



CITY OF uMHLATHUZE

TENDERERS ARE HEREBY INVITED TO TENDER FOR:- TENDER 8/2/1/UMH1417-23/24: INVITATION TO LEGAL PRACTITIONERS TO FORM A PANEL OF LEGAL PRACTITIONERS FOR uMHLATHUZE MUNICIPALITY FOR THE PROVISION OF LEGAL AND RELATED SERVICES FOR A PERIOD OF THIRTY SIX MONTHS

Tenderers are hereby invited from suitably qualified Legal Practitioners for the following:

Bid Number	Bid Descriptions	No-Refundable Tender Fee	Preferential point system	Opening Date for Bid Document Collection	Compulsory Briefing Session Date, Time and Venue	Bid Closing date and time
8/2/1/UMH1417 23/24	PANEL OF LEGAL PRACTITIONERS FOR THE PROVISIONS OF LEGAL AND RELATED SERVICES FOR uMHLATHUZE MUNICIPALITY FOR A PERIOD OF THIRTY SIX MONTHS	R545 (Including VAT)	Price 80 Equity 20	6 November 2023	14 November 2023 Time: 12h00 Venue: Council Chambers	13 December 2023 at 12h00

Note: Mandatory requirements for tenders:

- **Prequalification Criteria:**
- Only firms of Legal Practitioners established in terms of the provisions of the Legal Practice Act, No.28 of 2014 (as amended) and duly registered to practice with the Legal Practice Council will be considered for this Tender. Such firms must have a valid Fidelity Fund Certificate
- Only bidders with conveyancer admission certificate (person to be in the permanent employ of bidder/tenderer) - for consideration on conveyancing panel may respond to this bid - **This part only applies where a bidder is applying for conveyancing work.**
- Only bidders with the Notarial Admission Certificate. (Person to be in the permanent employee of the bidder- tenderer) for consideration on notarial work may respond to this bid - **This part only applies where a bidder is applying for notarial work**
- **Regulation 44 of the Supply Chain Management Regulations** states that the Municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the Municipality or municipal entity.
- All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement, including the City of uMhlathuze's policies
- uMhlathuze Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.

Submission of bids

- Sealed bids, **clearly endorsed:** "TENDER NO 8/2/1/UMH1417-23/24: must be placed in the Bid box at the Stores and Procurement, Alton, Richards bay **before 12:00 noon on 13 December 2023.**
- The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited; this is required for the purposes of returning tenders in cases where it may be required.
- Only tender documents purchased from the municipality will be considered.
- Intention to award and Cancellation notices will be published on the municipal website

Tender Documents will be available from the Civic Centre, 5 Mark Strasse, Richards Bay, telephone (035) 907 5996/5998/5999 and 5116 as from 6 November 2023 at 12h00, up to the day before the site meeting. Please note that in order to obtain a Tender Document payment of the non- refundable deposit can be made at: Rates Hall-Civic, Richards Bay or payment may also be made directly into Council's bank account: FNB Richards Bay Account number 63039446843.

Reference: "Tender No: 8/2/1/UMH1417-23/24, Name of Company. _____"

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as payment method and EFT will be made in favour of uMhlathuze Municipality. It should be noted that the Rates Hall closes at 15h00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to ShabalalaNT@umhlathuze.gov.za, Lungi.Mbatha@umhlathuze.gov.za and Faith.Mkhwanazi@umhlathuze.gov.za

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means that are not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be sent by electronic mail to Central Registry at creg@umhlathuze.gov.za and copied for the attention of Ms N Panday with email address Panday@umhlathuze.gov.za and Ms J Allen with email address allenj@umhlathuze.gov.za and Ms W Mthembu with email address MthembuNW@umhlathuze.gov.za

It is the requirement of this Tender that the successful Tenderer must implement a successful Corporate Social Investment (CSI).

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.

Civic Offices
Private Bag X1004
RICHARDS BAY
3900

MR NG ZULU
MUNICIPAL MANAGER