



RAND WEST CITY LOCAL MUNICIPALITY

Addendum

TENDER NO: RWCLM-4/002/2026-2027

TENDER DESCRIPTION: THE APPOINTMENT OF A PANEL OF LEGAL PRACTITIONERS TO PROVIDE THE RAND WEST CITY LOCAL MUNICIPALITY WITH PROFESSIONAL LEGAL SERVICES ON AN AS AND WHEN REQUIRED BASIS FROM DATE OF APPOINTMENT FOR A PERIOD OF 36 MONTHS.

DATE: 14 September 2026

NOTICE TO ALL PROSPECTIVE BIDDERS

Bidders are hereby notified of an omission in the tender document for **Tender No. RWCLM-4/002/2026-2027**, as advertised on the e-Tender portal and Municipal website.

It has been noted that **Annexure "B" – Tariff of Fees** was inadvertently omitted from the tender document made available to prospective bidders.

AMENDMENT

The Municipality hereby issues the following addendum:

1. Annexure "B" – Tariff of Fees is hereby included as part of the tender documentation for Tender No. RWCLM-4/002/2026-2027.
2. All prospective bidders are required to take the attached Annexure "B" – Tariff of Fees into consideration when preparing and submitting their tender submissions.
3. Bidders are required to submit Annexure "B" – Tariff of Fees together with their tender submission.
4. This addendum shall be deemed to form an integral part of the original tender document and shall be read together with all other tender requirements and conditions.
5. All other terms, conditions, specifications, closing date and requirements of the original tender remain unchanged, unless specifically amended by this addendum.
6. Prospective bidders are urged to ensure that their tender submissions comply fully with the original tender document and this Addendum.

Issued by:

Acting Municipal Manager
L. Mere

Date: _____

ANNEXURE "B "**SCHEDULE OF FEES
RWCLM LOCAL MUNICIPALITY****APPOINTMENT OF SERVICE PROVIDER TO RENDER LEGAL SERVICESFIXED
BASED PAYMENT:**

Bidders' must note that the remuneration for services rendered under this bid is basedon fixed amounts to be paid for the period of the contract as set out hereafter: CPI increases will not be applicable.

A. TARRIFS

PROFESSIONAL STATUS	UNIT (15 min per quarter of an hour or part thereof)	FEE PER HOUR (excluding VAT)
Legal Practitioner (Director/partner) with more than 10 years' experience	550	R 2 200.00
Legal Practitioner (Partner/ associate) with 5- 10 years' experience	500	R 2 000.00
Legal Practitioner (Partner/ associate) with 1- 5 years' experience	475	R 1900.00
Candidate Legal Practitioner	300	R 1200.00

MATTER	UNIT OF MEASURE	TARRIF TO BE PAYABLE
1. Receiving of instructions/ Acceptance letter/ Collection of file/ Opening file/ Letter of clarification	Per instruction	R700.00
2. Perusal of documents in High Court matters per 250 words: 2.1 Perusal by admitted Legal Practitioner 2.2Perusal by CLP	Per page = 250 words	2.1 R80.00 2.2 R60.00
3. Perusal of documents in Magistrate Court matters per 100 words: 3.1 Perusal by admitted Legal Practitioner 3.2 Perusal by CLP	Per page = 100 words	3.1 R60.00 3.2 R50.00
4.Perusal of pictures/drawings /diagrams: 4.1 Perusal by admitted Legal Practitioner of pictures/ drawings/ diagrams in High	Per picture/drawings/diagrams	4.1 R50.00 4.2 R40.00

Court matters 4.2 Perusal by CLP of pictures/ drawings/ diagrams in High Court matters		
5. Consultation and attending High Court 5.1 Legal Practitioner (Director/partner) with more than 10 years' experience 5.2 Legal Practitioner (Partner/ associate) with 5- 10 years' experience 5.3 Legal Practitioner (Partner/ associate) with 1- 5 years' experience 5.4 Candidate Legal Practitioner	Attendance at High Court and consultation	5.1 R2200.00 per hour or partthereof at R550.00 per 15 minutes 5.2 R2000 per hour or part thereof at 500 per 15 minutes 5.3 R1900 per hour or part thereof at 475 per 15 minutes 5.4 R1200 per hour or part thereof at 300 per 15 minutes
6.Consultation and attending Magistrates Court; 6.1 Legal Practitioner (Director/partner) with more than 10 years' experience 6.2 Legal Practitioner (Partner/ associate) with 5- 10 years' experience 6.3 Legal Practitioner (Partner/ associate) with 1- 5 years' experience 6.4 Candidate Legal Practitioner	Attendance at Magistrate Court and consultation	6.1 R2200.00 per hour or partthereof at R550.00 per 15 minutes 6.2 R2000 per hour or part thereof at 500 per 15 minutes 6.3 R1900 per hour or part thereof at 475 per 15 minutes 6.4 R1200 per hour or part thereof at 300 per 15 minutes
7.Preparation by admitted Legal Practitioner in high court matter. 7.1 Legal Practitioner (Director/partner) with more than 10 years' experience 7.2 Legal Practitioner (Partner/ associate) with 5- 10 years' experience 7.3 Legal Practitioner (Partner/ associate) with 1- 5 years'	Preparation per hour or part thereof	7.1 R2200.00 per hour or partthereof at R550.00 per 15 minutes 7.2 R2000 per hour or part thereof at 500 per 15 minutes 7.3 R1900 per hour or part thereof at

experience		475 per 15 minutes
7.4 Candidate Legal Practitioner		7.4 R1200 per hour or part thereof at 300 per 15 minutes
8. Preparation by admitted attorney in magistrate court matter	Preparation per hour or part thereof	
8.1 Legal Practitioner (Director/partner) with more than 10 years' experience		6.1 R2200.00 per hour or part thereof at R550.00 per 15 minutes
8.2 Legal Practitioner (Partner/associate) with 5- 10 years' experience		6.2 R2000 per hour or part thereof at 500 per 15 minutes
8.3 Legal Practitioner (Partner/associate) with 1- 5 years' experience		6.3 R1900 per hour or part thereof at 475 per 15 minutes
8.4 Candidate Legal Practitioner		6.4 R1200 per hour or part thereof at 300 per 15 minutes
9. Copies charges per page	Per A4 & A3 page.	R 7.00 per page
10. Travelling expenses	Per Km	R6 per KM
11. Travelling time	Per hour or part thereof, depending on if High Court/ Magistrate Court	R800.00 per hour or part thereof at R200.00 per 15 minutes and not exceeding R3 200.00 per day.
11.1 Legal Practitioner		
11.2 CLP		

Note on fees:

- CLP = Candidate Legal Practitioner.
- The guidelines of conveyancing fees issued by the Legal Practise Act and in terms of the Deeds Registration Act No. 47 of 1937 will apply.
- No drawing fee will be allowed subject to instances where a court order / settlement made specific reference to cost. Drawing fee of 10% will be applicable in those instances.
- No duplication of work ie. Attorney/Advocate and CLP.
- In the event of the matter not being solved as aforesaid, the admitted attorney with right of appearance in the High Court is expected to proceed with litigation. In instances of complex matters in nature, Counsel may be briefed upon approval by RWCLM.
- In instances when Counsel is instructed the Rules of the Bar/Society will be applicable.
- Preparation by CLP will not be required and/or considered in High Court matters
- RWCLM reserves the right to decide whether to utilise either number of pages or number words as a unit measure for perusal