advertised.
- Any queries can be directed to Ms. Lihle Hadebe via email: lihle.hadebe@umdm.gov.za or Ms. Thembisile Khuzwayo via email: thembisile.khuzwayo@umdm.gov.za

Yours in Development

PHUMZILE LUSWAZI
CHAIRPERSON: BID SPECIFICATION COMMITTEE

FUNCTIONALITY/TECHNICAL TEST

Service Providers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price as follows:

Evaluation Criteria	Weight
<p>Reputation in the industry - Track Record (Evaluated as per each sub category 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 testimonials 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

Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 60 points will then be evaluated in terms 80/20 preference point system.

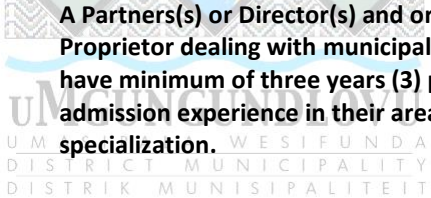
Criteria	Applicable values/points	Weight	Verification Method
<p>Reputation in the industry - Track Record. (For similar works completed. This must be supported by the submission of Reference letters from current/previous clients.) Points are not cumulative; only highest applicable points will be awarded</p>			
<p>1.Track Record ➤ 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)</p>	<p>1..1. Category: Contract Management</p> <ul style="list-style-type: none"> ▪ 8 or more (50 Points) ▪ 5 to 7 References (40 points) ▪ 3 to 4 References (30 points) ▪ 1 to 2 Reference (20 points) ▪ 0 references (0 points - disqualified) 	50	Reference Letter from previous clients
	<p>1.2. Category: Civil Litigations</p> <ul style="list-style-type: none"> ▪ 8 or more (50 Points) ▪ 5 to 7 References (40 points) ▪ 3 to 4 References (30 points) ▪ 1 to 2 Reference (20 points) ▪ 0 references (0 points - disqualified) 	50	Reference Letter from previous clients

	1.3. Category: Compliance <ul style="list-style-type: none"> ▪ 8 or more (50 Points) ▪ 5 to 7 References (40 points) ▪ 3 to 4 References (30 points) ▪ 1 to 2 Reference (20 points) ▪ 0 references (0 points - disqualified) 	50	Reference Letter from previous clients
	1.4. Category: Labour Relations <ul style="list-style-type: none"> ▪ 8 or more (50 Points) ▪ 5 to 7 References (40 points) ▪ 3 to 4 References (30 points) ▪ 1 to 2 Reference (20 points) ▪ 0 references (0 points - disqualified) 	50	Reference Letter from previous clients
	1.5. Category: Public Law <ul style="list-style-type: none"> ▪ 8 or more (50 Points) ▪ 5 to 7 References (40 points) ▪ 3 to 4 References (30 points) ▪ 1 to 2 Reference (20 points) ▪ 0 references (0 points - disqualified) 	50	Reference Letter from previous clients
	1.6. Category: Property Law <ul style="list-style-type: none"> ▪ 8 or more (50 Points) ▪ 5 to 7 References (40 points) ▪ 3 to 4 References (30 points) ▪ 1 to 2 Reference (20 points) ▪ 0 references (0 points - disqualified) 	50	Reference Letter from previous clients

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))

Attach under company profile page 40.

Points are not cumulative; only highest applicable points will be awarded

2. Personnel's Experience <ul style="list-style-type: none"> ➤ Bidders should provide qualifications, skills, and experience of individuals to be assigned and committed to work on the project. 	 <p>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.</p>	30	CVs of partner/s or Director/s (certified copies of qualifications and work experience)
	<ul style="list-style-type: none"> ▪ Greater than 10 years and above post admission experience in their area of specialization as per CV (30 Points) 		
	<ul style="list-style-type: none"> ▪ More than 5 years but less than 10 years post admission experience in the area of specialization as per CV (20 points) 		
	<ul style="list-style-type: none"> ▪ Greater than 3 years, but less than 5 years post admission experience in the area of specialization as per CV (10 points) 		

Experience of Tenderer (Bidders must provide company registration documents as proof of the number of years in operation in the industry - Legal services) Attach under company profile page 40.

Points are not cumulative; only highest applicable points will be awarded

<p>3.Experience</p> <ul style="list-style-type: none"> ➤ This tests the tendering entity's experience in operation in the industry (Legal Services) 	<p>Company's number of years in operation in the industry (Legal services)</p> <ul style="list-style-type: none"> • 10 years and more (20 points) • 7 years to 10 years (15 points) • 4 years to 6 years (10 points) • Less than 4 years (5 points) • If not indicated (0 points) 	<p>20</p>	<p>Attach company registration documents as proof of the number of years in operation in the industry (Legal services)</p>
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- Only bidders who score 60% or above will be considered for appointment on Council's Panel of Legal Practitioners.

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.

Should the relevant bidder/s meet the minimum required percentage or minimum points, they will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2000 and its associated Regulations issued by the National Treasury.

