



Cnr. Jan Hofmeyer & Tempest Road  
P.O. Box 2163  
WELKOM  
9460  
Tel: (057) 108-5000  
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**LEJWELEPUTSWA DISTRICT MUNICIPALITY**

**APPOINTMENT OF A PANEL OF ATTORNEYS TO PROVIDE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS-AND- WHEN-REQUIRED BASIS FOR A PERIOD OF 3 YEARS.**

**RFP 02/03/2026**

**TENDER SUBMITTED BY:**

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

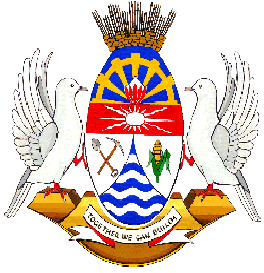
Company Address: \_\_\_\_\_

Central Supplier Database (CSD) No: \_\_\_\_\_

<b>CONTACT PERSON:</b>			
<b>TEL NO:</b>		<b>CELL NO:</b>	
<b>FAX NO:</b>		<b>EMAIL:</b>	

**CLOSING DATE: 30 APRIL 2026**

**CLOSING TIME: 12:00 pm**



# LEJWELEPUTSWA DISTRICT MUNICIPALITY

*Office of the District Municipal Manager*

Cnr. Jan Hofmeyer & Tempest Road

P.O. Box 2163

WELKOM

9460

## **RFP NO. 02/03/2026: APPOINTMENT OF A PANEL OF ATTORNEYS TO PROVIDE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS-AND- WHEN-REQUIRED BASIS FOR A PERIOD OF 3 YEARS.**

### **The Following Conditions will apply:**

- This proposal will be evaluated in terms of **functionality** in terms of LDM Preferential Procurement Policy of 2022 and Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** must be scrutinized, completed and submitted together with your proposal. **Non-adherence to this request will lead to disqualification.**
- Once appointed into the panel, instructions and appointments to service providers shall be undertaken on a rotation basis within each category of legal services for which attorneys have been appointed to the panel
- In order to claim preference points for specific goals. **1. B-BBEE** (10) a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or a sworn affidavit completed on the DTI format must be submitted to validate the claim. **2. Locality** (10) The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (not in arrears for more than 90 days), if renting a lease agreement and owner's copy of up to date municipal rates and service charges (not in arrears for more than 90 days). Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based.
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **compliant** at **ALL** times.
- The National Treasury Central Supplier Database Summary report must be submitted.
- The validity period for submission must be **90 days** from the closing date.
- A tender offer not satisfying the stated eligibility criteria will be eliminated.
- Tenders that are deposited in the incorrect tender box or delivered at any other venue will not be considered.

**NB:** No proposals will be considered from the person in the service of the state.  
No late proposals will be considered.

**Enquiries:** Technical matters - **Mr. M Mokhati** ([legal@lejwe.co.za](mailto:legal@lejwe.co.za))  
SCM matters – **Mr. M Macholo** ([malemoha@lejwe.co.za](mailto:malemoha@lejwe.co.za))

Completed tenders in a **sealed** envelope endorsed "**APPOINTMENT OF A PANEL OF ATTORNEYS TO PROVIDE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS-AND- WHEN-REQUIRED BASIS FOR A PERIOD OF 3 YEARS..**", must be placed in the Tender Box Corner Jan Hofmeyer and Tempest Road, Welkom, 9460 or posted to PO Box 2163, Welkom, 9460 on or before **Friday, 30 April 2026 at 12:00 pm**

Tender documents will only be obtained from the **municipal website** ([www.mylejweleputswa.co.za](http://www.mylejweleputswa.co.za)) and on **e-Tender**.

**Mr. ML MAKHETHA**  
**DISTRICT MUNICIPAL MANAGER**

## **BIDS SUBMISSION**

Bids are to be sealed in an envelope marked with the relevant bid number and description as indicated on the bidding documents and are to be placed in the tender box situated at:

Lejweleputswa District Municipality  
Cnr. Jan Hofmeyer & Tempest Road  
Welkom,  
9460

Bids are to be submitted between 07:30 and 16:30, Mondays to Fridays, prior to the closing date and time. No late submissions will be considered.

### **Please Note:**

1. Bidders are requested to **initial each page** of the bid document.
2. **No** faxed or e-mailed tenders will be accepted.
3. All tenders must be submitted on the official forms (**not to be typed OR re- typed**). **Only original** signed tender documents will be accepted.
4. Bids submitted for consideration **must be 'written' meaning by hand in black ink or any form of electronic or mechanical writing. No correction fluid will be allowed, especially on the pricing schedule or BOQ. All alterations** must be crossed-out and initialed/signed.
5. Where a **compulsory briefing session** is required, it is the onus of the bidder to attend and arrive in time. Late arrivals will not be allowed to sign the attendance register and will be deemed to be absent. **No bids will be considered** from bidders who did not attend the compulsory briefing session.
6. Lejweleputswa District Municipality **will not accept** any bid with **missing pages** and **not fully completed** with the **required attachments**.
7. **Failure to adhere to the above will result in your bid not being further evaluated.**

## **8. REGISTRATION AS A VAT VENDOR**

### **8.1 Clause 1: VAT Registration Threshold**

8.1.1 According to the South African Revenue Service (SARS) regulations, it is obligatory to register for Value Added Tax (VAT) if the cumulative value of taxable supplies that have been made or are projected to be made within a rolling twelve-month period surpasses R1 Million.

### **8.2 Clause 2: Responsibility of Non-VAT Vendor Service Provider(s)**

8.2.1 In instances where the service provider is not registered as a VAT vendor, it is their responsibility to ensure that the applicable VAT is included in their pricing calculation if the threshold mentioned in Clause 8.1.1 is met or anticipated to be met.

8.2.2 Furthermore, in such cases, the service provider must be registered for VAT within 21 working days from the date of being awarded the contract.

### **8.3 Clause 3: Failure to Incorporate VAT in Pricing Proposal**

8.3.1 Should the service provider, who is not a registered VAT vendor, fail to incorporate the relevant VAT amount when submitting their pricing proposal, and it can be determined that the projected value of supplies will exceed R1 Million within any consecutive twelve-month period, the District Municipality reserves the right to add the applicable VAT to the offered price.

8.3.2 In the event that the service provider is awarded the contract, they will be required to register for VAT within 21 working days from the date of the award.

### **8.4 Clause 4: VAT Status During Contract Implementation**

8.4.1 Once a service provider's VAT status has been established at the commencement of a contract, it is agreed that the service provider shall not alter their VAT registration status for the duration of the contract.

8.4.2 In the event that the service provider's VAT registration status changes during the contract implementation, the service provider shall be responsible for absorbing any VAT-related implications that may arise as a result of the change.

8.4.3 The service provider's obligation to absorb the VAT element throughout the duration of the contract, as outlined in Clause 4.2, shall apply unless otherwise explicitly agreed upon in writing by both parties.

## **8.5 Clause 5: Exception for Panels**

8.5.1 The provisions outlined in Clauses 1 to 4 are not applicable to panels. Price offers for panels will be considered and implemented on an as-needed basis. Non-VAT vendors do not have to include VAT in their bid prices, however they must submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million must include VAT in their price quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.

## **EVALUATION OF BIDS**

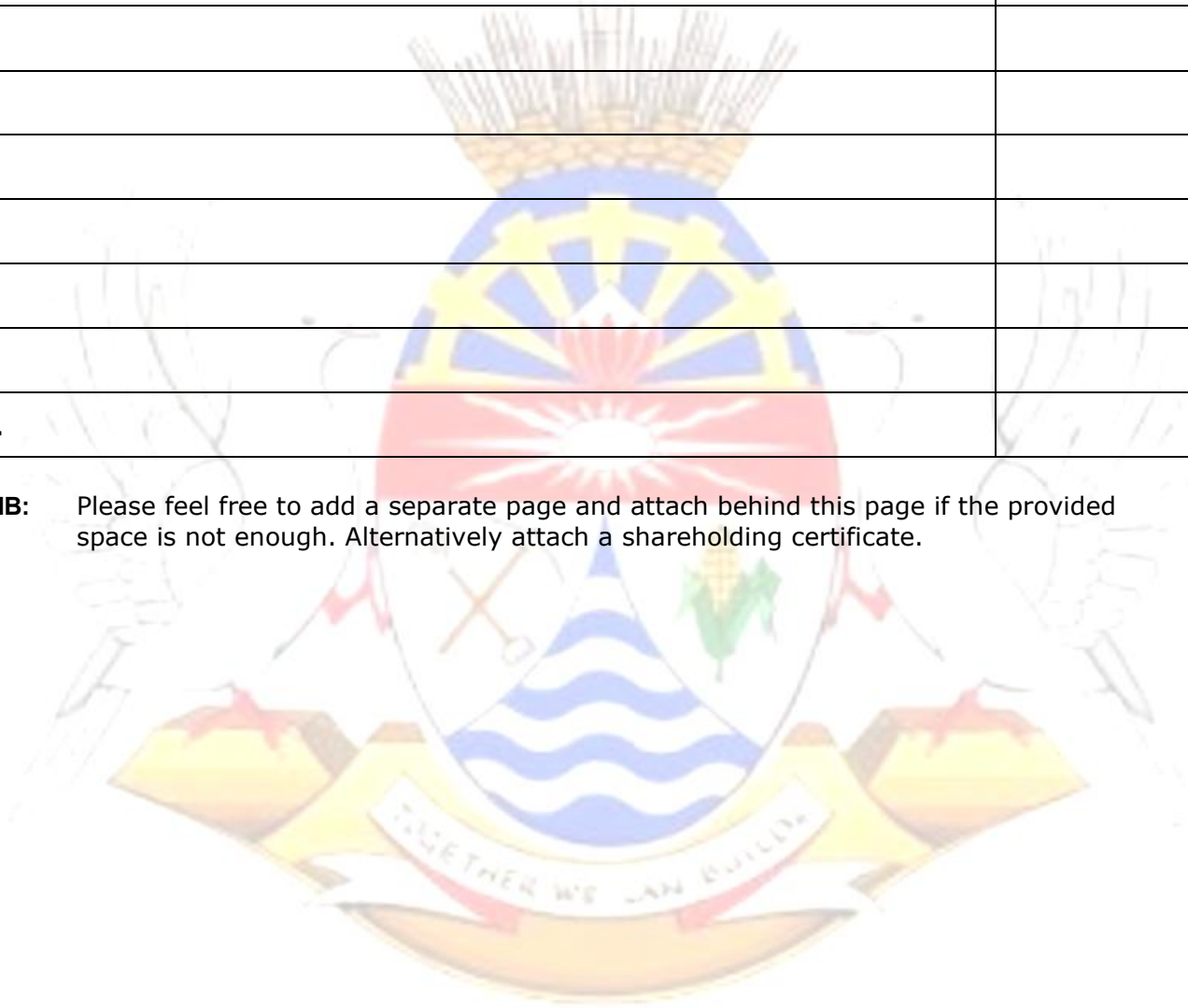
1. Bids will be evaluated and according to the following criteria:
  - a. Relevant specifications and where applicable, technical proposals;
  - b. Value for money;
  - c. Capability and ability to execute the contract;
  - d. Lejweleputswa SCM Policy, PPPFA and its Regulation as well as any other relevant legislations; and
  - e. Supporting documents where required
2. Bidder's attention is specifically drawn to the provisions of the rules and specifications which are included in the bid documents.
3. The Council reserves the right to accept any bid or part thereof and does not bind itself to accept the lowest or any bid.
4. No bids will be considered from:
  - Person(s) in the service of the state.
  - Suppliers not registered on Central Supplier Database
  - Suppliers not tax compliant
  - Suppliers not initialed and signed the Tender Document

**NB: THIS BID IS SUBJECT TO THE SPECIAL CONDITIONS OF CONTRACT AND GENERAL CONDITIONS OF CONTRACT**

**TENDERING ENTITY OWNERSHIP DETAILS**

NAME OF PERSON / ENTITY	% OF SHARES OWNED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**NB:** Please feel free to add a separate page and attach behind this page if the provided space is not enough. Alternatively attach a shareholding certificate.



## **BIDDER'S ATTACHMENTS CHECKLIST**

### ADMINISTRATIVE COMPLIANCE:

DESCRIPTION		BIDDER'S CHECKLIST	
1	Certified copy of the signed resolution by all directors authorising a director/ other official of the company to sign the documents on behalf of the company.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2	Current Water and Lights / Rates and Taxes obtainable from the or metropolitan/ District Municipality, or letter from ward councilor with municipal letterhead/stamp where the municipal services are not provided	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3	In a case of a Joint Venture (JV)/ Consortium, the JV agreement.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4	Valid B-BBEE certificate or completed or signed Sworn Affidavit The District Municipality only considers B-BBEE certificates from SANAS accredited agencies as well as certificates and sworn affidavits.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SPECIFIC GOALS – POINTS CLAIM</b>			
Goal	Weight	Required Proof	Bidder's Checklist
Enterprise (10 Points)	10 Points, if the business operates within the jurisdiction of Lejweleputswa District Municipality	<ul style="list-style-type: none"> <li>- Rates and Taxes statement in the name of the business, or that of its director(s); OR</li> <li>- letter from ward councilor with municipal letterhead/stamp where the municipal services are not provided</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	5 Points, if the business operates within Free State province jurisdiction		
	3 Points, if the business operates outside the Free State province jurisdiction		
	0 points for non-submission		
B-BBEE Status (10 Points)	Status Contributor	Points	<input type="checkbox"/> YES <input type="checkbox"/> NO
	1	10	
	2	8	
	3	6	
	4	5	
	5	4	
	6	3	
	7	2	
8	1		
		B-BBEE certificate: <ul style="list-style-type: none"> <li>- issued by an accredited institution registered with SANAS; OR</li> <li>- a valid sworn affidavit</li> </ul>	

### **BIDDER'S AUTHORISED SIGNATORY:**

Full Names and Surname:

Signature:

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**LEJWELEPUTSWA DISTRICT MUNICIPALITY INDEMNITY**

1. The Contractor hereby agrees to indemnify, hold harmless and defend Lejweleputswa District Municipality and their officers, employees, agents and representatives, from and against the following liabilities arising as a result of the execution of the work:
- 1.1 Any liability with regard to claims by governmental authorities or others for non-compliance by Contractor of any Act of Parliament, law, ordinance, regulation or by-law made by a lawful authority provided that such compliance therewith was required for the execution of the Contract or at Law.
  - 1.2 Any liability arising from actual or alleged public or private nuisance arising out of negligent acts or omissions to act of Contractor or its Subcontractors, or of their employees.
  - 1.3 Any liability arising from loss or damage to Contractor and/or Subcontractor's equipment and their other property on site.
  - 1.4 Any liability arising from claims with regard to the death of/or injury or sickness or disease to Contractor's employees or the death of/or injury or sickness or disease to third parties.
  - 1.5 Any liability arising from any loss of/or damage to property belonging to a third party.
  - 1.6 Any liability arising from actual or asserted infringement or improper appropriation or use of patents, copyrights, proprietary information or know-how in respect of the work designed by/or under the responsibility of the Contractor.
  - 1.7 Any liability arising from the death or injury or loss or damage to property of third parties or Lejweleputswa District Municipality's property as a result of the negligent acts or omissions of contractors or its subcontractor's employees.
  - 1.8 Contractor shall indemnify Lejweleputswa District Municipality against all claims, proceedings, damages and costs of whatsoever nature arising out of contravention of environmental legislation.

I, \_\_\_\_\_ the undersigned (duly authorized to sign) hereby declare that I have read and understood the abovementioned and agree to all the above.

**BIDDER'S AUTHORISED SIGNATORY:**

Full Names and Surname:

Signature:

\_\_\_\_\_

\_\_\_\_\_

**CONSENT AND**  
**ACKNOWLEDGEMENT**  
**IN TERM OF**  
**PROTECTION OF**  
**PERSONAL**  
**INFORMATION**  
**ACT 2013**



## **CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)**

This section sets out how personal information will be collected, used and protected by Lejweleputswa District Municipality hereinafter referred to as "LDM", as required by the Protection of Personal Information Act. The use of the words "the individual" for the purposes of this document shall be a reference to any individual (bidder) communicating with LDM and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

### **1. What is personal information?**

The personal information that LDM requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

### **2. What is the purpose of the collection, use and disclosure (the processing) of personal information?**

LDM is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting LDM initiatives to the Free State Provincial Treasury;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- Verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

### **3. How will LDM process personal information?**

LDM will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to LDM;
- from LDM's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

#### **4. To whom will personal information be disclosed?**

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of LDM's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

#### **5. Consent and Permission to process personal information:**

I hereby agree with the policy and provide authorization to LDM to process the personal information provided for the purpose stated.

- I understand that withholding of or failure to disclose personal information will result in LDM being unable to perform its functions and/or any services or benefits I may require from LDM.
- Where I shared personal information of individuals other than myself with LDM I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorized to give this consent on their behalf.
- To this end, I indemnify and hold LDM not responsible in respect of any claims by any other person on whose behalf I have consented, against LDM should they claim that I was not so authorized.
- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold LDM responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.

#### **6. Rights regarding the processing of personal information:**

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide LDM with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if LDM agrees to same in writing. LDM specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.

- A copy of the full LDM policy is available at our offices, situated at Head Office, corner of Jan Hofmeyer and Tempest Road, Welkom, 9460.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify LDM so that our records may be updated. LDM will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that LDM may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
  - the information comes under legal privilege in the course of litigation,
  - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
  - giving access may cause a third party to refuse to provide similar information to LDM,
  - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
  - the information as it is disclosed may result in the disclosure of another person's information,
  - the information contains an opinion about another person and that person has not consented, and/or
  - the disclosure is prohibited by law.

**7. Requesting access and lodging of complaints:**

- Please submit any requests for access to personal information in writing to LDM Legal Manager`s office.
- With any request for access to personal information, LDM will require the individual to provide personal information in order to verify identification and therefore the right to access the information.

Signature:	Date:
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**MUNICIPAL**  
**SERVICES,**  
**RATES AND TAXES**

**MUNICIPAL SERVICES, RATES AND TAXES CLEARANCE CERTIFICATE FOR SUPPLY CHAIN MANAGEMENT PURPOSE**

The purpose of this form is to obtain proof that municipal services, rates and taxes of the service provider are **not more than three months in arrears** with the relevant District Municipality / landlord in the municipal area where the service provider conduct his / her business.

**Where bidders are not owners of a property and cannot submit a copy of the municipal account, the following must be completed together with a dually signed lease agreement:**

<b>(TO BE COMPLETED BY THE LANDLORD)</b>		
Name of the Landlord:		
Property Physical Address:		
<b>Please tick below</b>	<b>Yes</b>	<b>No</b>
Rental: _____ in arrears for more than 3 months	<input type="checkbox"/>	<input type="checkbox"/>
Municipal services: in arrears for more than 3 months	<input type="checkbox"/>	<input type="checkbox"/>
Landlord Signature:		
Date: _____		
Landlord's business stamp here (where applicable)		

**MUNICIPAL SERVICES, RATES AND TAXES CLEARANCE CERTIFICATE, OR LEASE AGREEMENT MUST BE ATTACHED BEHIND THIS PAGE.**



# **MUNICIPAL BIDDING DOCUMENTS**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF LEJWELEPUTSWA DISTRICT MUNICIPALITY</b>					
BID NUMBER:	RFP 02/03/2026	CLOSING DATE:	30 April 2026	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A PANEL OF ATTORNEYS TO PROVIDE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS-AND- WHEN-REQUIRED BASIS FOR A PERIOD OF 3 YEARS.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

Corner of Jan Hofmeyer and Tempest Road,

Welkom,

9460,

**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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> YES		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> YES	
	<input type="checkbox"/> NO			<input type="checkbox"/> NO	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> YES <input type="checkbox"/> NO [IF YES ENCLOSE PROOF B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	SUPPLY CHAIN MANAGEMENT	USER DEPARTMENT	CORPORATE SERVICES OFFICE
TELEPHONE NUMBER	057 108 5000	TELEPHONE NUMBER	057 108 5000
E-MAIL ADDRESS	<a href="mailto:malemoha@lejwe.co.za">malemoha@lejwe.co.za</a>	E-MAIL ADDRESS	<a href="mailto:seccorporateservices@lejwe.co.za">seccorporateservices@lejwe.co.za</a>

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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
<p><b>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.</b></p>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY 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: .....

**MBD 4 - DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position relation to the evaluating/adjudging authority.
3. A Person who is an advisor or consultant contracted with the District Municipality.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1 Full Name of bidder or his or her representative:

\_\_\_\_\_

4.2 Identity  
Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

\_\_\_\_\_

4.4 Company Registration Number:

\_\_\_\_\_

4.5 Tax Reference Number:

\_\_\_\_\_

4.6 VAT Registration Number:

\_\_\_\_\_

4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

4.8 Are you presently in the service of the state? **YES / NO**  
If so, furnish particulars.

\_\_\_\_\_

\_\_\_\_\_

**Municipal Supply Chain Management (MSCM) Regulations: “in the service of the state” means to be –**

- (a) A member of –
  - any municipal council;
  - any provincial legislature; or
  - 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 District 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.

<sup>2</sup> 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.

4.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If so, furnish particulars.

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4.10 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? **YES / NO**

If so, furnish particulars.

---

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4.11 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? **YES / NO**

If so, furnish particulars.

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---

**4.12** Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If so, furnish particulars.

---

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

**YES / NO**

If so, furnish particulars.

---

**4.14** 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.

**YES / NO**

If so, furnish particulars.

---

**5.** Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

6.1 Are you or your company an office-bearer by means of any public representative or member of the Federal Executive, a provincial executive, a provincial management committee, a regional executive or a constituency executive?

**YES / NO**

If so, furnish particulars.

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6.2 Do you or your company have an interest by means that the office bearer or member of the professional staff has a 5% of more stakes?

**YES / NO**

If so, furnish particulars.

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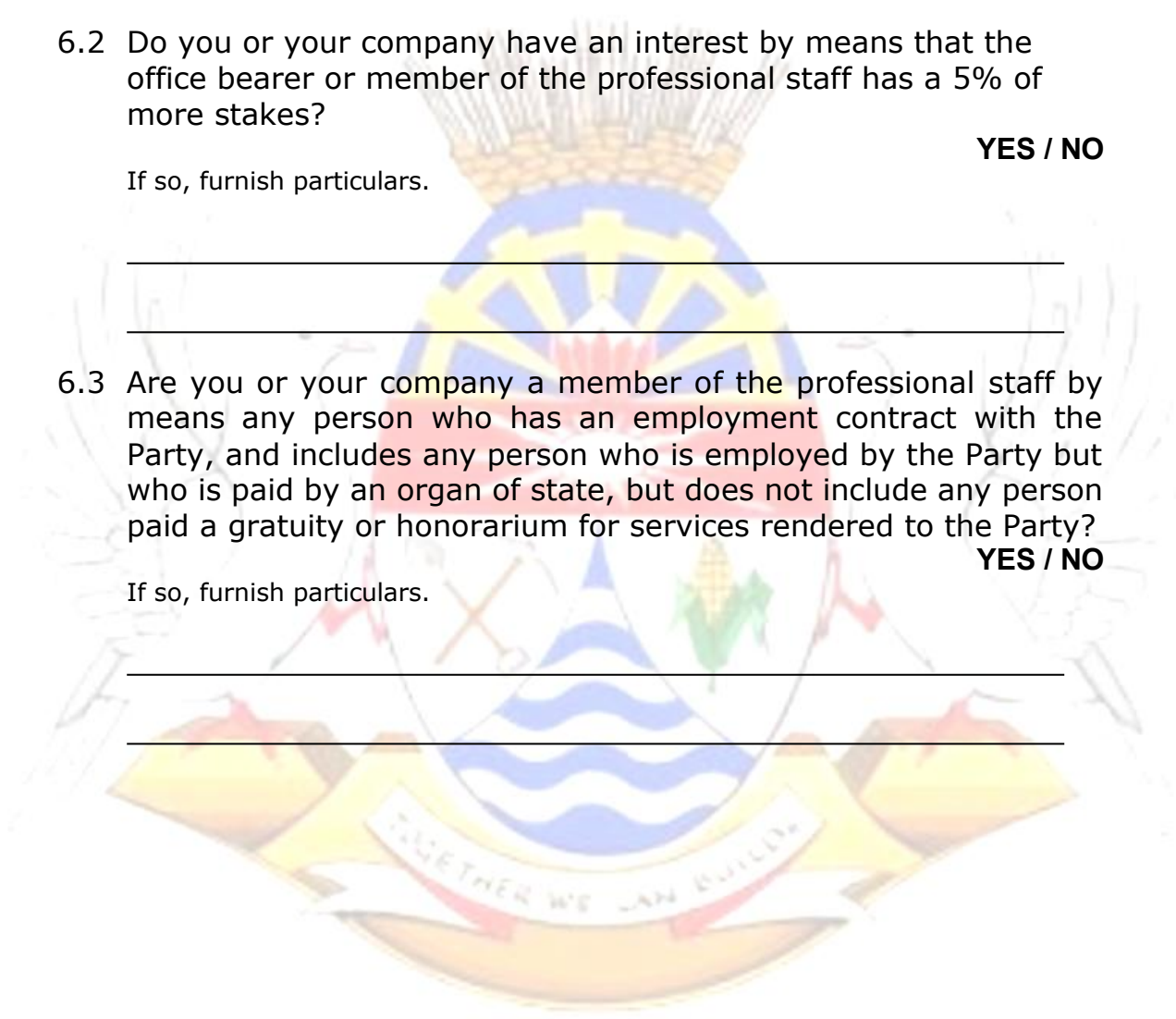
6.3 Are you or your company a member of the professional staff by means any person who has an employment contract with the Party, and includes any person who is employed by the Party but who is paid by an organ of state, but does not include any person paid a gratuity or honorarium for services rendered to the Party?

**YES / NO**

If so, furnish particulars.

---

---



**CERTIFICATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
IS CORRECT.

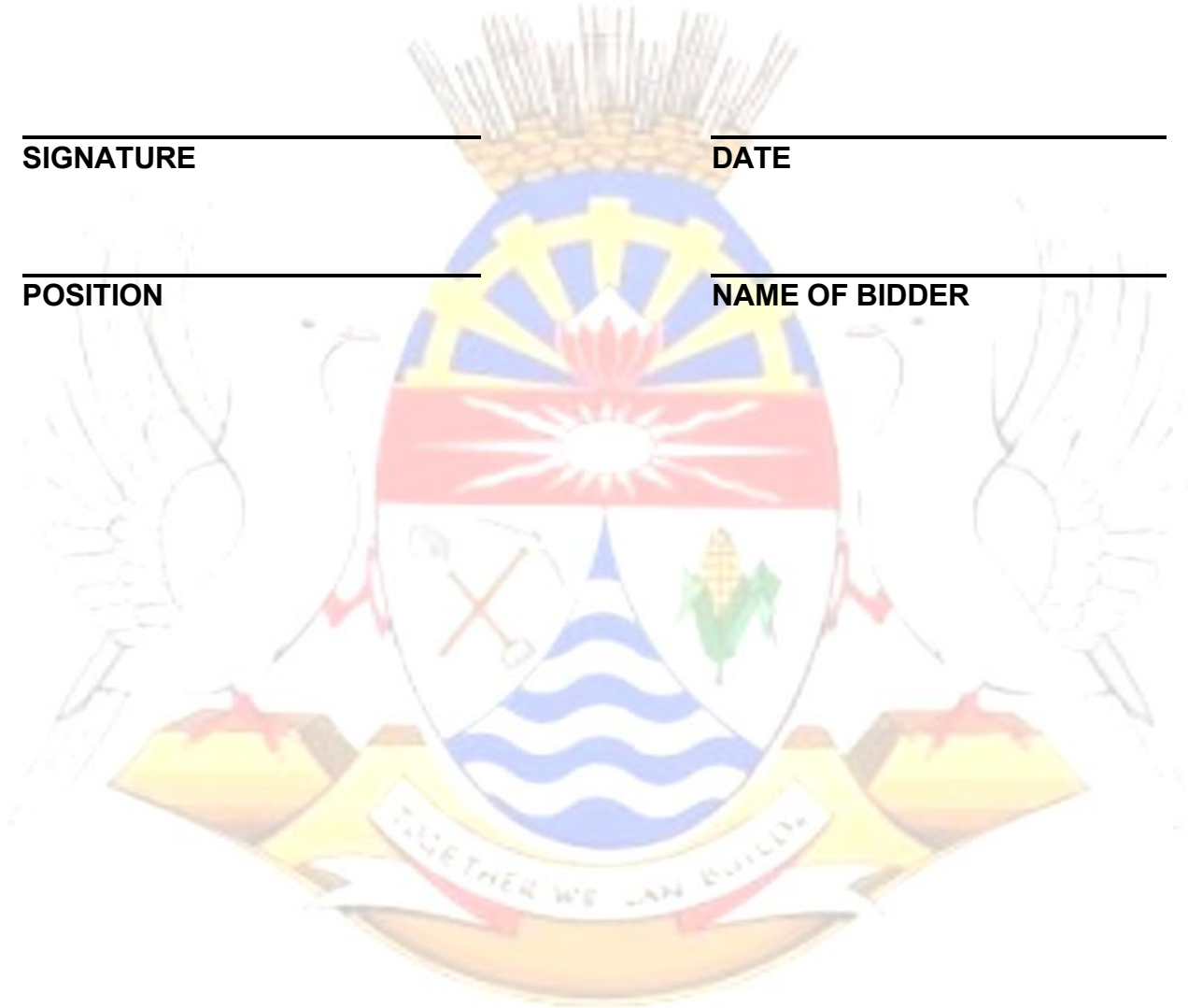
I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
NAME OF BIDDER



\_\_\_\_\_

**MBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 90/10 preference point system. OR
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of bid under consideration

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 If it is unclear whether the 80/20 or 90/10 preference point system applies, the following will apply: —

- (a) an invitation for tender for income-generating contracts, either the 80/20 or 90/10 preference point system will apply and the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, either the 80/20 or 90/10 preference point system will apply and the lowest acceptable tender will be used to determine the applicable preference point system;

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise	N/A		N/A	
B-BBEE	N/A		N/A	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm \_\_\_\_\_

4.4 Company registration number \_\_\_\_\_

4.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK PPLICABLE BOX]

4.6 I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish

documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

.....

**MBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all 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 District 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><b>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?</b></p> <p>(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><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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 District Municipality / municipal entity, or to any other District 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 District 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:		

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME) \_\_\_\_\_  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**POSITION**

\_\_\_\_\_  
**NAME OF BIDDER**

## **MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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 District 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:

## **MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**RFP 02/03/2026 APPOINTMENT OF A PANEL OF ATTORNEYS TO PROVIDE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS-AND- WHEN-REQUIRED BASIS FOR A PERIOD OF 3 YEARS.**

in response to the invitation for the bid made by:

**LEJWELEPUTSWA DISTRICT MUNICIPALITY** (Name of District Municipality)

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

I certify, on behalf of \_\_\_\_\_ (Name of Bidder) that:

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;
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 consortium<sup>3</sup> 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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder**



**PERFORMANCE**  
**MANAGEMENT**  
**SYSTEM**

**PERFORMANCE MANAGEMENT SYSTEM**

The Municipal Finance Management Act (No. 56 of 2003) Section 116 (2) (d) determines that a District Municipality must enter into a Performance Management System (PMS) with all service providers.

A final PMS document will be concluded in consultation with the appointed bidder.

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**ACCEPTANCE OF PMS AGREEMENT**

**You are hereby requested to sign this document as acceptance that your performance will be measured continuously in terms of the PMS.**

**CONTRACTOR**

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

---

**LEJWELEPUTSWA DISTRICT MUNICIPALITY**

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_





**SPECIAL**  
**CONDITIONS**  
**OF**  
**CONTRACT**

## **SPECIAL CONDITIONS OF CONTRACT**

### **1. TERMINATION AT LEJWELEPUTSWA DISTRICT MUNICIPALITY'S OPTION**

- 1.1 LEJWELEPUTSWA District Municipality shall have the right at any time, with or without cause, to terminate further performance of the WORK by written notice to Contractor specifying the date of termination. On the date of such termination stated in said notice, Contractor shall discontinue performance of the work and shall preserve and protect tools, materials, construction equipment and facilities on site, materials and plant equipment purchased for incorporation in the work, whether delivered to the site or on order, work in progress and completed work, both at site and in its own plant, pending Lejweleputswa District Municipality's instructions and, if requested by Lejweleputswa District Municipality, shall turn over the same to Lejweleputswa District Municipality, including title to said materials and equipment, or dispose of same in accordance with Lejweleputswa District Municipality's instructions.
- 1.2 In the event of such termination, Contractor shall, within seven (7) calendar days of such termination advise Lejweleputswa District Municipality of all outstanding subcontracts, rental agreements, and purchase orders which Contractor has with others pertaining to performance of the WORK and shall furnish Lejweleputswa District Municipality with complete copies thereof. Contractor shall upon request by Lejweleputswa District Municipality assign to Lejweleputswa District Municipality, or take such other action relative to such subcontracts, rental agreements or purchase orders as may be directed by Lejweleputswa District Municipality. When considering whether to cancel this contract, Lejweleputswa District Municipality shall be entitled to receive from the Contractor all information, including copies thereof, relating to outstanding subcontracts, rental agreements, purchase orders and other costs which the Contractor is likely to incur as a result of the cancellation, Contractor shall furnish all information and copies within seven days of Lejweleputswa District Municipality's written request.
- 1.3 All claims under any of the foregoing provisions shall be subject to the provisions that the Contractor shall take all reasonable steps to mitigate or diminish such costs or expenses and such claims shall be supported by documentation submitted to Lejweleputswa District Municipality, satisfactory in form and content to Lejweleputswa District Municipality and verified by Lejweleputswa District Municipality and are subject to the Contract having complied with clause 1.2. Lejweleputswa District Municipality may withhold any further payment due to the contractor until all the required documents in clause 1.2 have been received to Lejweleputswa District Municipality's satisfaction.

### **2. TERMINATION FOR DEFAULT**

- 2.1 In the event Contractor's estate is liquidated or placed under judicial management provisionally or finally, or if Contractor commit any act of insolvency or publish a notice of surrender or present a petition for the acceptance of the surrender of its estate as insolvent or makes or prepare to make an arrangement with, composition or assignment in favour of its creditors or agrees to carry out this Contract under a committee of inspectors of its creditors or goes into liquidation, whether provisionally or finally, or if Contractor defaults in the performance of any express obligation to

be performed by it under this CONTRACT, and fails to correct or if immediate correction is not possible, shall fail to commence and diligently continue action to correct such default within five (5) working days following written notice thereof from Council or commits a breach of this contract and/or any other contract which the Contractor has with Lejweleputswa District Municipality and such breach is incapable of being cured, or commits a criminal offence or any of its employees commits a criminal offence, Council may without prejudice to any other rights or remedies Lejweleputswa District Municipality may have, hold in abeyance further payments to Contractor and/or terminate further performance of all or part of the work under this Contract by written notice to Contractor specifying date of termination.

- 2.2 In the event that the contractor has the intention to voluntarily liquidate their estate, they shall inform Lejweleputswa District Municipality of such intention within 14 days prior to the voluntary liquidation application being initiated.

They shall further inform Lejweleputswa District Municipality in writing once the voluntary liquidation has been finalized no later than 48 hours from date, they receive such confirmation.

- 2.3 In the event of such termination by Lejweleputswa District Municipality, Council may take possession of the work at the site and any or all materials and plant equipment whether delivered to the site or on order therefore by Contractor, tools and construction equipment at site and finish the work by whatever method Council may deem expedient. Any methods procured / used by Council to expedite and / or to complete the work pursuant to the termination may be at the cost of the contractor.

- 2.4 In the event of termination by Lejweleputswa District Municipality, the Contractor shall upon request of Council, within 5 calendar days advise Lejweleputswa District Municipality of all outstanding subcontracts, rental agreements and purchase orders which Contractor has with others pertaining to performance of the WORK and furnish Lejweleputswa District Municipality with complete copies thereof. Upon request of Lejweleputswa District Municipality, Contractor shall assign to Lejweleputswa District Municipality in form satisfactory to Lejweleputswa District Municipality, Contractor's title to materials and plant equipment for the work and those subcontracts, rental agreements and purchase orders designated by Lejweleputswa District Municipality, which Contractor has with others pertaining to the work. Lejweleputswa District Municipality may withhold any further payments due to the contractor until all the required documents stated above have been received to Lejweleputswa District Municipality's satisfaction.

- 2.5 In the event of termination by Lejweleputswa District Municipality, the Contractor shall not be entitled to receive any further payment until the work is completed.

2.5.1 Should the amount that Lejweleputswa District Municipality must pay to complete the work exceed the contract price with the terminated Contractor, the aforementioned will promptly pay the difference to Lejweleputswa District Municipality. This amount shall be legally deemed a debt due by the Contractor to Lejweleputswa District Municipality and should be recoverable accordingly.

2.5.2 Should the amount that Lejweleputswa District Municipality must pay to

complete the work be less than the contemplated contract price, no payment to that effect will be made to the Contractor.

2.5.3 Lejweleputswa District Municipality shall have the right and is authorized to set off against and deduct any damages suffered by Lejweleputswa District Municipality due to the Contractor's default or event giving rise to the termination or due to other defaults of the contractor to comply with the terms and conditions of this contract along with amounts payable in respect of 2.5.1 above from payments due to the Contractor under this or any other previous or subsequent contract between the Contractor and Lejweleputswa District Municipality upon completion of the work. The Contractor shall be and continue to be fully liable for all such aforementioned damages to Lejweleputswa District Municipality.

2.6 In the event where the Contractor is awarded this Contract, amongst others, because the Contractor is considered by Lejweleputswa District Municipality in its sole discretion to be a Black Economic Empowerment Entity, and it appears later in Lejweleputswa District Municipality's opinion that the Contractor is not a Black economic Empowerment Entity or is engaged in fronting as a Black economic Empowerment Entity, Lejweleputswa District Municipality shall be entitled to terminate this agreement without prior notice.

### **3. PATENTS**

The Bidder shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trademarks or other protected rights and hereby indemnifies the Lejweleputswa District Municipality against any claims arising therefrom.

All intellectual property rights including, without limitation, copyright, database rights, design and registered design rights, patents and trademark rights, in the deliverables shall be owned by the Council.

The contractor, bidder or service provider shall execute any documents to ensure vesting of such rights in the Council. No trademark, patent, design or other registration shall be made in the name of the contractor, bidder or service provider, its employees, directors and agents, in relation to any of the deliverables.

### **4. COMPLIANCE WITH REGULATORY / STATUTORY LAWS**

4.1 Bidders, who are compelled to register with controlling authorities regarding their goods/services to be delivered/rendered, should ensure that their relevant registrations are in order prior to the closure of the bids. LDM may at any given time request bidders to submit proof thereof.

4.2 The Service Provider hereby acknowledges and agrees that it shall at all times during the term of the contract and any extensions thereof, comply with all applicable regulatory and statutory laws, *including but not limited to* the Unemployment Insurance Fund (UIF), Pay- As-You-Earn (PAYE), Compensation for Occupational Injuries and Diseases Act (COIDA), Pension Fund Regulations, and Private Security Industry Regulatory Authority (PSIRA) Requirements.

The Service Provider shall not, in its compliance with its statutory obligations in

terms of this clause, take any action which is intended, or would reasonably be expected, to harm the reputation of the District Municipality or which would reasonably be expected to lead to adverse publicity for the District Municipality

- 4.3 In the event that the District Municipality determines, at its sole discretion, that the Service Provider is not in compliance with any of the aforementioned laws, the District Municipality reserves the right to initiate the termination process as outlined in the General Conditions of Contract (GCC).
- 4.4 Termination under this clause shall be without prejudice to any other rights or remedies that the District Municipality may have under this contract. The District Municipality may take such actions as it deems necessary to safeguard its reputation and interests in light of the Service Provider's non-compliance.
- 4.5 The Service Provider shall promptly provide all necessary documentation and information as requested by the District Municipality to verify its compliance with the relevant laws. Failure to provide such documentation or rectify non-compliance within a reasonable timeframe may result in termination.
- 4.6 This clause is intended to ensure that the District Municipality's reputation is upheld, and the Service Provider acknowledges the importance of adhering to all applicable laws for the duration of this contractual relationship.

## **5. WARRANTY/GUARANTEE**

Unless specified otherwise in the SCC the warranty/guarantee shall remain valid for a period of not less than twelve (12) months after the goods, or 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 of place of loading in the source country whichever period concludes earlier.

Bidders must however submit the guarantees upon request from LDM to the end user department at any given time.

## **6. PENALTIES**

Should the bidder fail to deliver any or all the goods or perform the services within the period specified in the contract and / or bid document or as concluded in the Service Level Agreement, Lejweleputswa District Municipality may, 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 until actual delivery of performance.

Lejweleputswa District Municipality may consider termination of the contract at it sees fit in in line with the General Conditions of Contract.

## **7. INCREASE/DECREASE IN SCOPE OF WORK**

The Employer reserves the right to withdraw any section or item in the bill of quantities. The Contractor will have no claim in this respect.

Funds allocated to complete the works may be limited. The Employer thus reserves the right to reduce or add to the scope of work to suit the available budget, in which case the contractor will have no claim in this respect.

**8. COSTS**

The Contractor agrees that Lejweleputswa District Municipality shall be entitled to recover from the Contractor, Attorney and own client fees incurred by Lejweleputswa District Municipality in the event of arbitration and/or litigation proceedings relating to this Contract.

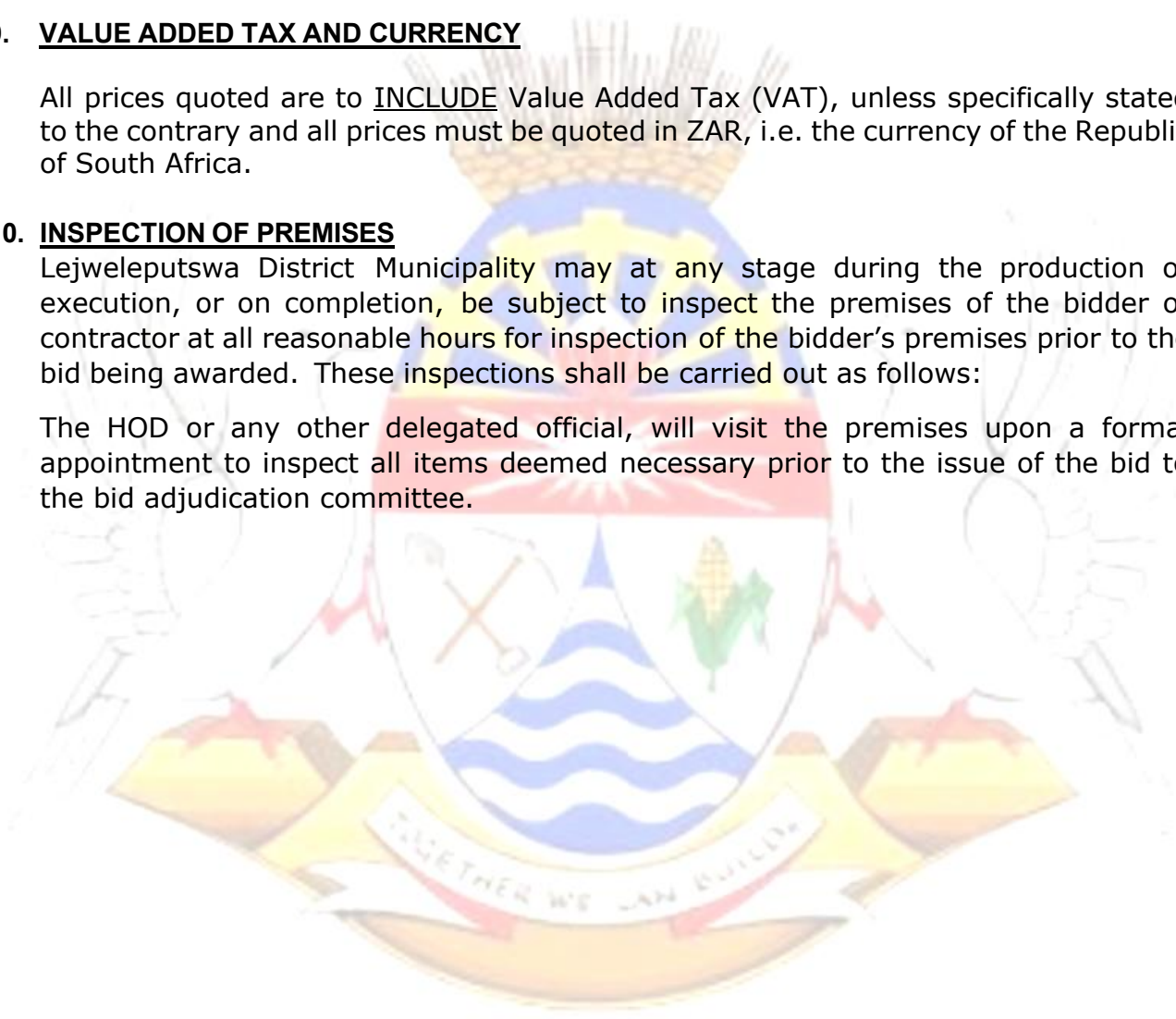
**9. VALUE ADDED TAX AND CURRENCY**

All prices quoted are to INCLUDE Value Added Tax (VAT), unless specifically stated to the contrary and all prices must be quoted in ZAR, i.e. the currency of the Republic of South Africa.

**10. INSPECTION OF PREMISES**

Lejweleputswa District Municipality may at any stage during the production or execution, or on completion, be subject to inspect the premises of the bidder or contractor at all reasonable hours for inspection of the bidder's premises prior to the bid being awarded. These inspections shall be carried out as follows:

The HOD or any other delegated official, will visit the premises upon a formal appointment to inspect all items deemed necessary prior to the issue of the bid to the bid adjudication committee.



**11. RETURNABLE DOCUMENTS**

All required returnable documents should be attached to the bid document; failure to adhere to this may result in your bid being disqualified.

**12. ALTERNATIVE BIDS**

If a bidder wishes to submit an alternative (*where allowed*) for any of the items in the schedule of quantities, the bidder must indicate on the pricing schedule and complete the form included in the bidding documents. Failure to either indicate on the pricing schedule or complete the form in the bid document or both may result in your bid being disqualified.

**13. DOMICILIUM & SOUTH AFRICAN JURISDICTION**

The laws of the Republic of South Africa shall be applicable to each Contract created by the acceptance of a Bid, and each Bidder shall indicate a place in the Republic and specify it in his Bid as his *domicilium citandiet executandi* where any legal process may be served on him.

Each Bidder shall bind himself to accept the jurisdiction of the Courts of Law of the Republic of South Africa.

The parties choose as their respective *domicilia citandiet executandi* the Following addresses:  
**The Council: Lejweleputswa District Municipality**

Corner Jan Hofmeyer and Tempest Road,  
Welkom,  
9460

**The Contractor**

---

Change of these addresses will only be valid if the other party has been notified in writing. All notices between the parties concerned must be in writing.

If a notice or document is delivered by hand, written proof of delivery must be obtained. If a document is delivered by official of the Council, a statement to that effect will be sufficient.

If not delivered by hand, notices and documents will be sent by registered post.

**14. GENERAL**

**Bid Awards**

Please note that even though a bid may be awarded, and a successful bidder be approved to supply, deliver or render the applicable services to Lejweleputswa, it is not a guarantee that orders will be placed on a regular basis. It may only be procured on an as and when required basis on receipt of an official Lejweleputswa order.

Bidder's attention is drawn to the fact that bid results are updated on a monthly basis.

### **Unsuccessful Bids**

The unsuccessful bidder may on written request (in terms of the Promotion of Access to Information Act 2 of 2000 ) be given reason/s why their bid was unsuccessful.

**NB: IT IS THE ONUS OF EVERY BIDDER TO CONTINUOUSLY MONITOR THE DISTRICT MUNICIPALITY'S WEBSITE FOR BID RESULTS.**

### **Objections and Complaints**

Bidders aggrieved by decisions or actions taken by Lejweleputswa District Municipality in the implementation of its supply chain management system may within 14 days of the decision or action lodge a written objection or complaint to the District Municipality against the decision or action.

The date of the decision or action referred to above will be the day the results were advertised on the website, being the 07<sup>th</sup> day of every month.

## **15. ACCEPTANCE**

- 16.1 The Tender document provided by Lejweleputswa District Municipality accompanied by a signed written letter of acceptance shall constitute a contract binding on both parties.
- 16.2 Notwithstanding anything to the contrary in this agreement, the contract shall come into existence with effect from the signature date signed by both parties.
- 16.3 Unless otherwise specified in the invitation to bid, this bid shall remain open for acceptance for a period of **NINETY (90) DAYS** from the date on which bids are due and during this period the bidder shall agree not to withdraw his/her bid or impair or derogate from its effect.

## **16. AUTHORITY TO SIGN BIDS**

The bid shall be signed by a person duly authorised thereto.

Company: A resolution by its board of directors authorising a director or other official of the company to sign the documents on behalf of the company, which shall be included in the bid document / returnable.

Close Corporation: A resolution by its members authorising a member or other official of the corporation to sign the documents on each member's behalf, which shall be included in the bid document / returnable.

Partnership: All the partners shall sign the documents unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such authorisation shall be included in the bid / returnable.

Joint Venture: Should two or more firms jointly submit a bid, the bid shall be accompanied by the document of establishment of the joint venture, duly registered and authenticated by a notary public or other official deputed to witness sworn statements, which defines the conditions under which the joint venture will function, the period of duration, the persons authorised to represent the Joint Venture and who are obligated thereby, the participation of the several firms forming the joint venture, and well as any other information necessary to permit a full appraisal of its functioning. Which shall be included in the bid document / returnable.

One Man Concern: This shall be clearly stated, and all documents shall be signed accordingly.

**17. SIGNATURE AUTHORITY OF CONTRACTOR/BIDDER**

I, \_\_\_\_\_ in my capacity as \_\_\_\_\_  
hereby confirm to be duly authorized to sign on behalf of

\_\_\_\_\_  
(Name of organization)

Address:

\_\_\_\_\_

Telephone no: (\_\_\_\_\_) \_\_\_\_\_ and hereby acknowledge that I have read and understood all the conditions and special conditions of contract and conform to adhere to the schedules as set out in this bid document.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
**SIGNATURE OF CONTRACTOR**



# **GENERAL CONDITIONS OF CONTRACT**

# THE NATIONAL TREASURY



Republic of South Africa

## GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

JULY 2010

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## 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
  - 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 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.

- 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 " content" means that portion of the bidding price, which is not included in the imported content provided that 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 ancillaries 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.
- a. "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

- 1. 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.
  - 1.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
  - 1.3 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 non-refundable fee for documents may be charged.
  - 3.2 Invitations to bid are usually published in widely distributed news media and on the District 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 so 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.
- 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 District Municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the District Municipality / municipal entity.

## **1. Performance security**

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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

## **2. Inspections, tests and analyses**

- 2.1 All pre-bidding testing will be for the account of the bidder.
- 2.2 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.
- 2.3 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.
- 2.4 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. CONDITIONS OF CONTRACT
- 2.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of comply with the contract requirements may be rejected.

- 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 analyzed 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.
- 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.

### **3. Packing**

- 3.1 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.
- 3.2 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, CONDITIONS OF CONTRACT including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

### **4. Delivery and documents**

- 4.1 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.

### **5. Insurance**

- 5.1 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.

### **6. Transportation**

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

## 7. Incidental Services

- 7.1 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.
- 7.2 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 of other parties by the supplier for similar services.

## 8. Spare parts

- 8.1 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.

## 9. 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.

**10. 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 fulfillment 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.

**11. Price** 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.

**12. Variation Orders**

12.1 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 contract or may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

**13. 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.

**14. Subcontracts**

14.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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.

**15. Delays in the supplier's 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 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 oof 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 judgement 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.

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. Anti- dumping 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 favorable 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 a n y 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.
- 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 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, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall 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 supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

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. 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**

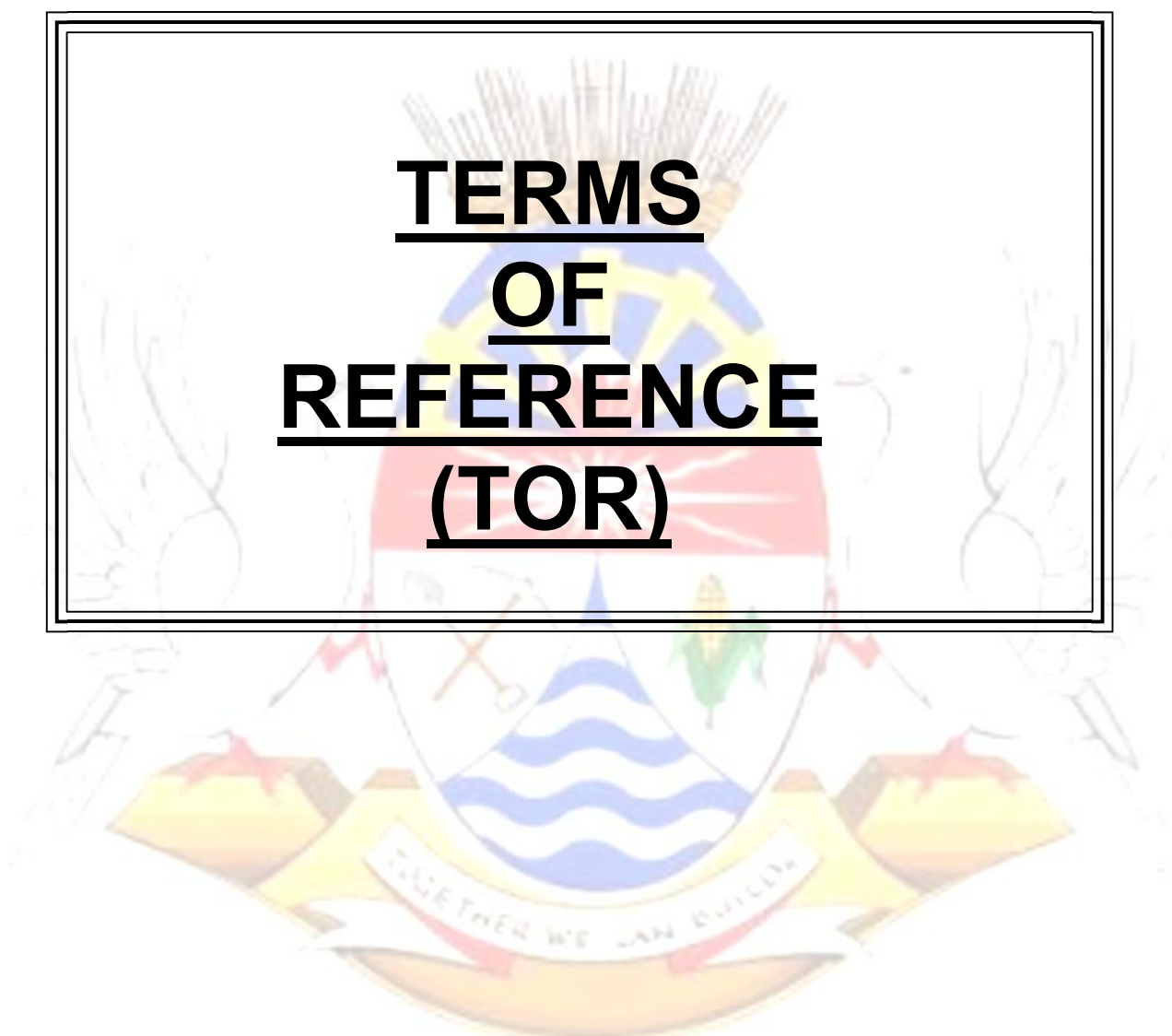
35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s)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



The background of the page features a large, faint watermark of the Waterbury County Seal. The seal is a shield-shaped emblem with a crown on top. The shield is divided into several sections: a top section with a sunburst, a middle section with a blue and white wavy pattern representing water, and a bottom section with a green cornucopia. The shield is flanked by two figures holding spears. Below the shield is a banner with the motto "TOGETHER WE CAN BUILD".

**TERMS**  
**OF**  
**REFERENCE**  
**(TOR)**

## SPECIFICATIONS

### SPECIFICATIONS: APPOINTMENT OF A PANEL OF ATTORNEYS TO PROVIDE LEJWELEPUTSWA DISTRICT MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS-AND- WHEN-REQUIRED BASIS FOR A PERIOD OF 3 YEARS.

#### **1. PURPOSE**

To appoint a panel of Attorneys to provide legal services to the Lejweleputswa District Municipality ( LDM) in various fields of law on an as-and-when-required basis from date of appointment until the period of 3 years from the date of your appointment.

#### **2. SCOPE**

The following services required as set out hereinafter, do not constitute and are not exhaustive to every type of service that may be required from the appointed legal panel.

The bidder may bid for one or more of the legal categories set out hereunder:

##### **2.1. Conveyancing**

Transfer of properties alienated/acquired by LDM including but not limited to housing transfers, registration, acquisition and cancellation of servitudes, opening of township register and all processes related thereto, cancellation/registration of mortgage bonds, drafting of power of attorney, excision of holdings, conversion from leasehold to freehold, all other conveyancing work not listed above.

##### **2.2. Notarial Practice**

Registration and cancellation of notarial tie agreements, notarial deed servitudes, and notarial leases, and all other notarial work not listed/covered above.

##### **2.3. Expropriation**

Expropriation of property on behalf of LDM in terms of applicable legislation and, when necessary, to attend to expropriation arbitrations or litigation.

##### **2.4. Mining and Mineral Law**

The bidder should have a proper understanding of mining and mineral laws in general and legislation of particular importance to LDM, not only limited to developmental aspects but also the general obligations of the authority, particularly as a municipal service provider and the custodian of municipal infrastructure and the protection of such services and infrastructure against mining operations.

The bidder should be able to advise LDM on the obligations and minimum standards to be complied with by LDM in the various respects, and the obligations of any of its service providers in this regard.

## 2.6. Commercial Law and Contracts

LDM has a multi-discipline administration that deals with the rendering of services and the District Municipality's core functions. To execute these functions, LDM must enter into commercial contracts with other parties. These contracts arise out of the various disciplines dealt with by the District Municipality's departments.

The bidder is required to draw or examine commercial contracts on behalf of the District Municipality. Bidders may be required to negotiate on contract terms.

Compliance with relevant statutes including Municipal Financial Management Act, 56 of 2003, Consumer Protection Act, 68 of 2008 (Excluding Debt Collection) and Credit Law, Companies Act, 71 of 2008, Corporate Governance.

Promotion of Access to Information Act, 2 of 2000, Promotion of Administrative Justice Act, 3 of 2000, Preferential Procurement Policy Framework Act, 5 of 2000 and associated regulations, directives and Supply Chain Management guidelines.

Advise and represent LDM regarding litigation relating to tenders/bids and contracts.

## 2.6. Environmental Law

Environmental law and compliance, environmental impact assessments, compliance audits, due diligence, environmental management plans, legal registers, and all other aspects related to environmental law.

The bidder should have a proper understanding of environmental law in general and legislation of particular importance to LDM, not only limited to town planning and developmental aspects, but also the general obligations of LDM, in particular as a water service provider and the custodian of waste disposal sites. The bidder should be able to address noise pollution.

The bidder should be able to advise the LDM on the obligations and minimum standards to be complied with by the LDM in the various respects and the obligations of any of its service providers in this regard. The LDM also needs to be advised on the actions to be taken by or against transgressors and all litigation relating to environmental aspects.

The bidder should also align all actions to the LDM Environmental Management Framework and any other policies in this regard. Where necessary, interaction with provincial and national governments must be attended to.

## 2.7. Evictions

The bidder should have a proper understanding of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 19 of 1998, and the Extension of Security of Tenure Act, 62 of 1997, and also be familiar with the

latest and all precedents in this regard, focusing on both the rights of the unlawful occupiers as well of the LDM. In this regard, the provisions of the Bill of Rights, the National Housing Act, 107 of 1997, and the Gauteng Housing Act 6 of 1998 should be taken into account, as well as the National Housing Code, 2009.

Where required, the bidder has to make the necessary arrangements with the Sheriff for the service of the applications as well as the order, and if required, obtain an order for substitutional service. The order should also be phrased in such a manner that it will cover all the requirements for the actual removal process.

The bidder needs to coordinate with the Sheriff, the LDM, and its contractor to ensure that all arrangements are in place for the actual eviction and that proper returns of service are obtained after the eviction.

## 2.8. Town Planning

Attendance to Town Planning matters on behalf of LDM in terms of applicable legislation as and when necessary. Institute legal action in the High Court in respect of contraventions of the Town Planning Scheme.

The bidder needs to be able to determine whether the information available will satisfy the court and whether all requirements of the Department of Human Settlements Neighbourhood Planning and Design Guide (Red Book) and the National Housing Code 2009 have been met.

The bidder may be required to represent LDM at hearings of the Development Tribunal, Townships Board, and tribunals established in terms of the Development Facilitation Act, 67 of 1995.

Upon receipt of instructions, accompanied by background and supporting information, e.g., notices, town planning scheme, inspection reports, etc., the Bidder to: -

- Do Companies and Intellectual Property Commission Company (CIPC)/Deeds search if necessary.
- Carry out inspection in loco, if necessary.
- Deliver final notice to property owner and/or offender.
- Correspond with property owner/offender, including negotiating with a view to ceasing/re-locating activities to suitable premises and drafting of settlement agreement to be made Order of Court.
- In the event of the matter not being solved as aforesaid, reserve the services of Counsel in consultation with the LDM. Draft and serve papers on defending party within 30 days from the date of the Bidder's notice to the offender. Finalize the application and recover costs from defending party in accordance with order granted by Court.
- Representing the LDM at hearings of the Development Tribunal, or Appeals Tribunal.

Instructions will be accompanied by the relevant application, comments, reports, and objections where applicable. Bidder to study documentation and determine necessity for consultation or supplementary documentation timely in preparation of the hearing. Prepare Heads of Argument/Motivation.

Advise LDM of legal requirements to be complied with or administrative actions to be finalized prior to the hearing. In the event of defective process followed, advise the LDM on corrective steps to be taken. Advise LDM on further actions to be taken in finalizing the matter.

## 2.9. National Building Standards and Regulations

Institute legal action in the Magistrates'/ Municipal Court in respect of the contravention of the National Building Regulations and Building Standards Act, 103 of 1977.

Instructions to prosecute will be accompanied by notices sent to offender, affidavits by inspector, inspection reports and other relevant supporting information.

Bidder to study instruction and notices sent in terms of the Act and in the event of prospects of successful prosecution not being positive, advise the CoJ of alternative or corrective steps to be taken. Company/Deeds search to be performed by legal practitioners if necessary. Final notice to be sent to offender by Bidder. The case should be handed to the Prosecutor at the Magistrate's/Municipal Court within 90 days from the date of receipt of the instruction to initiate criminal proceedings.

## 2.10. Labour and Employment Law

Collective and individual labour and employment law, Employee Benefits, Pension Fund Law, Employment Equity, Skills Development, occupational health and safety, corporate restructuring, labour and employment due diligence, labour and employment litigation, and alternative dispute resolution.

All labour-related matters, including but not limited to, appointments as presiding and presenting officers in disciplinary inquiries and disciplinary appeals, opinions and advice on processes, representing LDM in conciliations and arbitrations both in the CCMA and Bargaining Council, representing LDM in the Labour Court and High Court in applications such as reviews and interlocutory applications, interdicts, as well as opposing such applications or in trials, and, handling of strikes.

## 2.11. General Legal Services

The rendering of such legal services not specified elsewhere, such as legal opinions and legal research related to all aspects involving government, drafting and vetting by-laws, policies, and procedures for legal compliance, in general, any kind of legal services not specified elsewhere, alternative dispute resolutions.

## 2.12. Intellectual Property, Information Technology and Communication

The bidder must have the necessary understanding of intellectual property law in order to identify the inherent intellectual property of the LDM and to advise on the protection thereof and remedies where it has been infringed upon, either by employees or third parties. The bidder must also be able to address the unlawful and/or unauthorized use of the coat of arms, crest, and other symbols of the LDM or to address alleged infringements on the intellectual property of others.

The bidder must have the necessary understanding of information technology to clarify the rights of the Council and that of service providers with regard to hardware, software, and licenses acquired by the LDM in order to protect the interests of the LDM and to advise the District Municipality on the correct use of computer evidence in litigation.

## 2.13. General notes relating to Civil and Criminal Matters

### 2.13.1. Civil Litigation

Civil litigation is attended to in the Magistrates' Court, High Court, Supreme Court of Appeal, Constitutional Court, and also includes referrals to arbitration. Legal practitioners appointed for civil litigation, will be utilised for matters in accordance with their field of expertise as indicated and confirmed by the references.

LDM will be entitled to insist that a duly qualified and admitted Legal Practitioner attends to the matters of LDM, where it appears that a Candidate Legal Practitioner is not able to assist and advise LDM properly. The appointment of Counsel and Experts, including costs associated therewith, in all matters must be motivated and is subject to the approval of the Head of Department: Corporate Services.

### 2.13.2. Magistrates' Court Litigation

LDM will issue comprehensive instructions in writing and will be delivered by hand, forwarded through e-mail, or faxed accompanied by background information, applicable documentation, and references for consultation. Instructions must be acknowledged in writing within 5 working days from receipt. Where further information and/or consultation is required, the bidder may request same in writing within 5 working days.

The Bidder should take cognizance of the fact that certain instructions may only be authorized by the Council or a committee thereof, and the time required in this regard needs to be considered.

Should the Bidder be of the opinion that there is no or limited prospect of success, the LDM must be informed of such an opinion prior to any further steps being taken in the matter. Should the Bidder be of the opinion that the matter can be resolved in any other manner, the LDM must be informed in writing of such alternatives prior to any further steps being taken.

All Magistrates' Court matters must be attended to by a Legal Practitioner, including drafting of papers, and Counsel may not be briefed without the prior written consent of the LDM. The appointment of Counsel will only be allowed in exceptional cases, based on a properly motivated written request from the Legal practitioners.

The District Municipality must be informed of trial dates within seven working days from date of allocation to ensure that all relevant witnesses in LDM's employ are available for trial purposes.

The bidder will arrange for the delivery and collection of all documents to be signed by the Head of Department: Corporate Services, through the legal advisor assigned to the matter.

All matters shall be concluded, including recovery of all capital and interest owing, where applicable, and the recovery of all costs orders made by the court, including execution and any other relevant steps.

The Bidder shall at all times comply with the provisions of the Magistrates' Court Act, 1944 and the rules of court issued in terms thereof as well as the legislation applicable in each specific matter.

All consultations, discussions and requests for information will be arranged through the legal advisor assigned to the matter, and officials and other departments will not be contacted directly.

### 2.13.3. High Court Litigation

LDM will issue comprehensive instructions in writing and will be delivered by hand, forwarded through e-mail, or faxed accompanied by background information, applicable documentation, and references for consultation. Instructions must be acknowledged in writing within 5 working days from receipt. Where further information and/or consultation is required, the bidder may request same in writing within 5 working days. The Bidder should take cognizance of the fact that certain instructions may only be authorized by the Council or a committee thereof, and the time required in this regard needs to be considered.

The service provider will be allowed to brief Counsel in High Court matters. Such appointments must be made in consultation with LDM. Should the bidder believe Senior Counsel should be briefed, it may only be done with the prior written consent of LDM. No such consent will be granted unless a duly motivated, written request has been received from the Legal Practitioner.

LDM reserves the right to request that a specific Counsel be appointed in certain matters.

The LDM must be informed of trial dates within seven working days of being informed of such dates to ensure that all relevant witnesses in LDM's employ are available for trial purposes.

The bidder will arrange for the delivery and collection of all documents to be signed by the Head of Department: Corporate Services, through the legal advisor assigned to the matter.

All matters shall be brought to their conclusion, including recovery of all capital and interest owing, where applicable, and the recovery of all costs orders made by the court, including execution and any other relevant steps.

Should the Bidder be of the opinion that there is no or limited prospect of success, the LDM must be informed of such an opinion prior to any further steps being taken in the matter. Should the Bidder be of the opinion that the matter can be resolved in any other manner, the LDM must be informed in writing of such alternatives prior to any further steps being taken.

The Bidder shall always comply with the provisions of the Superior Courts Act 10 of 2013 and the rules of court issued in terms thereof, as well as the legislation applicable in each specific matter.

All consultations, discussions and requests for information will be arranged through the Legal Advisor assigned to the matter, and Officials and other departments will not be contacted directly.

The LDM must be informed of trial date within seven days from date of having been informed of such date, to ensure that all relevant witnesses, in the employ of the LDM is available for purposes of trial.

#### 2.13.4. Arbitration

LDM will issue comprehensive instructions in writing accompanied by background information, applicable documentation, and references for consultation. The Bidder will study the instruction for the intended arbitration proceedings or instruction to defend arbitration proceedings, contract documentation and relevant information provided and advise the LDM of additional information that may be required.

Where the nature of the dispute requires specialised legal opinion before arbitration proceedings, the bidder shall advise LDM accordingly and, in consultation with LDM, reserve the services of Counsel for this purpose and the arbitration proceedings.

Should the bidder believe Senior Counsel should be briefed, it may only be done with the prior written consent of LDM. No such consent will be granted unless a duly motivated, written request has been received from the Legal Practitioner.

Bidders will arrange for the delivery and collection of all documents to be signed by the Head of Department: Corporate Services, through the Legal advisor / Delegated official of the District Municipality assigned to the matter.

The Bidder will advise the LDM on the preferred action or alternative course of action, e.g. civil litigation *vis-a-vis* arbitration.

The Bidder will advise the LDM with regard to the appointment of an Arbitrator or in the event of arbitration proceedings being initiated by the other contracting party, advise the LDM with regard to conceding to Arbitrator proposed by claimant or suggest alternatives.

The Bidder will negotiate settlement of the dispute with the defending party/claimant in consultation with the LDM and advise the LDM on preferred course of action prior to commencement of arbitration proceedings.

The Bidder will advise the LDM of administrative/contractual actions to be taken to prevent future recurrence of the circumstances that gave rise to the dispute.

Comprehensive instructions will be issued by LDM in writing and will be delivered by hand, forwarded through e-mail, or faxed. Instructions will be accompanied by background information, applicable documentation, and references for consultation. Instructions must be acknowledged in writing within 7 days from receipt.

When the information accompanying the instruction be insufficient or should further information and or a consultation be required, same will be requested in writing within 7 days.

All instructions required from the LDM during a matter, will be requested in writing and be issued in writing. The Bidder should take cognizance of the fact that certain instructions may only be authorized by the Council or a committee thereof, and the time required in this regard needs to be considered.

Should the Bidder be of the opinion that there are no prospects of success, the LDM must be informed of such an opinion prior to any further steps being taken in the matter. Should the bidder be of the opinion that the matter can be resolved in any other manner, the LDM must be informed in writing of such alternatives prior to any further steps being taken.

Junior counsel shall attend to arbitrations. Should the Bidder be of the opinion that Senior Counsel should be briefed, it may only be done with the prior written consent of the LDM. No such consent will be granted unless a duly motivated, written request has been received from the Bidder. The Council reserves the right to request that a specific Senior or Junior Counsel be appointed in a matter.

#### 2.13.5. URGENT MATTERS

Urgent matters should be attended to as a priority and may, depending on the circumstances, require special rules. Depending on the forum in which the urgent proceedings are instituted, the general rules for conducting matters in the High Court, Magistrates' Court and Labour Court/CCMA/Bargaining Council will apply except as indicated above.

Instructions will be issued by LDM in writing and will be delivered by hand or emailed, after telephonic arrangements have been made with the Bidder, and will be as complete as possible under the circumstances.

The legal advisor assigned to the matter will be specified in the instruction to allow for easy communication in the circumstances. The Bidder shall use his best endeavors to defuse the situation prior to any matter being heard urgently.

Instructions must be acknowledged in writing within 2 hours from receipt thereof, to the extent that it is practical within the circumstances. Where required, verbal instructions will be provided, but same will be confirmed in writing as soon as possible. Advocates will be appointed in consultation with the LDM and based on the availability of suitable Counsel under the circumstances.

Should the Bidder be of the opinion that there is no or limited prospect of success, the LDM must be informed of such an opinion prior to any further steps being taken in the matter. Should the Bidder be of the opinion that the matter can be resolved in any other manner, the LDM must be informed in writing of such alternatives prior to any further steps being taken.

As a rule, opposing papers should be prepared, and verbal evidence should only be led in extremely urgent matters.

All matters shall be brought to their conclusion, including 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.

All consultations, discussions and requests for information will be arranged through the Legal advisor assigned to the matter, and officials and other departments will not be contacted directly.

Bidders will arrange for the delivery and collection of all documents to be signed by the Head of Department: Corporate Legal Services, through the Legal advisor assigned to the matter.

In the event of intended legal action by the LDM, the Bidder is required to: -

- Study the instruction, bid/contract documentation, policy, delegated authority, and applicable legislation forming framework for the bid/contract.
- Advise the LDM on preferred action for relief, e.g., in terms of arbitration as provided for or civil litigation.
- Advise the LDM on prospects of success in litigating or instituting arbitration proceedings. Advise the LDM on alternative course of action to obtain the required relief.
- Advise the LDM on appropriate relief in the event of the relief sought by the LDM not being attainable/appropriate.
- Advise the LDM on joinder of parties as defendant/applicant in the claim.
- Negotiate with contracting parties with a view to possible settlement arrangements after having received a mandate from the LDM to do so.

- Reserve services of Counsel in consultation with the LDM and draft papers to commence action.
- Finalize the claim/action commenced with.
- Advise the LDM on contractual measures to be taken to prevent recurrence of the situation that gave rise to the claim/application.
- In the event of claims/legal action brought against the LDM by contracting party(ies) the Bidder to: -
  - i. Study the instruction, claim/application received, bid/contract documentation, policy, delegated authority, and applicable legislation forming framework for the bid/contract and consult with responsible staff members and other parties if necessary.
  - ii. Negotiate with claimant/applicant legal practitioners to defuse the situation and in consultation with the LDM consider alternatives to litigation to settle the case and avoid possible unnecessary litigation and costs.
  - iii. Advise the LDM on prospects of success should the case be defended.
  - iv. Advise the LDM on joinder of other parties as defendant in the claim.
  - v. Reserve the services of Counsel in consultation with the LDM and draft papers in reply/seeking further particulars.
  - vi. Finalize the claim/action commenced with.
  - vii. Advise the LDM on contractual measures to be taken to prevent recurrence of the situation that gave rise to the claim/application.

### **3. TERMS OF REFERENCE**

Each bidder must clearly indicate and submit proposal(s) detailing its experience, accompanied by reference letters for the field(s) they are bidding for.

Nr	Categories
1	Conveyancing
2	Notarial Practice
3	Expropriation
4	Mining and Mineral Law
5	Commercial Law and Contracts
6	Environmental Law
7	Evictions
8	Town Planning and Land Use
9	National Building Standards and Regulations
10	Labour and Employment Law
11	General Legal Services
12	Intellectual Property, Information Technology and Communication
13	Criminal Matters

#### **4. MINIMUM REQUIREMENTS AND PROPOSED FUNCTIONALITY**

Bidders are required to submit the following:

- i. Bidders must submit a minimum of 3 (three) or more contactable reference letters from different clients regarding previous work done or similar service/s rendered from 2015 to date per legal category.

The Reference Letters must entail the following:

1. Letterhead if it is a company issuing the reference.
2. Commissioned reference letter in the event of a private client being the issuer of the reference.
3. Date of issue.
4. Description of work done and the period when services were rendered.
5. Signed by writer.

**Failure to submit 3 (three) contactable reference letters per legal category will result in the bidder not being further evaluated for that particular category.**

- ii. A valid Fidelity Fund Certificate from the Legal Practitioners Fidelity Fund / Legal Practice Council is required in the name of the Bidder. A valid Fidelity Fund Certificate from the Legal Practitioners Fidelity Fund/ Legal Practice Council that is in the name of the Firm/Sole Proprietor/ Partnership/ Company will only be accepted if same is attached for each of the Directors of the Entity.

**Failure to submit the Fidelity Fund Certificate with the bid documents will result in the Bidder not being evaluated further.**

- iii. A valid Letter of Good Standing from the Legal Practice Council is required in the name of the Bidder. A valid Letter of Good Standing from the Legal Practice Council that is in the name of the Firm/Sole Proprietor/ Partnership/ Company will only be accepted if same is attached for each of the Directors of the Entity.

**Failure to submit the Letter of Good Standing with the bid documents will result in the Bidder not being evaluated further.**

- iv. Bidders must indicate that the law firm consists of 2 (two) or more admitted attorneys in the employ of the firm.

**Failure to submit proof of a minimum of 2 CVs and a Court Order confirming admission of the Attorneys with the bid documents will result in the Bidder not being further evaluated.**

- v. Bidder must indicate that the law firm consists of 2 (two) or more candidate Attorneys.

***Failure to submit proof of CVs and Legal Practice Council-endorsed contracts for both or more candidate attorneys will result in the bidder not being further evaluated.***

Functionality Criteria	Weight	Allocation of Points	Points
<b>Company Experience</b> Relevant experience	<b>30</b>	11 – 20 years	<b>30</b>
		6 – 10 years	<b>20</b>
		0 – 5 years	<b>10</b>
Legal Practitioner’s combined experience (excluding candidate legal practitioners)	<b>30</b>	20 – 29 years	<b>30</b>
		10 – 19 years	<b>20</b>
		0 – 9 years	<b>10</b>
<ul style="list-style-type: none"> <li><b>CV’S For Practitioners with qualifications (Law Degree and Admission certificate)</b></li> </ul>			
<b>Maximum of four Legal Practitioners</b>			
<b>TOTAL: 60 POINTS</b>			
<b>MINIMUM SCORE: 40 POINTS</b>			

- vi. Bidders must jointly/collectively have more than a year of post-admission practical experience in legal practice (A Court order confirming the attorney's/conveyancers/notarial admission will serve as proof).

***Failure to submit proof of court order/admission certificate of at least a year or more collectively post-admission practical experience will result in the bidder not being further evaluated.***

**Only Bidders who intend to participate in the Conveyancing and Notarial Practice categories are required to submit additional admission certificates/ court orders confirming them as duly Admitted Conveyancers/ Notaries.**

***Failure of bidders to submit all the applicable documents will render the bidder non-responsive. Only Bidders bidding for Conveyancing and/or Notarial Practice are expected to submit Court Order/ Certificate confirming their admission.***

## **5. APPOINTMENT OF PANEL**

- a. Only Bidders who meet the minimum requirements will form part of the panel.
- b. All information and particulars necessary for proper evaluation of this bid must be furnished by the bidder upon submission of its tender document. Incomplete particulars and documents will result in the Bidder being disqualified and not evaluated further.
- c. Due to ethical considerations and potential conflicts of interest, any prospective service providers appointed will be required to refuse any instructions from any party acting against LDM, regardless of the nature of those instructions

## **6. FEE STRUCTURE**

Bidders are required to comply with the fee schedule attached as **Annexure 'A'**. Bidders will therefore not be evaluated on price. Conveyancing services fees and Notarial services fees will be as per the latest gazetted conveyancing and notarial fees schedule.

## **7. CONTRACT PRICE ADJUSTMENTS**

Not applicable.

## **8. DISBURSEMENTS**

- a. LDM must be consulted to give express authorization prior to service providers incurring disbursements, whether or not provided for by the Legal Practice Council, which include inter alia capturing of recordings, Transcribers, Instructions to Surveyors, Advocates, Experts, and or any other professional person, payment of witnesses etc. with the exception of sheriff's fees, traveling expenses and copies of documents.
- b. Service providers must attach acceptable proof of disbursements, including but not limited to Advocate's Invoice, sheriffs' invoice, Experts, Surveyors cost. Counsels' and experts' accounts are to stipulate their respective VAT Registration numbers if applicable. Failure to submit such acceptable proof will result in non- payment of invoice.

## **9. AWARDING OF BIDS, ALLOCATION OF WORK AND PAYMENTS**

- a. LDM reserves the right to accept any bid or part thereof and does not bind itself to accept any bid. The panel will be constituted by all Bidders who have met the minimum threshold.
- b. Invitations and appointments to service providers shall be undertaken

on a **rotation basis within each category of legal services** for which attorneys have been appointed to the panel. This rotation system is intended to ensure that all panel members are afforded a **fair and equitable opportunity** to receive instructions from the Municipality on an **as-and-when-required basis**, subject to the nature and complexity of the legal services required

- c. **NB: APPOINTMENT TO THE PANEL DOES NOT IN ANY WAY GUARANTEE THAT THE SERVICE PROVIDERS WILL RECEIVE INSTRUCTIONS.**
- d. LDM reserves the right to add other panelists to the panel anytime deemed necessary. Such addition will be through a competitive tendering process, and the contract period will be synchronized with this tender.

#### **10. CONDITIONS APPLICABLE TO APPOINTMENT**

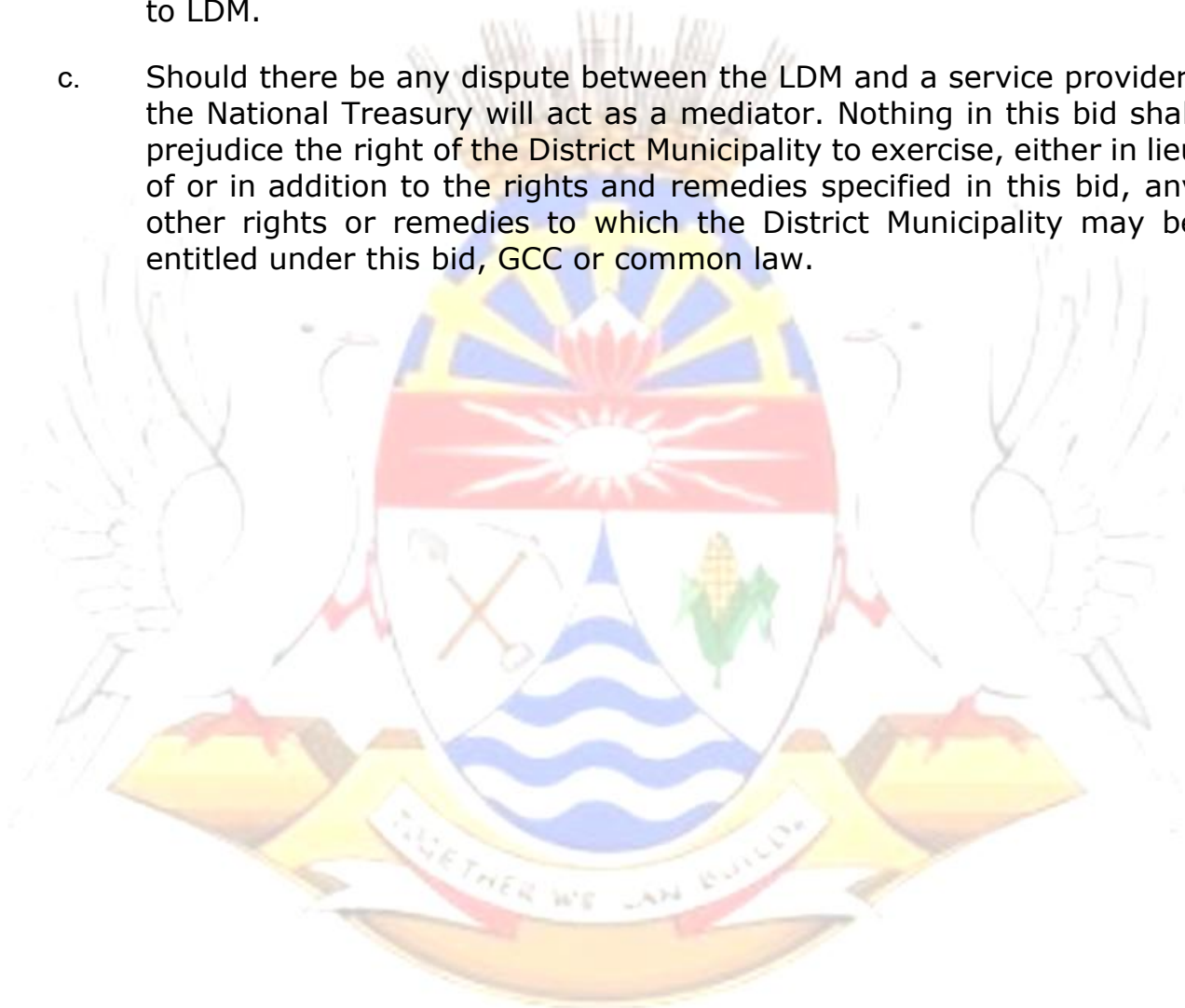
- a. At the time of appointment, panelists must disclose all cases against LDM that they are currently involved with and undertake not to use any information gained in this process to the detriment of LDM or in any manner that may prejudice LDM.
- b. When cases have been postponed at the request of the service provider acting on behalf of LDM owing to non-compliance with any procedural requirements, the service provider will bear the costs of postponement, and this amount will not be recoverable from LDM.
- c. Legal practitioners whether practicing on their own account or through a commercial juristic entity must be available to perform the services in accordance with the contract conditions. Where a legal practitioner on the panel is not available to perform the work at a specific period of time, the legal practitioner must notify LDM timeously.

#### **11. GENERAL REPORTING STANDARD**

- a. Monthly progress reports on each matter to be submitted to LDM free of charge. These reports must be submitted within 5 days after end of each month.
- b. The Letter of Good Standing and Fidelity Fund Certificate must be submitted annually to the LDM.
- c. Yearly reports to Auditor General as and when requested by LDM free of charge.

## **12. WITHDRAWAL/REMOVAL OF A LEGAL PRACTITIONER FROM THE PANEL**

- a. Any service provider who has been suspended or whose name has been removed from the roll of advocates/attorneys in terms of the Legal Practice Act will automatically be removed from the panel and may not conduct any work on behalf of LDM.
- b. Any service provider may voluntarily withdraw from the LDM legal panel. Such withdrawal must be in writing with reasons and addressed to LDM.
- c. Should there be any dispute between the LDM and a service provider, the National Treasury will act as a mediator. Nothing in this bid shall prejudice the right of the District Municipality to exercise, either in lieu of or in addition to the rights and remedies specified in this bid, any other rights or remedies to which the District Municipality may be entitled under this bid, GCC or common law.



### **13. DISSOLUTION OF THE PANEL**

LDM reserves the right to end the existence of the panel through a notice to all service providers listed on the panel.

### **14. TRANSITIONAL MATTERS**

- a. All data or information collected by the appointed service providers will remain the property of LDM.
- b. Transitional matters –
  - i. Three months before the end of the contract, or upon removal or withdrawal from the legal panel, the Service Provider/s must return all files to LDM, at the cost of the Service Provider, except for those files which LDM, at its own discretion, deems to have progressed sufficiently.
  - ii. If at any time for the duration of this contract an attorney is removed from the attorneys' roll, the appointment of such an attorney to an LDM matter must be terminated, and instructions held by that attorney must be assigned to a similar qualified attorney employed by the service provider to the satisfaction of LDM.
- c. No work allocated to the successful panelist may be outsourced. All correspondence work, for which LDM gave its express consent, will be paid as a disbursement.

***NB: FAILURE TO SUBMIT/ATTACH THE REQUIRED DOCUMENTS WILL RENDER YOUR BID NON- RESPONSIVE AND NOT BEING PART OF THE LEGAL PANEL.***

**BIDDERS MUST PACKAGE THEIR BID DOCUMENT IN THE FOLLOWING FORMAT  
(INDEXED):**

**SCHEDULE 1**

**ATTACH THREE OR MORE REFERENCE LETTERS PER LEGAL CATEGORY FOR  
WORK DONE FROM 2015 TO DATE**

**SCHEDULE 2**

**ATTACH PROOF OF FIDELITY FUND CERTIFICATE**

**SCHEDULE 3**

**ATTACH PROOF OF LETTER OF GOOD STANDING FROM LPC**

**SCHEDULE 4**

**ATTACH COURT ORDER/ADMISSION CERTIFICATE CONFIRMING ADMISSION OF  
ATTORNEY**

**SCHEDULE 5**

**ATTACH PROOF OF THE CV AND ADMISSION CERTIFICATE OF EACH ADMITTED  
ATTORNEY**

**SCHEDULE 6**

**ATTACH PROOF OF CV AND CONTRACT OF ARTICLES REGISTERED WITH THE LPC  
OF EACH CANDIDATE ATTORNEY**

**SCHEDULE 7**

**ATTACH PROOF OF ADMISSION AS CONVEYANCER/NOTARY  
(if applicable)**

**SCHEDULE 8**

**ATTACH ACCEPTANCE OF FEE STRUCTURE  
(ANNEXURE 'A')**

**SCHEDULE 9**

**ATTACH INDICATION OF INTERESTED FIELDS OF LAW  
(ANNEXURE 'B')**

## ANNEXURE 'A' - FEE AND DISBURSEMENT STRUCTURE

- The municipality shall pay according to that agreed rates as offered and accepted by the practice.
- The municipality shall pay for disbursement reasonably incurred.
- The practice shall not charge the Municipality for local travelling.
- The practice shall not charge a surcharge.
- The drawing fee shall not be allowed on any bill or invoice.
- A bill or invoice shall be broken down per item with full narration.
- A practice may submit interim bills to the Municipality at appropriate intervals during the course of each matter.
- the municipality shall exercise its best endeavours to settle any invoices sent by the practice within thirty (30) days of receipt of same.
- Where provision of fees and disbursements are not provided for in the tariffs structure, the practice shall negotiate and agree with the Municipality in writing on the applicable tariffs.
- The tariffs shall be categorised in terms of HIGH COURT, LABOUR COURT, LOWER COURTS [regional and magistrate], and NON-LITIGIOUS.
- 7.11. The rates shall be scheduled in the following terms:
  - **Day and Hourly rate** for in general and for drafting, perusal, study, research, court work.
  - **Charges** for photocopy, telephone calls, emails.
  - **Expenses** for travelling and subsistence.
- The rates shall be on attorney and own client scale, and as per Service Level Agreement signed between parties and as close as possible observe the recommendation and guidance of the **Legal Practice Council Committee and Legislated Court Tariffs** on fees.
- The tables below shall be contained in the SLA between the Municipality and the practice on acceptance of the offer by the practice:

*(here we put tables in categories of HIGH COURT, LABOUR COURT, LOWER COURTS, and NON-LITIGIOUS, made to escalate on yearly basis up to the second and final year)*

**CIVIL LITIGATION COST BREAKDOWN (To be completed by tenderers)**

**Note: Price offer will be used as a base for as and when invoices are submitted (guidance of the Legal Practice Council Committee and Legislated Court Tariffs on fees will be used).**

**PRICE SCHEDULE (A)**

<b>1. MAGISTRATE'S COURT TARIFFS</b>					
<b>ITEM</b>	<b>DISCRIPTION</b>	<b>SCALE A (R0 – R7000.00)</b>	<b>SCALE B (R7001.00 – R50 000.00)</b>	<b>SCALE C (R50 000.01 – R 200 000.00)</b>	<b>SCALE D (R200 000.01 or Matters instituted in the Regional Court)</b>
1.	Taking instruction				
2.	Drawing summons per page				
	Drawing particulars of claim/declaration				
3.	Attending Court hearing per 15 min				
4.	Drawing up court documents per 15 minutes				
5.	Preparation for trial				
6.	Indexing and paginating per 15 minutes				
7.	Day fee				
8.	Drawing of letter demand				
9.	Attendance to receive letter per folio				

Initials

10.	Perusal of documents per page				
11.	Telephone calls per 5 minutes				
12.	Consultation per 15 minutes				
13.	Travelling time per 15 minutes				
14.	Waiting time at court per 15 minutes				
15.	Attendance to settlement negotiation per 15 minutes				
16.	Attend to research per 15 minutes				
17.	Attending pre-trial conference per 15 minutes				
18.	Copy per page				
19.	Attendance for sending an email and fax				
20.	Attendance to draw heads of arguments per 15 minutes, including the drawing, service and filing				
<b>TOTAL (Excluding VAT)</b>					
<b>ITEM</b>	<b>DISCRIPTION</b>	<b>FEES (Excluding VAT)</b>			
21.	Collection Commission on each instalment	% <b>Maximum per instalment:</b>			

Initials

		<b>R</b>			
	<b>TOTAL (Excluded VAT)</b>	<b>per instalment</b>			
<b>NB: Any other rate not included in the above will be discussed and approved ONLY by the Accounting Officer/Municipal Manager</b>					

## **COST BREAKDOWN**

<b>2. HIGH COURT</b>			
<b>ITEM</b>	<b>DISCRIPTION</b>	<b>ATTORNEY</b>	<b>CANDIDATE ATTORNEY</b>
1.	Taking instruction per 15 minutes		
2.	Drawing summons per page		
	Particular of Claim/Declaration per page		
3.	Appearance per hour quarter of an hour or part thereof		N/A
4.	Drawing up court documents per page		
5.	Preparation of trial		N/A
6.	Sorting and paginating Service and filing per 15 minutes		
7.	Day fee per 15 minutes		N/A
8.	Drawing of letter per page		
9.	Attendance to receive letter per page		
10.	Perusal of documents per page		
11.	Telephone calls per 5 minutes		
12.	Consultation per 15 minutes		

Initials

13.	Travelling time per 15 minutes		
14.	Waiting time at court per 15 minutes		N/A
15.	Attendance at settlement negotiation per 15 minutes		
16.	Attend to research per quarter of an hour		
17.	Copy per page		
18.	Attendance for sending an email and fax		
<b>ITEM</b>	<b>DISCRIPTION</b>		
19.	Attendance to draw heads of arguments per quarter of an hour, including the drawing, service and filing		
20.	Instruction for an opinion for an advocate's guidance in preparing pleadings, including further particulars and requests for same as well as exceptions per page		
21.	Instruction to advocate in respect of all classes of pleadings per page		

Initials

	<b>TOTAL (Excluding VAT)</b>		
<b>NB: Any other rate not included in the above will be discussed and approved ONLY by the Accounting Officer/Municipal Manager.</b>			

**COST BREAKDOWN – LABOUR COURT**

<b>2. LABOUR COURT TARIFFS</b>			
<b>ITEM</b>	<b>DISCRIPTION</b>	<b>ATTORNEY</b>	<b>CANDIDATE ATTORNEY</b>
1.	Taking instruction per 15 minutes		
2.	Drawing summons per page		
	Particular of Claim/Declaration per page		
3.	Appearance per hour quarter of an hour or part thereof		N/A

Initials

4.	Drawing up court documents per page		
5.	Preparation of trial		N/A
6.	Sorting and paginating Service and filing per 15 minutes		
7.	Day fee per 15 minutes		N/A
8.	Drawing of letter per page		
9.	Attendance to receive letter per page		
10.	Perusal of documents per page		
11.	Telephone calls per 5 minutes		
12.	Consultation per 15 minutes		
13.	Travelling time per 15 minutes		
14.	Waiting time at court per 15 minutes		N/A
15.	Attendance at settlement negotiation per 15 minutes		
16.	Attend to research per quarter of an hour		
17.	Copy per page		
18.	Attendance for sending an email and fax		

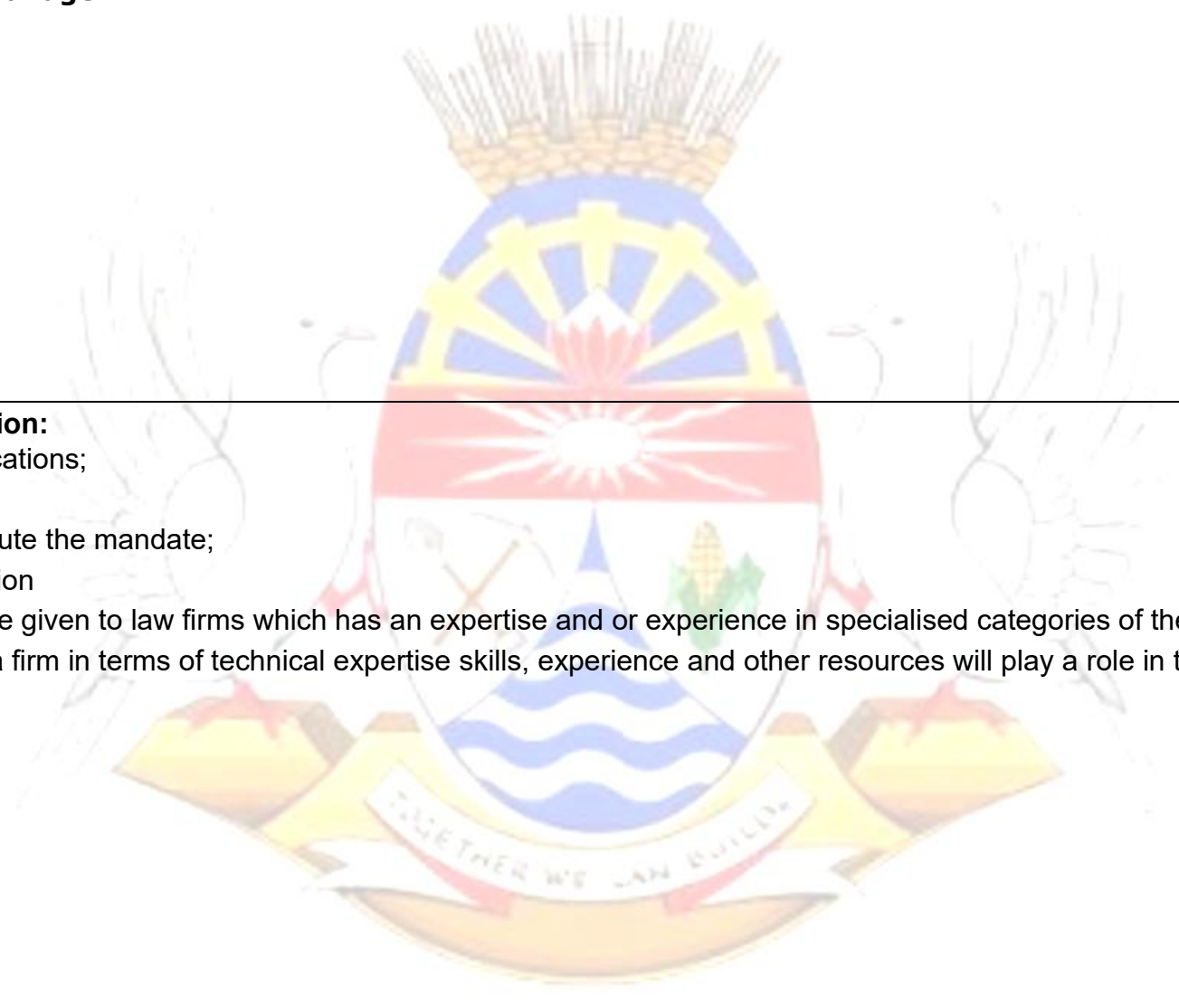
Initials

<b>ITEM</b>	<b>DISCRIPTION</b>		
19.	Attendance to draw heads of arguments per quarter of an hour, including the drawing, service and filing		
20.	Instruction for an opinion for an advocate's guidance in preparing pleadings, including further particulars and requests for same as well as exceptions per page		
21.	Instruction to advocate in respect of all classes of pleadings per page		
	<b>TOTAL (Excluding VAT)</b>		

**NB: Any other rate not included in the above will be discussed and approved ONLY by the Accounting Officer/Municipal Manager.**

**Conditions of rotation:**

- Relevant specifications;
- Value for money;
- Capacity to execute the mandate;
- Locality/Jurisdiction
- Preference will be given to law firms which has an expertise and or experience in specialised categories of the field of law.
- The capacity of a firm in terms of technical expertise skills, experience and other resources will play a role in the allocation of work.



## ACCEPTANCE OF FEE AND DISBURSEMENT STRUCTURE

I, hereby on behalf of \_\_\_\_\_ and in my capacity as \_\_\_\_\_ hereby confirm that the fees as set out above (Excl. VAT) to be paid for the work done in terms of this Bid, are accepted. I hereby acknowledge how disbursements are to be paid and confirm that sufficient proof will be provided. I undertake to comply with the fee schedule attached as **annexure 'A'**.

My submission of a bid should be regarded as full acceptance of the fee schedule and the rates reflected in the fee schedule. I accept that the LDM issued tariffs attached as **annexure 'A'** will be used as tariff fees to be paid for legal services.

I acknowledge that no deviation will be allowed on the tariffs once accepted by the bidder. Where specific cases have travel and accommodation cost implications, these costs must be discussed with, and approved by LDM before any claim may be tendered. All claims must be in accordance with the LDM's cost containment measures.

Note on fees:

- Drawing fee will only be allowed in instances where a court order / settlement agreement made specific reference to costs. Applicable drawing fee must be in line with the rules of the Court.
  - Attendance to each step required to fulfil a mandate as instructed is for the account of a single practitioner. The District Municipality will not be liable for costs incurred through use of multiple legal practitioners in attending to the steps required to fulfil a mandate as instructed.
- Travelling costs will be capped at a maximum of 250 kilometres per return trip.

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**SIGNATURE OF PERSON AUTHORISED TO SIGN BID DOCUMENTS**

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**NAME IN BLOCK LETTERS**

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**DESIGNATION**

---

**DATE**

**Initials**

## ANNEXURE 'B' - LISTING OF INTEREST IN CATEGORIES OF LAW

Indicate which area/field/category of law you are specializing in by ticking the appropriate box.

Category	Yes	No
Labour Dispute. <ul style="list-style-type: none"> <li>➤ Labour Court Litigation</li> <li>➤ CCMA (where applicable)</li> </ul> Bargaining Council (where applicable)		
Civil Litigation. <ul style="list-style-type: none"> <li>➤ High Courts</li> <li>➤ Lower Courts</li> <li>➤ Debt Collection</li> </ul> Evictions		
Property Law and Town Planning. <ul style="list-style-type: none"> <li>➤ Property Registration and Conveyancing</li> </ul> Town Planning Litigation		
Advisory. <ul style="list-style-type: none"> <li>➤ Legal Opinions</li> </ul> Investigations Reviews		
Facilitation and Training. Facilitation and training on regulations and by-laws		
General Legal Administration. <ul style="list-style-type: none"> <li>➤ Compliance reviews</li> <li>➤ Contract Management</li> </ul> Construction Litigation		
Evictions		
Intellectual Property, Information Technology and Communication		
Criminal Matters		

### PLEASE NOTE

1. Bidders must submit a minimum of 3 (three) or more reference letters from different clients in respect of previous work done where they provided similar service/s from 2015 to date per legal category.

The Reference Letters must entail the following:

1. Letterhead if it is a company issuing the reference.
2. Commissioned reference letter in the event of a private client being the issuer of the reference.
3. Date of issue.
4. Description of work done and the period when services were rendered.
5. Signed by writer.

**Failure to submit 3 (three) contactable reference letters per legal category will result in the bidder not being further evaluated for that particular category.**

Initials

# ADDENDUM

PLACE AN ADDENDUM BEHIND THIS PAGE

