

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 13/05/2024.
KZN435/23/24/008/BTO

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

TENDER NAME	TENDER NUMBER	BRIEFING DATE
PROVISION OF LEGAL SERVICES (36 Month Contract)	ULM-BTO 003/24	22/05/2024 @ 10:00 am.

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 15th of May 2024; cut-off time for buying documents is the of 22nd of May 2024, 15 minutes before the briefing time.

A non-compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building, 247 Mzimkhulu Mlonyana Street, uMzimkhulu 3297.

Invalid or non-submission of the following documents will render the Tenderer disqualified; Specific Goals points will not be allocated if the required documents are not submitted / invalid.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company and for the company to confirm that Municipal rates are not in arrears for more than 90 days or.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.

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Copy of a marriage certificate if Municipal account in under your spouse.

- Certificate of Authority” to sign all documents in connection with this tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head. (Example is provided in the tender document)

80/20 Preference Point System will be used on the following project and uMzimkhulu Local Municipal SCM policy.

Second Phase

Evaluation criteria Functionality

Evaluation minimum threshold is 56% or 45 Points.

Criteria	Max. Points	Verification Method
Firms Relevant Experience A company must have 10 years in operation, a well-established law firm, current showing that the company has been in operation for 10 years and more. (Attach fidelity fund certificate from Legal practice council from KZN law society or from any division as well right of appearances of all attorneys operating in your firm) • 10 years and above = 20 Points • 5-9 years = 10 Points	20 Points	Attach Stamped Reference Letters and appointment letters as well as right of appearances of all attorneys operating in that firm.
Expertise Lead Attorney’s Experience post admission. Number of years practical experience in the specialized legal service/field applying for the said position.	30 Points	Attach a detailed CV including certified copies of admission as an attorney of high court certificate, up to date Fidelity Fund Certificate of

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Degree in LLB, B-URIS OR B-PROC with 10 years and above experience as an attorney = 20 Points Degree in LLB, B-URIS OR B-PROC with 5-9 years of experience as an attorney = 10 Points Professional Assistant's/ Associate's experience Number of years practical experience in the specialized legal service/field -Conveyancer, Labour specialist and Notary public. Degree in LLB, B-URIS OR B-PROC with 5 years and above experience as an attorney = 10 Points Degree in LLB, B-URIS OR B-PROC with 3-4 years of experience as an attorney = 5 Points NB: All three personnel are compulsory required		Academic and Professional qualifications
Accreditation certificate of the company	10 points	(Attach proof of Legal Practice Council of South Africa i.e. Fidelity fund certificate as well as right of appearances of all Attorneys operating in your business)

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Methodology

Draft a reasonable satisfactory summary touching on issues relating to public sector, especially local government by touching to relevant guidelines and legislation

Scope of work

- routinely and independently handling civil, criminal, administrative or appellate litigation for the municipalities or any other matter the municipality may deem fit for legal handling.
- to deal with any cases that involve multiple jurisdictions, parties, claims, or a combination of each, requiring extensive and complicated pre-trial or pre-hearing practices and trial or hearing strategies.
- Also to deal with capital criminal offenses or other crimes with potential like sentences; unique or precedential issues pertaining to the civil or criminal law of the municipality.
- To deal with extraordinary damages or financial penalties, if liability or responsibility is established.
- To investigate on matters pertaining irregular and unauthorized expenditures if there are matters of such concerns.
- Covered all 5 aspects = **20 Points**
- Partially touched 2-4 aspects = **10 Points**

20 points

Attach Project
Methodology

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The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 60% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: on Accreditation segment it is compulsory to score full points 100%.

The 80/20 Preference Point System will apply.

80 – Price

20 – Specific goals

Specific Goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification Documents
Specific Goals 2: RDP Goals		
Promotion of south African owned enterprises:		
Companies that are 100% owned by south African citizen. 100% Points allocation = 10 points	Maximum Points 10	CIPC registration Certificate (Companies and Intellectual Property Commission) OR Detailed CSD report, verification on CSD portal by the Municipality) OR Certified Copy RSA Identity document of the director(s)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 5 Points		
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points		
Promotion of business located within :-		

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KwaZulu Natal Province	10	Preferred Address on CSD Report and any one of the following: - Certified copy of a utility bill for property rates and services - or - Valid lease agreement - or - Original letter from the Chief or Local leader (Induna) - or - Original proof of residence signed by a Ward Councilor.
TOTAL MAXIMUM POINTS	20	

120 days Price Validity

All Technical enquiries shall be directed to:

Attention : Mr M. Chiya
Telephone : (039) 259 5074
Email Address : chivam@umzimkhulum.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Mr Z. Ngwane
Telephone : (039) 259 5220
Email Address : ngwanez@umzimkhulum.gov.za

Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and tender Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 14th of June 2024**. Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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Tenders may only be submitted along with the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply.

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DR C.A NGQOYIYA
MUNICIPAL MANAGER