



**BID NOTICE AND INVITATION TO BID
BID NO: NLM/MM/AOLFPA/2024/2025**

PROVISION OF LEGAL SERVICES: ADDITION OF ONE LAW FIRM TO THE PANEL OF ATTORNEYS

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will provide legal services for a period of 36 months.

A detailed specification will be attached to the tender document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays. Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R500.00** is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (First National Bank)
- **Brach Code:** 250035
- **Reference:** AOLFPA & Company Name

A compulsory briefing meeting/session has been scheduled for the **05th of May 2025** at **12H00**, at Ntabankulu Local Municipality main boardroom.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"PROVISION OF LEGAL SERVICES: ADDITION OF ONE LAW FIRM TO THE PANEL OF ATTORNEYS, BID NO: NLM/MM/AOLFPA/2024/2025"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 28th of May 2025**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the bid document:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Original Certified ID copies for the entity owner/s
- Valid original or certified copy of BBBEE Verification Certificate, or original sworn affidavit
- Fidelity fund certificate not older than 12 Months.
- **NB. All certification must not be more than 3 months old and must be in its original format.**
- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at **<https://secured.csd.gov.za>**. Non-registration will be regarded as non-responsive and be disqualified from the bid. Central Supplier Database report must be submitted.

NB. Tender documents must be filled/completed in its original format; no copies will be accepted.

Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.

Stage 1 Technical or Functionality Evaluation

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

TOTAL SCORE 100

Area of Evaluation	Points allocated
Previous Company Experience - Traceable record for successful completion of a minimum of 04 or more municipal/ government related cases. 40 points - Traceable record for successful completion of a minimum of 03 municipal/ government related cases. 30 points - Traceable record for successful completion of a minimum of 02 municipal/ government related cases. 20 points - Traceable record for successful completion of a minimum of 01 municipal/ government related cases. 10 points Note COMPULSORY attachments for verifying work done: A traceable record will be evaluated on the basis of: - An Appointment Letter or official purchase order Confirmation of work completed	40 points
Capacity and Expertise to Undertake the Project A Project Team with the following areas of expertise: -Team Leader must have LLB degree or B.com Law and fidelity fund certificate not older than 12 Months with minimum of 3 years' experience as practising attorney. 25 points - Team member must have a certified admission certificate as an attorney 10 points - One or more personnel must have right of appearance in the high court 05 points NB: Attach CV and original certified copies not older than 3 months for all qualifications	40 points
Methodology: -Provide, the availability of human capital, their qualifications, expertise and how legal fees would be charged and including those of counsel(advocate). 10 points	20 points

IFU

- Provide the strategy to be used from the time of receiving new instructions, arranging consultation and finalization of the matter. how reporting would be done for progress on pending matters. 05 points - Provide, various ways of speedily disposing a matter, Alternative Dispute Resolution and without compromising merit of the matter. 05 points	
TOTAL	100 Points

Stage 2: Price and Specific Goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people		4		
OR Business owned by <50% black people		1		
Business owned by =>50% women		3		
OR Business owned by <50% women		1		
Business owned by =>50% Youth (age <= 35 years on the closing date)		5		
OR Business owned by <50% Youth (age >35 years on the closing date)		3		
Business owned by People with Disability / Military veteran		2		
Small Enterprise (SMME Category – QSE/EME)		2		
Promoting Locality - Business located within Ntabankulu		4		
OR Promoting Locality - Business located in Alfred Nzo District		3		

ISA

OR Promoting Locality - Business located in Eastern Cape		2		
OR Promoting Locality - Business located in South Africa		1		

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **Mr. K. Nonkondlo Chief Operations Manager** at **0828201152** or **nonkondlok@ntabankulu.gov.za** or **Mr O. Mdudi: Manager Supply Chain** at **mdudio@ntabankulu.gov.za** or **082 786 0772** during office hours i.e. between 08h00 and 16h30.

Requested by

N Mankahla

Bid Specification Chairperson

Recommended by

M. Mhlifili

Chief Financial Officer

Approved by

I. Sikhulu-Nqwena
Municipal Manager