



MAPHUMULO LOCAL MUNICIPALITY

INVITATION TO BID PANEL OF LEGAL SERVICES BID NO: KZN294/CORP/LS0201/2023

The Maphumulo Local Municipality invites offers from qualified and experienced service provider for the panel of legal services for the Municipality for the period of three years. The full specification will be available on tender document.

Bidders must submit their proposals on the official Municipal bidding documents, which will be available at the Municipal offices, located at **P711 Road, LOT 152, Maphumulo as from Thursday, 26 January 2023 and 27 January 2023 before 16H00**. A non-refundable document fee of **R250.00** is payable upon collection and payment must be deposited into **ABSA ACCOUNT NO: 4056102866**. No cash will be allowed.

Proposals in an enveloped marked **"PANEL OF LEGAL SERVICES"** shall be deposited into the tender box at: **Maphumulo Municipal Offices, P711 Road, LOT 152, Maphumulo no later than 12H00 on Monday, 13 February 2023**, where they will be opened in public. Telegraphic, faxed or posted tenders **WILL NOT** be accepted.

Bidders must submit the following mandatory returnable documents in order to be considered for this bid:

- Printed Copy of Tax Clearance PIN for further verification
- Certified ID(s) copies of company director(s) (Not older than 3 months)
- Proof of payment for tender document
- Company municipal rates, electricity or water account not older than 3 months, proof of Residential lease or rental (lease agreement) or SWORN affidavits accompanied by proof of resident if the business operates at a place of residence
- Completed and signed Municipal Bidding Document attached in the tender document
- Registered with Legal Practice Council
- Registration with Fidelity Fund Certificate
- Registered on Central Supplier Database (CSD).

Evaluation will be done on the following three-stage process in terms of National Treasury Circular No: 53.

Stage 1: Pre-qualification criteria for preferential procurement. It will be a condition of tender that the awarded bidder having stipulated minimum B-BBEE status level 1 of contributor in terms of PPPFA Regulations of 2017 or an EME or QSE.

Stage 2: Assessment of Functionality. Only service providers who achieve a minimum passing score of 70% of the total available points will qualify for stage two of the Evaluation process.

FUNCTIONALITY	POINTS
Proven track record	20
Response time	20
Technical Team	20
LED	30
TOTAL	90

Stage 3: The **80/20** Preferential Point System will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

All Technical enquiries relating to this tender must be directed to: Mr T. Khuluse, on tel: (032) 481 4500 or e-mailed to: Thulani.khuluse@maphumulo.gov.za and **SCM related enquiries must be directed to:** Mr S.I. Manqele, on tel: (032) 481 4500, during office hours (07h30 - 16h00) weekdays.

The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.

MR C.S. MHLONGO: ACTING MUNICIPAL MANAGER