



TENDER NUMBER - EDM/29/2024-25

Tenders are hereby invited from capable and experienced service providers for the **APPOINTMENT OF A PANEL OF FIVE FIRMS OF ATTORNEYS FOR THE PROVISION OF LEGAL SERVICES TO EHLANZENI DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

1. Only tenderers who have provided the following mandatory information and documents to be used to evaluate the bidder's responsiveness will be considered for further evaluation on functionality;

- 1.1 Only service providers that are registered on the Central Supplier Database will be considered for awarding of this request for quotations and a copy of CSD report not later than three months should be attached.
- 1.2 Price(s) quoted must be firm, VAT and other taxes inclusive, valid and fixed for duration of the contract.
- 1.3 No tenders shall be considered from persons who are in the service of the state.
- 1.4 Service providers are required to fully complete the attached MBD forms and submitted together with their written tenders.
- 1.5 Attach a bank account confirmation letter with bank stamp not older than three months accompanied with an affidavit confirming the business bank account details - if the banking details are not verified on the CSD report.
- 1.6 Attach original certified copy of identity documents (ID) of company directors.
- 1.7 Provide original certified copy of the company registration certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8 Valid SARS pin certificate must be attached.
- 1.9 Provide proof of certificate of good standing with legal practice council for the law firm.
- 1.10 Provide proof of fidelity fund certificate for the law firm.
- 1.11 Attach a verifiable copy of municipal accounts for both the bidder and company director/s not older than three months or a copy of a valid lease agreement.
 - if aforementioned account information of the tenderer is not applicable, the tenderer must attach an original certified copy of proof of residence (PTO) issued by a relevant traditional authority or a copy of a valid lease agreement.
- 1.12 Joint Venture or Consortium Agreement if applicable.
- 1.13 All bid documents must be duly signed and submitted on the PDF document that has been issued.

2. This tender will be evaluated on the 80/20 preference point system in terms of the Preferential Procurement Policy of the Ehlanzeni District Municipality. The policy preference point system will be applied as follows;

- 2.1 The 80 points will be for price; and
- 2.2 The 20 points will be allocated for the specified goals on a proportional or pro rata basis as follows:

POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned Enterprise	5,0	A copy of a Full CSD report not older than 3 months
More than 30% woman or women shareholding or owned enterprise	2,5	
more than 30% youth shareholding or owned enterprise	2,5	
More than 30% people living with disability shareholding or owned Enterprise	2,5	A copy of a Medical Certificate to confirm disability or as stated on the CSD
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as *EMEs located within the Ehlanzeni District Municipality area of jurisdiction	2,5	➤ A copy of a Full CSD report not older than 3 months NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.9 above.
B-BBEE level 1 contribution	5,0	➤ Certified Valid SANAS Accredited BBBEE certificate; or ➤ Certified Valid EME and SME a sworn affidavit; or ➤ Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership.
TOTAL PREFERENCE POINTS TO BE CLAIMED	20,0	

**EME's are Exempted Micro Enterprise with an annual turnover of R10 million or less.*

**All the certified copies as stated must not be older than three months.*

Received tenders will be evaluated for responsiveness based on mandatory requirements, functionality and bidders who obtain a minimum of **70 points** out of a possible **100 points** for further evaluation on the preference point scoring system.

Tender documents can be viewed and downloaded at no cost on the Document Sharing and Collaboration Platform or Portal (NEPTUNE): <http://edmservices.ehlanzeni.gov.za> and National Treasury Portal from **Tuesday, 13 May 2025**. Further information regarding the downloading and uploading of documents will be explained at the compulsory briefing session.

A compulsory briefing session will be held on **Thursday, 15 May 2025 at 10H00**, at **Ehlanzeni District Municipality Office Complex, DMC, 8 Van Niekerk Street, Sonheuwel Central, Mbombela, 1201**.

Where tenders should be submitted - Completed tender and other returnable documents must be submitted only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za> on or before **Monday, 26 May 2025** not later than **12h00**.

Tender Documents received by telegram, fax and post will not be considered. Late bids shall not be accepted.

Enquiries: Contact Person - ADMINISTRATION: Mr. S P Khumalo at 013 759 8510 or pkhumalo@ehlanzeni.gov.za

Contact Person – TECHNICAL: Ms N F Mabuza at 013 759 8500 or nmabuza@ehlanzeni.gov.za

Visit our website: www.ehlanzeni.gov.za

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