

TENDER NOTICE & INVITATION TO TENDER

Formal tender sealed and clearly marked “**NC065/T11/2025– APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF LEGAL SERVICES TO HANTAM MUNICIPALITY FOR A PERIOD OF 36 MONTHS**” must be placed in the Municipal tender box at the Head Office of Hantam Municipality at 20 Dr Nelson Mandela Drive, Calvinia, 8190 no later than 12h00 on Friday, 21 November 2025 and will be opened in public immediately.

The municipality reserves the right to withdraw any invitation to tender and / or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest tender or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

Formal tenders will be evaluated and adjudicated in terms of 80/20 Preference Point System as prescribed by the Municipality’s Supply Chain Management Policy. Furthermore, all tenders received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations).

Any technical enquiries can be made to Mrs. E. De Wet at tel. no. .027 341 8500, email edewet@hantam.gov.za or Mr. A. Pieters at tel. no. :027 341 8500, email apieters@hantam.gov.za

Following conditions will apply to the tender:

- The Tenderer **MUST** be registered on the Central Supplier Database (CSD) of the National Treasury. Proof of registration should be attached to the tender document (CSD REPORT);
- A Valid and Original Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS should accompany your document or a certified copy of the original Tax Clearance Certificate/ PIN;
- **Specific goals:** Specific goals for this tender will be locality for a total of 10 points and Black Women owned companies or Black Men owned companies for a total of 10 points. (see breakdown below)
 - **Black women owned companies or Black men owned companies – 10 Points**
 - (Companies must submit proof of identity document of directors, certified Sworn Affidavit/B-BBEE certificate of the company and company registration documents – only directors to the company will be evaluated in terms of the black women owned companies or black men owned companies).
 - **Locality – 10 Points** (Locality will be allocated as follows):

LOCALITY OF SUPPLIER	NUMBER OF POINTS FOR LOCALITY 80/20	NUMBER OF POINTS FOR LOCALITY 90/10
Within borders of Northern Cape	4	2
Within borders of Hantam Municipality	10	5

(Points will be allocated as stated in the breakdown above, suppliers located withing the borders of the Northern Cape but outside the Hantam Municipality area will score 4 points, suppliers within the Hantam Municipality area will be scored 10 points)

- Certified copy of the latest Municipal Account on the address of the business AND that of the directors, as per CK1 **MUST** accompany the bid document (NB. Bidders may not be in arrears for more than three months with municipal rates and service charges)/ if business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document;

- Certified copies of Identity Documents (ID's) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.
- Price quoted must be valid for at least 90 days;
- Price quoted must be firm and inclusive of VAT;
- Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted;
- Bids must only be submitted on the documentation provided by the Hantam Municipality (original Bid Documents) and be completed with black ink;
- The Supply Chain Management Policy of Hantam Local Municipality will apply.
- Local Production and Content: Not Applicable for this tender.

Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

No tender will be considered to persons in the service of the state.

Tender Documents will be made available from 20 October 2025.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database of National Treasury, register without delay by completing the prescribed form or log onto [www.csd.gov.za register](http://www.csd.gov.za/register). Application forms are obtainable on our website.

A set of tender documents with detailed specifications can be obtained from Mr. A. M. Pieters, Supply Chain Management at the cost of R762.95, 20 Dr Nelson Mandela Drive, Calvinia, 8190, Email: apieters@hantam.gov.za or at (027) 341 8500 before the specified date and time. Tenders downloaded from Municipal Website or e-tender portal are free of charge.

Mr. J. Fortuin
MUNICIPAL MANAGER