

## GEORGE MUNICIPALITY / GEORGE MUNISIPALITEIT TENDER NUMBER / NOMMER: BA096/2023

Tenders are hereby invited for the **Rendering of Professional Legal Services and Ancillary Services until 30 June 2026.**

Tenders word hiermee ingewag vir die **Lewering van Professionele Regsdienste en Verwante Dienste tot 30 Junie 2026.**

Completed tenders in a sealed envelope, clearly marked:

Voltooide tenders in 'n verseëelde koevert, duidelik gemerk:

**Tender No. BA096/2023** must be placed in the tender box at the George Municipality on the First Floor, Directorate: Financial Services, Supply Chain Management, Civic Centre, York Street, George by no later than **12:00 on Wednesday, 31 January 2024.** Tenders will be opened on the same day in the Committee Room at 12:05. Late or unmarked tenders will not be considered. No posted tenders or tenders per fax or e-mail will be accepted.

**Tender Nr. BA096/2023** moet voor **Woensdag, 31 Januarie 2024 om 12:00** in die tender bus by die George Munisipaliteit op die Eerste Vloer, Direkoraat: Finansiële Dienste, Voorsieningskanaal Bestuurseenheid, Burgesentrum, Yorkstraat, George geplaas word. Tenders sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per pos, faks of e-pos sal aanvaar word nie.

Tender documents are available at a non refundable deposit of R267-95 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Tender dokumente is verkrygbaar teen 'n R267-95 nie-terugbetaalbare deposito elk by die Voorsieningskanaalbestuur Eenheid op die Eerste Vloer, Burgesentrum, Yorkstraat, George.

Tender documents are available on the George Municipality's website: [www.george.gov.za](http://www.george.gov.za), free of charge.

Tender dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: [www.george.gov.za](http://www.george.gov.za).

Tenders will be evaluated and awarded as follows :

Tenders sal as volg ge-evalueer en toegeken word:

- a) Categories of Law: Nr 1 - 3 and 7 will be evaluated on pre-qualification (Stage 1);
- b) Categories of Law: Nr 4 - 6 will be evaluated on pre-qualification (Stage 1) and Price, Preference and Specific Goals (Stage 3);
- c) Category of Law: Nr 8 will be evaluated on pre-qualification (Stage 1), Functionality (Stage 2) and Price, Preference and Specific Goals (Stage 3).

- a) Kategorieë van Wetgewing: No 1 - 3 en 7 sal ge-evalueer word op Voorafbepaalde kriteria (Fase 1);
- b) Kategorieë van Wetgewing: No 4 - 6 sal ge-evalueer word op Voorafbepaalde kriteria (Fase 1) en Prys, B-BBEE Status en Spesifieke Doelwitte (Fase 3);
- c) Kategorie van Wetgewing: No 8 sal ge-evalueer word op Voorafbepaalde kriteria (Fase 1), Funksionaliteit (Fase 2) en Prys, B-BBEE Status en Spesifieke Doelwitte (Fase 3).

### Stage 1: Pre-Qualification

In the pre-qualification phase bidders will be screened for compliance with the bid specifications applicable to each category of service (essential requirements – see each respective category of law), as well as submission of compulsory documentation.

### Fase 1: Voorafbepaalde kriteria

In die voorafbepaalde kriteria sal tenderaars gekeur word op die voldoening met die spesifikasies wat van toepassing is op elke kategorie van dienste (noodsaaklike vereistes – sien elke onderskeie area van wetgewing), sowel as die inhandiging van verpligte dokumentasie.

### Stage 2: Functionality

Only tenders scoring a minimum of 75 out of 100 points in stage 2 will be further considered for evaluation in stage 3 (Only applicable to Debt Collection, Nr 8).

### Fase 2: Funksionaliteit

Slegs tenderaars wat 'n minimum van 75 uit 100 punte behaal in fase 2, sal verder vir evaluering in fase 3 oorweeg word (Slegs van toepassing op Invordering, No 8).

### Stage 3: Price, B-BBEE Status and Specific Goals

Tenders will be evaluated and adjudication in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2022; the George Municipality's Supply Chain Management Policy as well as the George Municipality's Preferential Procurement Policy, where 80 points will be scored for price and 20 points for B-BBEE status and Specific Goals (Only applicable to Conveyancing and Notarial Registrations, Nr 4; Conveyancing Services: State subsidized housing schemes, Nr 5; Conveyancing Services:

### Fase 3: Prys, B-BBEE Status en Spesifieke Doelwitte

Tenders sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid (Wet 5 van 2000) Regulasies 2022; die George Munisipaliteit se Voorsieningskanaalbestuursbeleid sowel die George Munisipaliteit se Voorkeurverkrygingsbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status en Spesifieke Doelwitte toegeken sal word (Slegs van toepassing op Aktebesorging en Notariële Registrasies, No 4;

Old scheme properties, Nr 6 and Debt Collection, Nr 8).

Aktebesorging Dienste : Staatsgesubsidieerde Behuising Skemas, No 5; Aktebesorging Dienste: Ou Skema Eiendomme, No 6 en Invordering, No 8).

For more information, contact the relevant person for each category of law:

Vir verdere inligting, kontak die relevante persoon vir elke kategorie van wetgewing:

1. General Legal Advisory Services (Ms Marí Müller/ Mr Warren Muller, 044 801 9076);
2. Drafting of By-laws and Policies (Ms Marí Müller/ Mr Warren Muller, 044 801 9076);
3. Specialist Practitioners (Ms Marí Müller/ Mr Warren Muller, 044 801 9076);
4. Conveyancing and Notarial Registrations (Mr Donald Gelderbloem, 044 801 9073);
5. Conveyancing services: State Subsidised housing Schemes (Ms Willene Darries, 044 801 3261 );
6. Conveyancing Services: Old Scheme Properties (Ms Willene Darries, 044 801 3261 );
7. Investigations in terms of the Code of Conduct for Councillors (Ms Marí Müller/ Mr Warren Muller, 044 801 9076);
8. Debt Collection (Mr Renaldo Coetzee, 044 801 9030).

1. Algemene Regsadvies Dienste (Me Marí Müller/ Mnr Warren Muller, 044 801 9076);
2. Opstel van Verordeninge en Beleide (Me Marí Müller/ Mnr Warren Muller, 044 801 9076);
3. Spesialis Praktisyns (Me Marí Müller/ Mnr Warren Muller, 044 801 9076);
4. Aktebesorging en Notariële Registrasies (Mnr Donald Gelderbloem, 044 801 9073);
5. Aktebesorging Dienste : Staatsgesubsidieerde Behuising Skemas (Me Willene Darries, 044 3261);
6. Aktebesorging Dienste: Ou Skema Eiendomme (Me Willene Darries, 044 3261);
7. Ondersoeke in terme van die Gedragskode vir Raadslede (Me Marí Müller/ Mnr Warren Muller, 044 801 9076);
8. Invordering (Mnr Renaldo Coetzee, 044 801 9030).

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the lowest or any tender.

Die Munisipaliteit behou die reg voor om enige versoek vir 'n tender terug te trek en/of te her-adverteer of enige tender te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige tender te aanvaar nie.

A TCS PIN for bidders' tax compliance information must be submitted with the tender document.

'n "TCS PIN" vir tenderaars se belastingnakomingsinligting moet ingesluit wees by die tender dokument.

It will be required from the successful bidder to register on the Central Supplier Database (CSD).

Dit sal van die suksesvolle tenderaar verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.

**DR M GRATZ**  
**MUNICIPAL MANAGER**  
**GEORGE MUNICIPALITY**  
**GEORGE**  
**6530**

**DR M GRATZ**  
**MUNISIPALE BESTUURDER**  
**GEORGE MUNISIPALITEIT**  
**GEORGE**  
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