

LETSEMENG LOCAL MUNICIPALITY



INVITATION TO TENDER: PROVISION OF SPECIALISED LEGAL SERVICES FOR LETSEMENG LOCAL MUNICIPALITY AS AND WHEN REQUIRED FOR PERIOD OF 36 MONTHS.

REF	DESCRIPTION
LLM/LEGAL SERVICES/02/2021	APPOINTEMENT OF A PANEL OF LEGAL SERVICE PROVIDERS FOR 3 YEARS AS AND WHEN REQUIRED.

Placement Date: 20/09/2021

Closing Date: 04/10/2021

Bids are hereby invited for Appointment of a Panel of Attorneys/ Firms of Attorneys for Provision of Legal Services for Letsemeng Local Municipality for a Period of Three (3) Years as and when required.

- **NB THE SCOPE OF WORK WILL BE ATTACHED ON THE TENDER DOCUMENT.**

Duly completed Proposal must be placed in a sealed envelope and clearly marked with the correct reference number and description for the attention of the Municipal Manager:

Letsemeng Local Municipality
P/BAG X 3
KOFFIEFONTEIN
9986

The Proposal must be placed in the tender box strictly on or before 12H00 on Monday (04 October 2021) being the closing date as indicated above at the following address:

Reception Area (Ground Floor)
Letsemeng Local Municipality Offices,
7 Groottrek Street
Koffiefontein
9986.

Proposals must be submitted in the tender box as per the details above not later than closing date and time. Proposals received after the closing date and time; faxed; completed with erasable ink; incomplete or e-mailed will not be considered. The following compulsory documents are to be attached to the proposal: **Approved BBBEE, tax compliance status pin, Municipal Rates and Taxes not owing for older than 3 month or Lease agreement, CSD Report, Certified Company registration documents and proof of affiliation to a professional body related to the advert.**

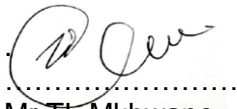
Proposal will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of the Municipality and 80/20 preference point system in line with the Preferential Procurement Policy Framework Act and supply chain regulations.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria .A proposal which scores less than 60% for functionality will be regarded as non-responsive and will be disqualified.

Evaluation Criteria

- All relevant strengths and weaknesses of the service provider bidding for the services, e.g. similar previous experience, in-house skills, any other information that will assist the Letsemeng to assess its capabilities, capacity, competitive advantages, etc.
- A summary of Bidder's mission and vision statements, values and short- and long-term strategic objectives.
- An organogram or list of partners, managers, specialists and assistants together with the curriculum vitae of the staff who will be available for the duration of the contract.
- A list of references of previous and current municipalities services were or are rendered.
- An overview of the methodology to be applied in executing the services

The municipality is not bound to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof. Proposal should be valid for a period of not less than 90 days from closing date. Enquiries can be directed to the SCM Unit at 053 3300 217 during office hours.



Mr TL Mkhwane
Municipal Manager