

**TENDER INVITATION**

**CLOSING TIME: 12:00**

**CLOSING DATE: 25 NOVEMBER 2022**

**HES-CORP 05/2223: PROVISION OF LEGAL AND SPECIALISED LEGAL SERVICES FOR A PERIOD OF THREE (3) YEARS**

Tenders are hereby invited for **PROVISION OF LEGAL AND SPECIALISED LEGAL SERVICES FOR A PERIOD OF THREE (3) YEARS.**

Tenders word hiermee ingewag vir **VOORSIENING VAN REGSDIENSTE EN GESPECIALISEERDE REGSDIENSTE VIR DIE TYDPERK VAN DRIE (3) JAAR.**

Tenders must be submitted on the original documents and remain valid, irrevocable and open for acceptance by the Municipality at any time for a period of 90 days after the closing date (refer to section 1.2.3 in the tender document). Enquiries about the specifications of the tender may be addressed to Mr. Deon Lewis-Michaels at telephone (028) 713 8000 or by e-mail to [deon@hessequa.gov.za](mailto:deon@hessequa.gov.za). Enquiries about the completion of the document can be addressed to Ms Leanne Windvogel at telephone (028) 713 8087 or by e-mail to [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za).

Tenders moet ingedien word op die oorspronklike tender dokument en die aanbod moet geldig, onherroepbaar en oop bly vir aanvaaring deur die Munisipaliteit op enige stadiuim vir n tydperk van 90 dae na die sluitings datum (verwys na seksie 1.2.3 in die tender dokument). Navrae aangaande die spesifikasies kan gerig word aan Mnr. Deon Lewis-Michaels by telefoon (028) 713 8000 of e-pos: [deon@hessequa.gov.za](mailto:deon@hessequa.gov.za). Navrae aangaande die voltooiing van die tender dokument kan gerig word aan Mej. Leanne Windvogel by telefoon (028) 713 8087 of e-pos: [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za).

A set of tender documents can be obtained at a non-refundable price of R200.00 per set from Ms Leanne Windvogel whom may be contacted at telephone (028) 713 8087 or e-mail [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za) Payments must be made by cash or bank deposit payable to the Hessequa Municipality. Bank account details are: Account Holder: Hessequa Municipality, Bank: First National Bank, Account number: 5357 1024 174, Branch: Riverdale, Branch code: 200313, reference number: **HES-CORP 05/2223** The tender document is also available in electronic format and may be e-mailed to interested service providers.

Tender dokumente is beskikbaar teen 'n nie-verhaalbare koste van R200.00 by Mej. Leanne Windvogel by (028) 713 8087 of per e-pos aan [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za). Betalings kan gemaak word per bank oordrag of kontant betaalbaar in die bank rekening van Hessequa Munisipaliteit waarvan die besonderhede soos volg is: Rekeninghouer: Hessequa Munisipaliteit Bank: Eerste Nasionale Bank Rekening Nommer: 53571024174 Tak: Riversdale Takkode: 200313 Verwysingsnommer: **HES-CORP 05/2223**. Tender dokumente is beskikbaar in elektroniese formaat en kan aan voornemende diensverskaffers er e-pos gestuur word.

Tender documents are available during office hours on Monday to Thursday from 07:45 – 16:30, on Wednesday from 08:00 – 16:30 and Friday 07:45 – 15:30 at the Supply Chain Management Offices in Riversdale.

Tender dokumente is beskikbaar gedurende kantoorure op Maandae tot Donderdae vanaf 07:45 tot 16:30, op Woensdae vanaf 08:00 tot 16:30, en op Vrydae vanaf 07:45 tot 15:30.

The fully completed original tender document, in each individually sealed envelope, must be deposited in the **tender box on the ground floor at the Hessequa Municipality – Post Office Building, 19 Main Road, Riversdale by not later than 12:00 (GMT+2) on FRIDAY, 25 NOVEMBER 2022.** The envelope must be endorsed clearly on the outside with the number, title and closing date of the tender as above.

Volledig voltooide tender dokumente moet in 'n verseëelde koevert in die tenderkas geplaas word op die **Grondvloer by die Munisipaliteit – Poskantoor Gebou, Hoofstraat 19, RIVERSDAL**, teen nie later nie as **12:00 (GMT +2) op VRYDAG, 25 NOVEMBER 2022.** Die koevert moet duidelik gemerk word met die nommer, titel en sluitingsdatum van die tender soos hierbo.

The tender box will be emptied just after 12:00 on the closing date after which all bids will be opened in public. Late bids or bids submitted by e-mail or fax will under no circumstances be accepted.

Die tenderkas word net ná 12:00 op die sluitingsdatum leeggemaak, waarna alle tender dokumente in die openbaar oopgemaak sal word. Laat tenders of tenders wat per e-pos of faks ingedien word, sal onder geen omstandighede aanvaar word nie.

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2017 and the Hessequa Municipality's Supply Chain Management Policy, for

Tenders sal geëvalueer en beoordeel word ingevolge die Voorkeurverkrygingsbeleid Raamwerk Wet (Wet 5 van 2000), die Voorkeurverkrygingsbeleid, 2017 en die Hessequa Munisipaliteit se Voorkeurverkrygingsbeleid waarvoor 80 punte ten opsigte van prys en 20 punte toegeken word ten opsigte van die B-BSEB bydrae.

Die Munisipaliteit behou die reg voor om enige uitnodiging om tender terug te trek, of om 'n tender net gedeeltelik te aanvaar. Die

which 80 points will be allocated in respect of price and 20 points in respect of B-BBEE contribution.

**Functionality criteria will be assessed and scored as prescribed by PPPFA Regulation 5 and a minimum threshold as indicated below applies. A tender that fails to meet the minimum functionality threshold will be regarded as an unacceptable tender.**

	Principle	Minimum points
a.	COMPREHENSIVE LEGAL ADVISORY SERVICES, LITIGATION AND CONVEYANCING SERVICES	80 out of 100
b.	SERVICE PROVIDER TO PROVIDE SPECIALIST SUPPORT IN RELATION TO SCM GOVERNANCE AND RELATED INTERNAL CONTROL MATTERS IN THE HESSEQUA MUNICIPALITY.	75 out of 100
c.	SERVICE PROVIDER TO PROVIDE THE SERVICES OF AN INVESTIGATOR AND INITIATOR AT DISCIPLINARY HEARINGS AGAINST COUNCILLOR IN HESSEQUA MUNICIPALITY.	60 out of 80
d.	DEBT COLLECTION	60 out of 80

The Municipality reserves the right to withdraw any invitation for tenders and/or to re advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest bid or award a contract to the bidder scoring the highest number of points.

**It is expected of all prospective service providers who are not yet registered on the CSD to register without delay. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the CSD.**

**Important note: a valid original tax clearance certificate, B-BBEE certificate and certified copies of directors and owner's identities must be submitted with the documentation.**

**A.S.A DE KLERK  
MUNICIPAL MANAGER**

Munisipaliteit is nie gebonde tot die aanvaarding van die laagste tender of toekenning aan die tenderaar wat die meeste punte behaal het nie.

**Funksionaliteit kriteria sal ge-evalueer en toegeken word soos voorgeskryf deur PPPFA Regulasie 5. Die minimum punte per kategorie word hieronder uiteengesit. 'n Tender wat nie die voorgeskrewe minimum punte bereik nie, sal beskou word as 'n nie-aanvaarbare tender.**

	Principle	Minimum points
a.	COMPREHENSIVE LEGAL ADVISORY SERVICES, LITIGATION AND CONVEYANCING SERVICES	80 out of 100
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d.	DEBT COLLECTION	60 out of 80

**Dit sal van voornemende diens verskaffers wat nog nie op die CSD geregistreer is nie verwag word om sonder versuim op die voorgeskrewe vorm aansoek te doen vir registrasie. Die Munisipaliteit behou die reg voor om nie tenders te aanvaar van voornemende diensverskaffers wat nie op die CSD geregistreer is.**

**Belangrike kennisgewing: 'n Oorspronklike belasting uitklaringsertifikaat, B-BSEB sertifikaat en gesertifiseerde afskrifte van direkteure en eenaars se identiteitsdokumente moet ingesluit wees by die dokumentasie.**

**A.S.A DE KLERK  
MUNISIPALE BESTUURDER**