



RUSTENBURG LOCAL MUNICIPALITY



RUSTENBURG LOCAL MUNICIPALITY

CONTRACT NO: RLM/OMM/0162/2024/25

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS

DATE

NAME OF BIDDER:

BID PRICE:N/A..... (Vat Incl)

Prepared by:

**RUSTENBURG
LOCAL MUNICIPALITY
CNR BEYERS NAUDE AND MANDELA DRIVE
RUSTENBURG
014 590 3111**

BID CLOSES:

DATE: 18 June 2026 @ 08:30



RUSTENBURG LOCAL MUNICIPALITY

PARTICULARS OF THE BIDDER	
NAME OF THE BIDDING OR TENDERING COMPANY	
POSTAL ADDRESS	
	POSTAL CODE
STREET ADDRESS (PHICAL ADDRESS)	
	POSTAL CODE
E-MAIL ADDRESS	
TELEPHONE NUMBER (TELKOM LINE)	
CIDB CRS NUMBER (IF APPLICABLE)	
CELLPHONE NUMBER	
ALTERNATE CELLPHONE NO.	
CENTRAL SUPPLIER DATABASE NUMBER OF THE BIDDING COMPANY	
CRS NUMBER	
BID INFORMATION (TIME AND DATE OF CLOSER)	DATE: TIME:
BID PRICE (VAT INCLUSIVE)	



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Bidders are limited to tick only Three (3) service categories of specialised fields/ areas of law.

NB: SHOULD THE BIDDER TICK MORE THAN 3 SERVICE CATEGORIES, THE BIDDER WILL BE EVALUATED ON THE FIRST THREE CATEGORIES OF SPECIALISED AREA SELECTED.

No.	SERVICE CATEGORY / AREAS OF SPECIALISATION	TICK
1.	Administrative Law;	
2.	Commercial Law;	
3.	Company Law;	
4.	Constitutional Law;	
5.	Eviction including the application (PIE) and (ESTA)	
6.	Energy Law;	
7.	Environmental Law;	
8.	Housing and Land Tenure Laws;	
9.	Information and Communication Technology Law;	
10.	Labour and Employment Legal Advisory; Labour Law Litigation including arbitrations. Appearing at bargaining councils, disciplinary hearings and chairing disciplinary hearings.	
11.	Civil Litigation (Magistrate & High Courts, Labour Court, Land Claims Court; Supreme Court of Appeals and Constitutional Court, Arbitrations)	
12.	Local Government Law;	
13.	Municipal Finance Management Act	
14.	Property Law (including Spluma and Conveyancing);	
15.	Security and Policing Law;	
16.	Transportation Law including National Land Transport Act, 2009 (Act 5 of 2009 and Economic Regulation of Transport Act 6 of 2024	
17.	Tax Law and Trusts law	
18.	Construction Law	
19.	Public Procurement Law	



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BID PROCESS CRITERIA LIST

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



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TENDERING PROCEDURES: **DOCUMENT COMPLETION INSTRUCTION AND RETURNABLE DOCUMENTS SCHEDULE**

A bid not complying with the requirements stated hereunder will be regarded as an “Unacceptable bid”, and as such will be rejected.

“Unacceptable bid” means any bid which, in all respects, does not comply with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation as published in Government Gazette number 22549, dated 10 August 2001, in terms of which provision is made for this policy.

A bid will not be acceptable if:

1. Any pages are missing/ removed from the bid document, and have therefore not been submitted, or a copy of the original bid document has been submitted.
2. The bid document is completed using a pencil or any other colour ink. Only black pen ink must be used to complete the bid document. Only tick the appropriate option. Please be informed that whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting.
3. The bid has not been properly signed by the designated signatory contained in the tender document.
4. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
5. The bid has been submitted after the relevant closing date and time.
6. The bidder or any of the partners has in the last five years failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of the state after written notice was given to that bidder that performance was unsatisfactory, and or the contract was terminated/ cancelled.
7. The bidder has abused the Rustenburg Local municipality’s Supply Chain Management System.
8. The bidder failed to complete and sign and / or disclosing of wrong information in any of the declaration forms mentioned below
9. The bidder has failed to fully complete and sign the MBD 4 form.
NB! In the case of multi directors or joint venture, bidders must submit separate MBD 4 declaration forms for each director
10. The bidder has failed to fully complete and sign the MBD 5 form.
NB! In the case of joint venture, bidders must submit separate MBD 5 declaration forms for each JV partner.
11. The bidder has failed to fully complete and sign the MBD 6.1 form. (except for the table indicating how points will be claimed)
12. The bidder has failed to fully complete and sign the MBD 8 form.
13. The bidder has failed to fully complete and sign the MBD 9 form.
14. The bidder has failed the signatory resolution form.



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15. The bidder has failed to fully complete and sign the compulsory enterprise questionnaire (CIDB) form.

16. The bidder has failed to fully complete and sign the form of offer (CIDB).

17. The document is completed electronically and or electronically signed.

18. The bidder fails to attach the following documents:

- A valid proof of payment with the relevant reference number as stipulated in the tender advertisement.
- CSD registration documents proving registration was done 7 days before tender closing
- Audited Financial Statements where the bidder has answered yes on question 1 of MBD 5
- Required CIDB Grading Certificate (where applicable).
- Originals sworn affidavits and or certified documents (where requirements).
- The authority of signatory is not submitted (printed on bidder's letter head) for CIDB related projects only.
- The bidder failed to attach a copy of a valid signed Joint Venture Agreement (if applicable) to the bid document.
NB! It is compulsory for the Joint Venture Agreement to have the following minimum compulsory information:
 - ✚ Company names and registration numbers for the partners,
 - ✚ Indication of who the lead partner is,
 - ✚ Percentage sharing of the Joint Venture,
 - ✚ Indication of the address where the Joint Venture will be operating from
- **Municipal rates and taxes statements of the directors**
 - ✚ Current municipal rates and taxes statement in the names of the director (from previous billable month determined by the date of tender closure) for each directors' address must be attached; or,
 - ✚ Valid lease agreement of the director/s showing the minimum critical contractual obligations which are 1. Lease period, 2. Use of premises, 3. Lessors' responsibilities, 4. Lessee' responsibilities, 5. Amounts related to the lease, 6. Address of the leased premises, 7. Signatures of both parties. The lease agreement must be submitted together with the Municipal rates and taxes statement; or
 - ✚ An original letter from tribal authority not older than three (3) months if the director/s are residing in a tribal land; or
 - ✚ If the rates and taxes account is not in the names of the director/s the attached municipal rates and taxes statement must be submitted together with an original affidavit from the property owner whose names are appearing on the municipal rates and taxes statement to confirm that the director resides in their property.
- **Municipal rates and taxes statements of the company**
 - ✚ Current municipal rates and taxes statement in the names of the company (from previous billable month determined by the date of tender closure) for the company's' address must be attached; or
 - ✚ Valid lease agreement of the company showing the minimum critical contractual obligations which are 1. Lease period, 2. Use of premises, 3. Lessors' responsibilities, 4. Lessee' responsibilities, 5. Amounts related to the lease, 6. Address of the leased premises, 7. Signatures of both parties. The lease agreement must be submitted together with the Municipal rates and taxes statement; or
 - ✚ An original letter from a tribal authority not older than three (3) months if the company is operating from a tribal; or
 - ✚ If the rates and taxes account is not in the names of the company, the attached municipal rates taxes statement must be submitted together with an original affidavit from the property owner whose names are



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reflecting on the municipal rates and taxes statement to confirm that the company operates from their property.

NB!!

The company address written on the tender document, and statement submitted must be the same as the one reflecting on the CSD report

- ✓ For procurement expected to be less than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 90 days at the time of tender closure.
- ✓ For procurement expected to be more than 10 million, awards will not be made to bidders owing municipal rates and taxes for over 30 days at the time of tender closure.

19. The bidder fails to comply with:

- Submitting both a hard copy document and an electronic tender document in the form of a USB (only) which must be clearly marked with the company name. (Bidders will be disqualified for not submitting a USB containing the scanned bidding documentation)
- Bidders who use correction pens. In a case where a wrong answer is ticked, a straight line must be made across the wrong answer, then initial next to the mistake and a correct answer must be ticked or provided in writing.
- Bid documents which are not in envelopes that clearly marked with the bid number and description.

NB! Bidders will not be afforded a chance to rectify by either completing the tender document or submitting outstanding mandatory documents.

VERIFICATION OF DOCUMENTS AND INFORMATION.

- Please note that by submitting this tender document, you are agreeing to the verification process of your supporting documents by the Rustenburg Local Municipality.
- Tax compliance status will be verified using CSD number. (For a bidder to be considered for final award, their status must reflect "tax compliance" before final award is made)
- CIDB Grading will be verified.



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BID NOTICE

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TENDER ADVERTISEMENT

<u>BID NO.</u>	<u>DESCRIPTION</u>	<u>AVAILABILITY OF BID DOCUMENT</u>	<u>DOC. FEES (NON-REFUNDABLE)</u>	<u>EVALUATION CRITERION</u>	<u>ENQUIRIES</u>	<u>COMPULSORY BRIEFING SESSION</u>	<u>CLOSING DATE</u>
RLM/OM M/0162/ 2024/25	Re-advert: Appointment of a panel of experienced practitioners to render various specialised legal services for Rustenburg Local Municipality for a period of (3) years	NB! Proof of deposit with proper reference as stipulated and required, must be attached with mandatory documents to be submitted	TENDER DOCUMENT AMOUNT R 1 500.00 REFERENCE NUMBER: 0162+Company name BANK NAME Standard Bank ACCOUNT NUMBER: 033 054 657	❖ Administrative evaluation (document completion and attachment of all mandatory documents as listed in the tender document) to include all necessary certifications. ❖ Functionality evaluation minimum qualifying score 70 out of a maximum of 100 points. NB! That no other evaluation criterion should be used.	TECHNICAL Mr. K. Radebe 014 590 3397 krabede@rustenburg.gov.za TECHNICAL Ms. V.Klaas 014 590 3029 vklaas@rustenburg.gov.za SCM Ms. O. Pelesi 014 590 3148 opelesi@rustenburg.gov.za	N/A	DATE: 18 June 2026 TIME: 08H30

1. Bid documents must be in a sealed packaging clearly marked with the bid number and description, must be placed in the bid box in the foyer of the Municipal offices, Missionary Mpheni House, Beyers Naude Drive, Rustenburg not later than the prescribed closing date, where after the bids will be opened in public at the Municipal offices.
2. All bids will be evaluated in accordance with the Supply Chain Policy of the Rustenburg Local Municipality, PPPFA 2022 and other related legislations. Bids will remain valid for 90 days.
3. The lowest or any bid will not be necessarily accepted, and the municipality reserves the right to accept the whole or part of any bid. The municipality reserves the right to increase or decrease quantities as indicated in the technical specifications. A market analysis conducted will be taken into consideration to ensure right procurement and quality service delivery.



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4. Tender submission must comply with the instruction note (Tender Completion and Attachment of Mandatory Documents) as well as all other additional tendering condition and requirements stated in the tender document.
5. Objections or complaints must be submitted in writing to the Municipal Manager at the address stated, and must contain the following:
 - (a) reasons and/or grounds for the objection or complaint.
 - (b) the way in which the objector or complainant's rights have been affected; and
 - (c) the remedy sought by the objector or complainant
6. Any objection or complaint must reach the Municipal Manager with a 14-day period after award has been made. Late objections or complaints will not be entertained.
7. Submissions which fail to adhere to all the requirements and instructions stated on this advert, E-tender advert, CIDB Website for CIDB tenders as well as the tender document will lead to disqualification.
8. Should there be any contradictions between the information on the advert and the information in the tender document, then the information on this advert will take precedence.



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TERMS OF REFERENCE (SPECIFICATIONS)

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



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1. **PROJECT SCOPE**

- 1.1. The Rustenburg Local Municipality invites bids from suitably qualified attorneys to be placed on the Panel of Attorneys to assist the municipality to achieve its vision and its strategic objectives. The duration for appointment of panel of legal practitioners is a period of 36 months. The appointment to the panel of attorney is subjected to a conclusion of a service level agreement. The Legal and Valuation unit is responsible for the Municipality's legal related work which amongst others includes the following: -
- Contracts Management;
 - Litigations & Claims;
 - Corporate Legal Compliance;
 - Council Legal Compliance;
 - Municipal Courts;
 - Municipal Entities Governance;
 - Specialised Commercial Legal Services; and
 - By-Law Compilation
- 1.2. The Municipality requires the services of appropriately qualified legal practitioners to render legal services as and when may be required. The duration for appointment of panel of legal practitioners is a period of 36 months. It is subjected to a conclusion of a service level agreement.
- 1.3. The objective is to identify legal practitioners that can render legal services over a broad spectrum of the fields of law as well as specific types of legal services where a bidder specialises in a specific field of law as set out hereunder.
- 1.4. To avoid any possible conflict of interest, prospective service providers who are appointed will be required not to accept any instructions from any party against the Rustenburg Local Municipality. The Rustenburg Local Municipality reserves the right in its sole discretion to appoint any number of legal practitioners or law firms to serve on its legal panel for management purposes.
- 1.5. Rustenburg Local Municipality may from time to time require specialised legal expertise and therefore reserves the right to, in deserving cases to appoint a senior Counsel depending on the complexity and importance of the matter to the Municipality. Should the successful bidder believe that the matter can be resolved in any other manner, the Municipality must be informed in writing of such alternative prior to any further steps being taken. To avoid the Municipality incurring high litigation costs, the bidder is expected at all material times to act in the best interest of the Municipality and must attempt to resolve the dispute by way of settlement and/or requesting for the application of Rule 41A of the Rules of Court or application of Pre-dismissal agreement in term of Labour Relations Act or any other agreed mechanisms as agreed with the other party after consultation with Municipal Manager as well as the unit manager: Legal and Valuation Services.
- 1.6. As part of the terms and conditions of appointment, it is expected from the Legal Firm to finalise matters or cases within a reasonable short period of time to avoid dormancy of cases and the recovery of all capital and interest owing, where applicable as well as the recovery of all costs orders made by the Court including execution steps as well as any other relevant steps. In the case where the matter becomes dormant, the successful bidder should try to finalise



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the matter or cause the matter to be withdrawn. The Legal Firm is responsible to claim legal costs against any unsuccessful party to litigation and to implement the court order as soon as possible. All the legal costs obtained should immediately be deposited into the account of the municipality by the legal Firm.

2. REQUESTED SERVICES

2.1. GENERAL LEGAL WORK

2.1.1. The Municipality requires Tenderers with expertise in the areas stipulated below:-

- Administrative Law;
- Commercial Law;
- Company Law;
- Constitutional Law;
- Eviction including the application (PIE) and (ESTA)
- Energy Law;
- Environmental Law;
- Housing and Land Tenure Laws;
- Information and Communication Technology Law;
- Labour and Employment Legal Advisory; Labour Law Litigation including arbitrations. Appearing at bargaining councils, disciplinary hearings and chairing disciplinary hearings.
- Civil Litigation (Magistrate & High Courts, Labour Court, Land Claims Court; Supreme Court of Appeals and Constitutional Court, Arbitrations)
- Local Government Law;
- Municipal Finance Management Act
- Property Law (including Spluma and Conveyancing);
- Security and Policing Law;
- Transportation Law including National Land Transport Act, 2009 (Act 5 of 2009 and Economic Regulation of Transport Act 6 of 2024
- Tax Law and Trusts law
- Construction Law
- Public Procurement Law.

3. AGREED FEE STRUCTURE

- 3.1. Due to strict budgeting requirements as provided by the MFMA as well as the principles of the Municipality Cost Containment Measures Circular issued by the National Treasury it is expected from the Legal Firm not to unreasonably inflate or exaggerate legal fees, hours, or services. All invoices should be accompanied by detailed supportive documents and proof that the services have been rendered as well as the hours spent on dealing with matters. The municipality does not allow more than one attorney to claim on the same matter. Payment will only be made to the appointed Attorney.
- 3.2. The Municipality reserves the right to peruse any invoice that has been submitted for payment and may refuse to make payments and further refer any disputed amount to the Legal Practice Council for advice. The Fee Structure



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shall be in line with the requirements of both the Lower and Higher Courts including the prescripts of the Legal Practice Council. It's also important to observe the MFMA-Municipal Cost Containment Regulations.

- 3.3. The fee notes submitted shall be in itemized form and clearly indicating the actual work done and the fee charges for each item as per the recognised rates. Invoices submitted late (after end of the current financial year) shall not be honoured except where there are good reasons in the eyes of the Municipal Manager.
- 3.4. The Legal Firm shall depend on the nature and circumstances of any legal matter, provide a quotation or a legal fee, prior to the services being rendered. Further the firm may submit interim bills to the Municipality at appropriate intervals during each matter as appropriate and generally at the time when a particular phase of the matter has been completed. Municipality shall not remunerate a legal Firm for work not done or not satisfactory done.
- 3.5. Unreasonable, inflated legal fees claimed will lead to a ground for cancellation of the agreement and the invoice shall not be paid until the information on the invoice is corrected and approved by the Municipal Manager in consultation with the Manager: legal Services. The Municipality intends to pay all legal fees within a period of 30 days of receipt of the invoice.
- 3.6. Legal fees in respect of handling disciplinary hearing and/or appeals on behalf of the municipality shall be negotiable with the appointed legal firm.

4. **REPORTING**

- 4.1. Any progress must be reported immediately in writing not later than 3(three) days after the event with advice on the proposed course of action.
- 4.2. All contingent liabilities and assets must be provided immediately after the case has been allocated to the legal firm. It is expected from the Legal Firm to comply with the A-G requests on disclosure of information on legal costs/ fees or information on contingent liability or Assets and or the merits of any matter or pending case. The municipality will under no circumstances pay any invoice relating to the preparation of contingent liability or assets and or attending to Audit queries as well as preparation of litigation matters or performance- based report.
- 4.3. It is expected from the Legal form to attend and communicate on monthly basis with the manager: Legal and Valuation Services on the management of Contingent asset Register



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5. **PERFORMANCE STANDARDS**

- 5.1. Legal firm must strictly observe the applicable legislation, collective agreements, by-laws of municipality, and other applicable policies when giving advises or representing municipality.
- 5.2. In the case where the appointed Legal Firm is of the view that there are no prospects of success, the Municipality must be informed before any further steps are taken. Failure to inform the municipality may result in the municipality claiming damages from the Legal firm.
- 5.3. Written instructions must be obtained from the Manager: Legal Services and or the Municipal Manager before proceeding with any action or legal step.
- 5.4. The possibility of settlement and withdrawal of the case must always be explored in every matter. No settlement should be concluded without prior approval of the Unit Manager: Legal and Valuations and the Municipal Manager
- 5.5. The appointed Legal Firm is responsible to arrange consultations with witnesses through the manager: Legal and Valuation Services and/or the responsible Legal Advisor
- 5.6. In all instances where a legal firm is appointed to preside or prosecute in a disciplinary hearing. It must endeavour to finalise both disciplinary and appeal hearings within a period one (1) month from the commencement date. In case there are delays, reasons for the delay must be provided in writing to the Manager: Legal and Valuation Services and the Municipal Manager, No Advocate may be appointed without a specific written mandate from the Manager: Legal Services and the Municipal Manager. Unnecessary postponement of matter before courts is strictly unacceptable.
- 5.7. The Legal firm shall, by all means, finalise all the cases allocated and must ensure that no dormant cases are experienced by the municipality.
- 5.8. The Legal Firm must tick which service Categories or Specialised fields/ areas of law they are bidding for from the below mentioned:
- 5.9. The Legal Firm shall at all times provide requested information to the municipality and to prepare and submit litigation and contingent asset / liability register to the Municipality.

6. **AVAILABILITY**

- 6.1. The Legal practitioner/Legal firm should be readily available to provide legal services as and when required by the Municipality.

7. **ETHICS/ PROFESSIONAL STANDARDS**

- 7.1. NB: Purpose of Legal Practice Act, a legal practitioners shall include both the Attorney and the Advocate with a Trust Account.



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7.2. The Legal practitioner/ Legal firm should always be ethical and professional towards the Officials and Councillors of the Municipality as well as third parties. The Legal firm is expected always to act in the best interests of the Municipality, further it must always avoid conflict of interest situations.

7.3. **The following shall be expected:**

7.3.1. The Legal practitioner / Legal Firm should demonstrate in the management of the litigation, honesty and trust should be cornerstone of his profession.

7.3.2. The Legal practitioner/Legal Firm should disclose all information to the Municipality concerning all the matters at hand.

7.3.3. The Legal practitioner / Legal firm should at all the times refrain from disclosing confidential information of the client to third parties / Legal Firms/Legal practitioners unless ordered by Court of Law. The Legal Practitioner must comply with POPIA legislation.

7.3.4. The Legal practitioner / Legal Firms in representing Municipality before Court or other bodies should demonstrate dexterity, diligence, utmost good- faith and high degree of responsibility and accountability in the handling of litigation.

7.3.5. To mitigate litigation costs, the Legal practitioner / Legal Firm should always strive to be independent in handling matters that have been allocated to him instead of passing or referring these matters to Advocates.

7.3.6. The engagement of Advocates is only allowed in complex matters and as such the written permission of the Head Legal and Valuation and the Municipal Manager should be obtained before utilising the services of an Advocate. The municipality reserves the right to recommend an Advocate to handle the case as well as the corresponding legal practitioner.

8. USER FRIENDLY WORKING AMENITIES/FACILITIES

8.1. It is expected from the Legal practitioner/ Legal Firm to be equipped with advanced technology, facilities for the performance of assigned duties. Such technology should, amongst others: -

8.1.1. assist with access to information during research e.g. (legislation, law reports articles and communication).

8.1.2. Allow for deeds search as well as for lodging of documents to Register of Deeds

8.1.3. Allow for company search and access to Companies and Intellectual Property Commission (CIPC) and other related institutions.

NB. The Municipality reserves the right to conduct an inspection at any time.



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9. **SERVICES OF CORRESPONDENTS**

- 9.1. The services of correspondent Legal practitioners/Legal firms should be used for the smooth and speedy running of the legal processes as prescribed. The municipality from time to time shall recommend Correspondent Attorneys to Legal Practitioners.

10. **TRANSITIONAL MATTERS**

- 10.1. The Service Provider is required to return all files to the Municipality, at its own costs, three months before the end of contract, except in cases where litigation process had commenced. This shall be subject to the status of the matter and discussions between the Municipality and the Service Provider.
- 10.2. Successful Service Providers must, on annual basis, submit certified copy of Fidelity Fund Certificate to the Municipality before 1st June of each calendar year. Failure to submit the required proof timeously (on 1 June) will result in the recalling of any instruction already give to such a legal practitioner in the absolute and sole discretion of the Municipality. Proof of Letter of Good Standing from the Legal Practice Council must also be submitted annually, and, as such, be submitted before 1 April of each calendar year.

11. **ALLOCATION OF WORK AND ENTITLEMENT TO GET THE WORK**

- 11.1. The allocation of work to the Legal Firm or Legal practitioner will be on “as and when required” and on rotational basis. The fact that a Legal firm/ Legal practitioner has been appointed should not be an entitlement or expectation to demand /claim that the work should be given to him/her. The allocation of work is dictated by the circumstances as and when it is necessary and upon the discretion of the Municipality. The Municipality may under any circumstance re-allocate the matter to another Law Firm (malperformance). In the case where the municipality is not satisfied with the standard of work performed or handling of the litigation matter.

12. **CONTIGENCY AGREEMENT**

- 12.1. The Municipality may conclude a contingent agreement with the Legal Firm as required by legislation.

13. **FREE OF CHARGE LEGAL SERVICE TO THE MUNICIPALITY**

- 13.1. The Legal Firm may voluntary render free legal service to the municipality as part of its social responsibility.

NB: ALL REFERENCES SHOULD BE DETAILED IN THE FOLLOWING MANNER AND BE SUBSTANTIATED WITH EVIDENCE AND THE FOLLOWING INFORMATION SHOULD BE OUTLINED:

- The Company name with a letterhead



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- The reference person, Tel number and Email address
- The project Scope which provides the reference information of projects, transactions and institutions from client to whom similar to scope of work required by the Rustenburg Local Municipality were rendered.



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FUNCTIONALITY

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



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FUNCTIONALITY

1. FUNCTIONALITY CRITERIA

- 1.1. All bids must first meet all the submission requirements to be considered for evaluation
- 1.2. Evaluation phase will be functionality where bidders must obtain a minimum threshold of 70% points to be considered.
- 1.3. For a bidder to qualify it is a requirement that a Professional Service Provider score a minimum of 70 out of a maximum of 100 points for functionality.
- 1.4. Rustenburg Local Municipality reserves the right to verify and confirm any information submitted for Functionality.

Values: 0= Poor; 1 =Average; 3= Good; 5 = Excellent

ITEM	CRITERIA	WEIGHT	VALUE	SCORE	VERIFICATION METHOD
1. Company experience		20			
1.1 Company experience:		10			Appointment letters to a panel of attorneys by government or public institution signed by Accounting Officer or Manager: Legal Services or authorised official
	In – depth experience of the legal firm in the area(s) of specialization				
	Company Experience in Similar project –Law Firm must demonstrate experience in providing similar services in local government				
	10 or more appointment letters (Value = 5)				
	6-9 appointment letters (Value = 3)				
	3-5 appointment letters (Value = 1)				
	0-2 and Non-Submission (Value = 0)				
1.2 Company experience:		10			Reference letters from government or public institution in respect of the



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In – depth experience of the legal firm in the area(s) of specialization Company Experience in Similar project –Law Firm must demonstrate experience in providing similar services in local government				chosen area of specialization signed by Accounting Officer or authorised official in respect of the chosen area of specialization	
	10 or more reference letters (Value = 5)				
	6 - 9 reference letters (Value = 3)				
	3-5 reference letters (Value = 1)				
	0-2 and Non-Submission (Value = 0)				
2 Key Personnel		80			
2.1 Lead Attorney’s Experience post admission Years of practical experience in the specialized legal service/field applying for		40		A detailed CV including certified copies of admission as an attorney of the high court, Fidelity Fund Certificate, valid Certificate of Good Standing issued by the South African Legal Practice Council and Academic and Professional qualifications (Please Attach)	
	10 years experience and above (Value = 5)				
	6 - 9 years experience (Value = 3)				
	3 - 5 years experience (Value = 1)				
	0 -2 years of experience (Value = 0)				



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2.2 Professional Assistant's or Associate's experience Years practical experience in the specialized legal service/field applying for		30		A detailed CV including certified copies of admission as an attorney in the High Court, valid Certificate of Good Standing issued by the South African Legal Practice Council Academic and Professional qualifications. (Please Attach)	
	10 years experience and above (Value = 5)				
	6 - 9 years experience (Value = 3)				
	3 - 5 years experience (Value = 1)				
	0-2 years of experience (Value = 0)				
2.3 Candidate Attorney's Must demonstrate the capacity to provide the services required		10		A detailed CV including certified copies of Academic and Professional qualifications attached (Please Attach)	
	4 or more Candidate Attorneys (Value = 5)				
	2-3 Candidate Attorneys (Value = 3)				
	1 Candidate Attorney (Value = 1)				
	Non submission (Value =0)				
TOTAL		100			



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Calculate the points scored according to the following formula:

$$Ps = \frac{[So]}{Ms} \times Ap$$

Where:

Ps = percentage scored for functionality by the bid under consideration

So = total score of bids under consideration, i.e. weight X value = score

Ms = maximum possible score = 500

Ap = percentage allocated

$$\text{Total percentage scored by the bidder on functionality: } Ps = \frac{\quad \times 100}{500} =$$

NB: No tender will be regarded as an acceptable tender/responsive if it fails to achieve the minimum qualifying score for functionality of 70 out of a maximum of 100 points.



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AUTHORITY FOR SIGNATORY

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



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SIGNATORY AUTHORISATION

(TO BE COMPLETED BY THE BIDDER)

I/We the undersigned, am/are authorized to enter into this contract on behalf of

(Name of Firm)

By resolution taken at a meeting held on the day of (month).....2026 resolved to authorise

..... holder of ID number to sign all the documents on behalf of the company.

Print name of authorised representative:

Signature:



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MBD 1 INVITATION TO BID

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



RUSTENBURG LOCAL MUNICIPALITY

**PART A
MBD 1**

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE RUSTENBURG LOCAL MUNICIPALITY				
BID NUMBER:	RLM/OMM/0162/2024/25	CLOSING DATE:	18 June 2026	CLOSING TIME: 08H30
DESCRIPTION	RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT:

RUSTENBURG LOCAL MUNICIPALITY
MISSIONARY MPHENI HOUSE
CNR BEYERS NAUDE AND NELSON MANDELA DRIVE, RUSTENBURG

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:



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<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER PART B:3]</p>
<p>TOTAL NUMBER OF ITEMS OFFERED</p>		<p>TOTAL BID PRICE</p>	<p>R</p>
<p>SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>DATE</p>	
<p>CAPACITY UNDER WHICH THIS BID IS SIGNED</p>			
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT</p>	<p>SCM</p>	<p>CONTACT PERSON</p>	<p>Adv. K. Radebe /Ms. V. Klaas</p>
<p>CONTACT PERSON</p>	<p>Ms. O. Pelesi</p>	<p>TELEPHONE NUMBER</p>	<p>014 590 3397/ 014 590 3029</p>
<p>TELEPHONE NUMBER</p>	<p>014 590 3148</p>	<p>E-MAIL ADDRESS</p>	<p>kradebe@rustenburg.gov.za vklaas@rustenburg.gov.za</p>
<p>E-MAIL ADDRESS</p>	<p>opelesi@rustenburg.gov.za</p>		



RUSTENBURG LOCAL MUNICIPALITY

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED, COMPLETED WITH A BLACK PEN
1.3.	THIS BID IS SUBJECT TO THE RLM SUPPLY CHAIN MANAGEMENT POLICY, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS: (BIDDER MAY NOT BE DISQUALIFIED ON THIS PART IF INDICATED THAT THEY ARE NOT FOREIGN BASED SUPPLIER)	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS WILL RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



RUSTENBURG LOCAL MUNICIPALITY

MBD 3.1 PRICING SCHEDULE

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



RUSTENBURG LOCAL MUNICIPALITY

1. **FEE STRUCTURE**

- 1.1. The maximum fees payable by the RLM will be as per the fee structure hereby outlined below.
- 1.2. No travelling allowance or any remuneration will be paid by the Municipality emanating from an instruction to deal with a matter around jurisdiction of the Municipality
- 1.3. **NB:** No director and senior associate shall appear in the Magistrate Court without the permission of the Municipal Manager in consultation Unit Head: Legal and Valuation

NARRATION	Magistrates Court Tariff	High and Superior Courts Tariff
1.TAKING INSTRUCTION TO SUE OR TO DEFEND OR COUNTER-CLAIM	R900.00	R1 500.00
2. ATTENDING, PERUSING AND CONSIDERING OF CORRESPONDENCE AND TRANSACTIONS	R56.00 per page	R78.00 per page
3. ATTORNEYS OPINION TO THE RUSTENBURG LOCAL MUNICIPALITY		
3.1 Preparation thereof including research	R1000.00 per hour	R1550.00 per hour
3.2 Drawing and typing of opinion	R156.00 per page	R156.00 per page
4. NOTICES		
4.1 Notice of intention to defend and formal notice	R96.00	R156.00
4.2 non-formal notice	R78.00 per notice	R78.00 per notice
4.3 Services and filling	R73.00	R73.00
4.4 Filling sheet	N/A	R30.00
5. PREPARATION OF PLEA	R774.50 per hour	R1200.00 per hour
5.1 No Counsel employed: Applicable to attorneys with right to appearance in High Court	R774.50 per hour	R1550.00 per hour
5.1.1 Drawing a pleading and drawing same	R774.50 per hour	R1550.00 per hour
5.1.2 Draw Summons	R774.50	R1550.00
5.2 Counsel employed	N/A	R1550.00 per hour



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5.2.1 Taking instructions to and instructing Counsel	N/A	R600.00 per instruction (all necessary copies included)
5.2.2 Brief to Counsel	N/A	R388.00 per brief
5.2.3 Filing	N/A	R73.00
5.2.4 Uplifting brief and attending to pay	N/A	R45.00
6. SUBSEQUENT PLEADING		
6.1 Perusing relevant papers prior to drawing of pleadings	R1380.00 per hour	R1550.00 per hour
6.2 Drawing up of all documents, Affidavits, notices, orders, etc.	R146.00 per notice	R156.00 per notice
7. CONSULTATION AND PRE-TRIAL INSPECTION IN LOCO		
7.1 Attendance of attorneys	R1380.00 per hour	R1550.00 per hour
7.2 Attendance of candidate attorneys	R350.00 per hour	R482.00 per hour
7.3 Preparation for consultation and pre-trial inspection, including re-perusal of documents where necessary:	R350.00 per hour	R600.00 per hour
7.3.1 Attendance of attorneys	R540.00 per hour	R417.00 per 15 mins
7.3.2 Attendance of candidate attorneys	R350.00 per hour	R 130.00 per mins
8. DRAWING OF STATEMENT OF WITNESS	R28.00 per page	R156.00 per statement
9. AFFIDAVITS		
9.1 Discovery and Supplementary Discovery Affidavit, supplementary discovery, and all types of Affidavits	R350.00 per hour	R482.00 per hour
9.2 Re-perusing papers to prepare affidavit(s)	R250.00 per hour	R482.00 per hour
10. TAKING INSTRUCTIONS TO INSTRUCTING COUNSEL		
10.1 On advice	R388.00 per brief	R130.00 per page
10.2 On trial	R600.00 per instruction	R1300.00 per hour
10.3 Subpoena (all inclusive)	R 242.00 per 15 mins	R 417.00 per 15 mins
11. ON TRIAL		



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11.1 Counsel employed	R96.00 per 15 mins	R 417.00 per 15 mins
11.1.1 Preparation including re-perusal of necessary document	R 242.00 per 15 mins	R 417.00 per 15 Mins
11.1.2 Attorneys attendance of Court	R 950.00 per hour	R1550.00 per hour
11.1.3 Candidate attendance of Court	R350.00 per hour	R482,00 per hour
11.2 Counsel not employed	R 242.00 per 15 mins	R 417.00 per 15 mins
11.2.2 Preparing for trial including re-perusal of the necessary documents by attorney on behalf of the Municipality (No Counsel employed)	R1400.00 per hour	R2000.00 per hour
11.3 Preparation for trial in the form of consultations, inspection in loco, appearing attorney	R1300.00 per hour	R1550.00 per hour
12. NOTING JUDGEMENT	R 391.00 per hour	R1100.00 per hour
13. TRAVELLING TIME/AWAITING TIME	R226.00 per hour	R 417.00 per 15 mins
14. CORRESPONDENCE (INCLUDING FACSIMILE TRANSMISSION)		
14.1 Letter written (excluding letter which contain an opinion, reports to defendants, memorandum etc.)	R78.00 per page	R78.00 per page
14.2 Telephone calls made and received	R96.00 per 5 min	R130.00 per 5 min

NARRATION	Miscellaneous Tariff
1. OTHER GENERAL LEGAL WORK	
1.1 Opinions	R2000.00 per hour
1.2 Drafting of contracts	R2000.00 per hour
1.3 Chairing of Disciplinary hearings	R1550.00 per hour
1.4 Prosecutions of Disciplinary hearing	R1550.00 per hour
1.5 Appearances of SALGBC / CCMA	R1550.00 per hour
1.6 investigations	R 1 700.00 per hour

Tariffs will be reviewed annually in line with rates from the Legal Practice



RUSTENBURG LOCAL MUNICIPALITY

**MBD 4
DECLARATION OF INTEREST
(IN CASE OF MULTI DIRECTORS OR JOINT VENTURE,
BIDDERS MUST SUBMIT SEPARATE MBD 4 DECLARATION
FORMS FOR EACH DIRECTOR)**

**RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A
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MBD 4: DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the state.

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1. Full Name of bidder or his or her representative:

2.2. Identity Number:

2.3. Position occupied in the Company (director, trustee, hareholder²):

2.4. Company Registration Number:

2.5. Tax Reference Number:

2.6. VAT Registration Number.....

2.7. Personal Reference Tax Number.....

2.7.1. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.8. Are you presently in the service of the state?

(Tick applicable box)



RUSTENBURG LOCAL MUNICIPALITY

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.8.1. If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

2.9. Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.9.1. If yes, furnish particulars.....

.....

2.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.10.1. If yes, furnish particulars.....

.....

2.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)



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YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.11.1. If yes, furnish particulars.....

2.12. Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.12.1. If yes, furnish particulars.....

.....

2.13. Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.13.1. If yes, furnish particulars.....

.....

2.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2.14.1. If yes, furnish particulars.....

.....



RUSTENBURG LOCAL MUNICIPALITY

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Tax Number	State Employee Number	Signature

NB: THE TABLE ABOVE IS TO BE FILLED IF THE COMPANY HAS MORE THAN ONE DIRECTOR.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



RUSTENBURG LOCAL MUNICIPALITY

MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

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RUSTENBURG LOCAL MUNICIPALITY

**MBD 5
DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

*YES	NO
------	----

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.
.....
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

*YES	NO
------	----

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.
.....
.....
.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

*YES	NO
------	----

3.1 If yes, furnish particulars
.....
.....



RUSTENBURG LOCAL MUNICIPALITY

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

*YES	NO
------	----

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name/s and Surname of Bidder

.....
Signature

.....
Position in the Firm/Company

..... 2026
Date



RUSTENBURG LOCAL MUNICIPALITY

MBD 6.1 PREFERENCE POINTS CLAIM FORM

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS

Not applicable



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MBD 8

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all the bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		



RUSTENBURG LOCAL MUNICIPALITY

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		



RUSTENBURG LOCAL MUNICIPALITY

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD
THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



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MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

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YEARS**



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MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete. I, the undersigned, in submitting the accompanying bid: **RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS** Bid Number and Description) in response to the invitation for the bid made by:

RUSTENBURG LOCAL MUNICIPALITY

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder): Bidders are required to fill in the name of their company in the space provided above.

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;



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5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



RUSTENBURG LOCAL MUNICIPALITY

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



RUSTENBURG LOCAL MUNICIPALITY

GENERAL CONDITIONS OF CONTRACT

RLM/OMM/0162/2024/25 - RE-ADVERT: APPOINTMENT OF A PANEL OF EXPERIENCED PRACTITIONERS TO RENDER VARIOUS SPECIALISED LEGAL SERVICES FOR RUSTENBURG LOCAL MUNICIPALITY FOR A PERIOD OF (3) YEARS



RUSTENBURG LOCAL MUNICIPALITY

GENERAL CONDITIONS OF THE CONTRACT
(NOT TO BE ALTERED)

PROCUREMENT: GENERAL CONDITIONS OF CONTRACT
Dated July 2010 as set out by the National Treasury: Republic of South Africa
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General Conditions of Contract

1. Definitions: 1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.



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- 1.14“GCC” means the General Conditions of Contract.
- 1.15“Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16“Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17“Local content” means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18“Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19“Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20“Project site,” where applicable, means the place indicated in bidding documents.
- 1.21“Purchaser” means the organization purchasing the goods.
- 1.22“Republic” means the Republic of South Africa.
- 1.23“SCC” means the Special Conditions of Contract.
- 1.24“Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25“Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26“Tort” means in breach of contract.
- 1.27“Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28“Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.



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2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.



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7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.



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8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.



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14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

(b) in the event of termination of production of the spare parts:

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.



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17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's delivery and/or performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such



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goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.



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These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. Antidumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in

Performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.



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27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.



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32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



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SERVICE CATEGORY / AREAS OF SPECIALISATION



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ANNEXURE 1

Administrative Law



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ANNEXURE 2

Commercial Law



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ANNEXURE 3

Company Law



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ANNEXURE 4

Constitutional Law



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ANNEXURE 5

Eviction including the application (PIE) and (ESTA)



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ANNEXURE 6

Energy Law



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ANNEXURE 7

Environmental Law



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ANNEXURE 8

Housing and Land Tenure Laws



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ANNEXURE 9

Information and Communication Technology Law



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ANNEXURE 10

Labour and Employment Legal Advisory; Labour Law Litigation including arbitrations. Appearing at bargaining councils, disciplinary hearings and chairing disciplinary hearings.



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ANNEXURE 11

**Civil Litigation (Magistrate & High Courts, Labour Court, Land
Claims Court; Supreme Court of Appeals and Constitutional
Court, Arbitrations)**



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ANNEXURE 12

Local Government Law



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ANNEXURE 13

Municipal Finance Management Act



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ANNEXURE 14

Property Law (including Spluma and Conveyancing)



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ANNEXURE 15

Security and Policing Law



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ANNEXURE 16

Transportation Law including National Land Transport Act, 2009

(Act 5 of 2009 and Economic Regulation of Transport Act 6 of

2024



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ANNEXURE 17

Tax Law and Trusts Law



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ANNEXURE 18

Construction Law



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ANNEXURE 19

Public Procurement Law