

# T1: TENDERING PROCEDURE

## T1.1: TENDER NOTICE AND INVITATION TO TENDER

### STEVE TSHWETE LOCAL MUNICIPALITY

**TENDER NO: BS04/11/2012**  
**CLOSING DATE: 21/12/2012**

#### **APPOINTMENT OF COUNCIL'S ATTORNEYS FOR A PERIOD OF (36) THIRTY SIX MONTHS**

The Steve Tshwete Municipality hereby invites tenders from experienced and suitably qualified service providers for the provision of **legal services**

Tender documents and specifications are available and can be obtained from Ms Patience Ngubeni, Department of the Senior Manager: Legal & Administration, Room C301, Municipal Building, Wanderers Avenue, P O. Box 14, Middelburg, Mpumalanga, 1050, Tel: (013) 249-7240 & Fax: (013) 243-2550) against payment of a non-refundable tender amount of R250.00. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to the Steve Tshwete Local Municipality.

A compulsory clarification meeting with representatives of the Employer will take place at the **Law Library** on **29/11/2012** starting at **10:00** hrs.

The closing time for receipt of tenders is **21/12/2012 AT 12:00**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Duly completed tender enclosed in a sealed envelope marked "**TENDER NO. BS04/11/2012: Appointment of Council's Attorneys for a period of (36) thirty six months**" with the name of the Tenderer, shall be deposited in the tender box provided at the Steve Tshwete Local Municipality on the 2<sup>nd</sup> floor, Civic Centre, Wanderers Avenue, Middelburg, before **12h00** on the closing date. The tenders will be opened in public.

Technical queries may be directed to **Mduduzi Masilela (Manager: Legal & Properties)** at **013 249 7252**. Telegraphic, telephonic, telex, facsimile, e-mail, electronic and late tenders will not be accepted.

*Bids will be pre – qualified in accordance with functionality criteria as outlined in the tender. Only the bids that meet the minimum number of points (60) out of the total number of points (100) for functionality will proceed to the price and preference goals evaluation stage*

*A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where **90** points will be allocated in respect of price and **10** points in respect of B-BBEE Status level of contribution . Tenderers must have the necessary skills, experience and capacity to perform the required work.*

All tender documents must be submitted with the following documents:

Original valid Tax Clearance Certificate

Copies of Company Registration Certificate

Certified copy of B-BBEE Certificate. **(None compulsory document if not attached you will receive no points in respect of B-BBEE Status level of contribution)**

No awards will be made to a person:

- Who is in the service of the state,
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The Council is not bound to accept the lowest or any tender.

**W D FOUCHE**  
**MUNICIPAL MANAGER**

Municipal Building  
Wanderers Avenue

**MIDDELBURG**  
1050