

**RAY NKONYENI LOCAL MUNICIPALITY**

NOTICE NO: 118/2022

TENDER NO: RNM0375

**CALL FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF ATTORNEYS FOR A PERIOD OF THREE YEARS**

The Ray Nkonyeni Local Municipality hereby invites proposals from competent and experienced service providers with relative experience with regard to the provision of Legal Services for a three-year period.

Bid documents can be downloaded free from the e-tenders portal <https://etenders.treasury.gov.za> also on the Ray Nkonyeni Municipality website [www.rnm.gov.za](http://www.rnm.gov.za) from Friday, 08 July 2022.

The contract period is 3 (three) years and the contract will not be subject to a guaranteed quantum work nor can the Municipality guarantee that all successful bidders will receive work. The procedure for the evaluation of tenders will be based on functionality and BBEE. Any bids which fail to meet the minimum threshold of 60 out of 100 points for functionality will be disqualified, thereafter only qualifying bids will be evaluated in terms of the 80/20 preference point system. Ray Nkonyeni Local Municipality subscribes to the Broad Based Black Economic Empowerment Act (BBBEEA) Act 53 of 2003, Preferential Procurement Policy Framework Act, 2017.

<b>FUNCTIONALITY</b>		
<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>	<b>VERIFICATION METHOD (BREAKDOWN TO BE CONTAINED IN BID DOCUMENT)</b>
EXPERIENCE WITH SOUTH AFRICAN GOVERNMENT LEGAL SERVICES IN THE PAST SIX YEARS	50	Duly Signed Letters of Appointment/Instruction Letters, in the last six years related to Legal Services pertaining to Government.
EXPERIENCE OF MOST SENIOR PROFESSIONAL PER CATEGORY OF LAW (ADMITTED ATTORNEY)	30	Company/Entity Profile, Organogram, CVs with certified copies of all qualifications plus admission certificates of all Attorneys (Foreign Qualifications must be verified by SAQA and verification attached).
CAPACITY & CAPABILITY	20	Certified Copy of Utility Bill/Lease Agreement if Bill is in Lessors name and Company/Entity Profile, Organogram and CV's of all staff members
TOTAL	100	

Completed tender documents in a sealed envelope, clearly marked “Tender No. 8/2/RNM0375 Call for Proposals for the Appointment of a Panel of Attorneys for a

period of three years” must be deposited in the tender box at the Municipal Offices at 10 Connor Street, Port Shepstone, no later than 12h00 on Friday, 12<sup>th</sup> August 2022 after which all tenders will be opened in public.

All tender enquiries with regards to this tender are to be directed to Manager: Legal & Compliance, Ms. Ronitha Davenarain on 072 875 1372.

Compulsory tender briefing will be held at the Council Chambers at 09h00 on Friday, 22 July 2022.

**NOTE TO BIDDERS ON CONDITIONS OF THE BID:**

- The Supply Chain Management Policy of Ray Nkonyeni Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Bids that are submitted late, incomplete, not initialled on each page, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation;
- Service providers are required to obtain the bid documents before the clarification meeting, and bring the bid document with them on the day of the clarification meeting;
- In respect of the compulsory clarification meeting, NO late comers will be entertained, and they will not be allowed to sign the attendance register;
- Only service providers registered in the Central Supplier Database (CSD) will be considered, attach proof of registration-failure to attach will result in your bid not being evaluated further.
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Letter of Good Standing from the Legal Practise Council and Proof of Professional Indemnity Insurance (Attorneys Fidelity Fund Cover or similar) must be attached to each Bid as part of the compulsory pre-qualifying documents required-non submission will result in disqualification;
- Unsuccessful bidders will be informed of the Bid outcome through the Municipal website. Aggrieved unsuccessful bidders will be allowed to lodge, within fourteen (14) days of the decision or action, a written objection or complaint to the Office of the Municipal Manager through email, [mm@rnm.gov.za](mailto:mm@rnm.gov.za). Complaints or objections received after fourteen (14) days of the date of the notice **will not** be entertained; and
- The original bid document plus TWO **extra** (02) copies must be submitted, failure to submit two copies will result in disqualification.
- Bids submitted are to be valid for a period of **120 days**.

S M Mbili  
MUNICIPAL MANAGER

Ray Nkonyeni Municipality  
10 Connor Street  
P O Box 5  
PORT SHEPSTONE  
4240