



**REQUEST FOR PROPOSALS FOR PLACEMENT ON THE MUNICIPAL PANEL OF  
ATTORNEYS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**CONTRACT NO: UGU-09-1723-2026**

NAME OF BIDDER:

CONTACT PERSON:

TELEPHONE N° :

FAX N°

ADDRESS :

.....

.....

.....

.....

.....

.....

**BID CLOSES: ON FRIDAY, 19 JUNE 2026**

*Note: This bid document must NOT be separated.*

*Annexures are to be attached to the back of the document.*

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## Bid Notice

### REQUEST FOR PROPOSALS FOR PLACEMENT ON THE MUNICIPAL PANEL OF ATTORNEYS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Contract No.: UGU-09-1723-2026

Bid proposals are hereby invited from relevant firms of attorneys and/or legal practitioners to engage into a thirty-six (36) months service level agreement as per the specifications contained in the terms of reference.

Bid documents are obtainable from the Ugu District Municipality office in Port Shepstone at No. 28 Connor Street as from **Tuesday, 19 May 2026**, at a non-refundable payment of **R1000.00** (No cheques will be accepted). The bid will also be advertised on the municipality's website and documents can be downloaded from the website and the e-tender portal, free of charge.

Bids completed in accordance with the conditions indicated in the bid document, must be sealed and endorsed with the relevant contract number and be deposited in the official tender box at the foyer of **Ugu District Municipality on 96 Marine Drive, Phase 2 Building, Oslo Beach** not later than **12h00 on Friday, 19 June 2026** at which time bids will be opened in public. Bids that are submitted late, incomplete, unsigned or by facsimile, electronically, couriered or not completed in black ink will be rejected and not accepted for further evaluation. Bids submitted must be valid for a period of **90 days**

No briefing session will be held for this bid.

All bid enquiries are to be directed to Manager: Legal Services, **Ms Ntombi Mbambo** during office hours via email to [Ntombi.Mbambo@ugu.gov.za](mailto:Ntombi.Mbambo@ugu.gov.za)

**The bid will be evaluated on Functionality, Price and Preference. Bidders that score less than 60% for functionality, will not be evaluated further.**

Functionality Assessment Criteria is as follows:

Functionality Criteria:	MAX Score Points:
• <b>BIDDER'S EXPERIENCE (PUBLIC SECTOR)</b>	<b>15 points</b>
• <b>PERFORMANCE RATING</b>	<b>20 points</b>
• <b>EXPERIENCE LEGAL DRAFTING (PUBLIC SECTOR)</b>	<b>40 points</b>
• <b>EXPERIENCE OF SENIOR LEGAL PRACTITIONER</b>	<b>25 points</b>

Ugu District Municipality subscribes to the Preferential Procurement Regulations **2022**, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and **Specific Goals**.

REQUEST FOR PROPOSALS FOR PLACEMENT ON THE MUNICIPAL PANEL OF ATTORNEYS FOR A PERIOD OF THIRTY-SIX (36) MONTHS  
 CONTRACT NO: UGU- 09-1723-2026

Price and Preference will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals (*See below table*), in terms of revised Preferential Procurement Regulation in effect from **16 January 2023 Gazette Notice No. 47452 dated 04 November 2022.**

Points to be allocated as follows:

	Categories	Weight	80 20	Supporting Documents
1	Ownership	60%	12	
2	Reconstruction & Development Programme	30%	6	
3	Other Specific Goals-	10%	2	
		<b>100%</b>	<b>20</b>	
#	Specific Goal(s)	Weight	80 20 PP	
	<b>Ownership Categories:</b>			
1.	1. an EME or QSE which is at least 100% owned by black people;	100%	12	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
	2. an EME or QSE which is at least 51% owned by black people;	66.67%	8	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
2	<b>Promotion of Local Business(s)</b>			
	1. Enterprise Located within the District Municipality - Rural	100%	6	CSD & Utilities: POR*: SAPS Affidavit
	2. Enterprise Located within the District Municipality - Urban	66.67%	4	CSD & Utilities: POR*: SAPS Affidavit
	3. Enterprise Located within the Province	33.3%	2	CSD & Utilities: POR*: SAPS Affidavit
3	<b>Other Specific Goals</b>			
	1. Enterprise 100% owned by Youth/Women/Disabled	100%	2	CIPC: Shareholders Certificate and Directors ID

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 tender.

**Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state**

VO MAZIBUKO  
 MUNICIPAL MANAGER  
 UGU DISTRICT MUNICIPALITY

**MBD 1**

**PART A  
 INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF UGU DISTRICT MUNICIPALITY</b>					
<b>BID NUMBER:</b>	<b>UGU-09-1723-2026</b>	<b>CLOSING DATE:</b>	<b>19 JUNE 2026</b>	<b>CLOSING TIME:</b>	<b>12H00</b>
<b>DESCRIPTION</b>	<b>REQUEST FOR PROPOSALS FOR PLACEMENT ON THE MUNICIPAL PANEL OF ATTORNEYS FOR A PERIOD OF THIRTY-SIX (36) MONTHS</b>				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
 SITUATED AT (STREET ADDRESS)

<b>UGU DISTRICT MUNICIPALITY</b>					
<b>93 MARINE DRIVE</b>					
<b>PHASE 2 BUILDING</b>					
<b>OSLO BEACH</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE	N/A	NUMBER	N/A	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS ISERVICES IWORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS ISERVICES IWORKS OFFERED?	Yes	No
TOTAL NUMBER OF ITEMS OFFERED	<i>As per Pricing Schedule</i>		TOTAL BID PRICE	<i>As per Pricing Schedule</i>	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SCM Unit		CONTACT PERSON	Ms Ntombi Mbambo	
CONTACT PERSON	Ms Ntabiso Mabaso		TELEPHONE NUMBER	039-688 5869	
TELEPHONE NUMBER	039-688 5765		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS	Ntombi.Mbambo@ugu.gov.za	
E-MAIL ADDRESS	Ntabiso.Mzotho@ugu.gov.za				

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS AND ARE REQUIRED TO SUBMIT VALID TAX CLEARANCE CERTIFICATE
2.2 IN BIDS WHERE CONSORTIA I JOINT VENTURES I SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE I PIN I CSD NUMBER.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.**

- **Company registration documents or Certified ID Copies for Sole Proprietors**
- **Tax Reference Number and Pin**
- **All Declaration Forms**
- **Joint Venture agreement (where applicable)**
- **Proof of payment for Municipal Services**
- **Declaration Certificate of Payment for Municipal Services**
- **Central Supplier Database Registration**
- **Pricing Schedule**
- **Duly signed Form of Offer**
- **ID Document (of the principal(s)/ director(s) / owner(s)/ member(s)/ shareholder(s))**
- **Valid Fidelity Fund Certificate**
- **Undertaking to conduct services based on the Magistrates Court and High Court tariff**
- **Company Profile (Indicating Qualifications and experience of the firm's Principal/s and Legal Practitioners per area of law, the listing of Practitioners with the right to appear in the High Court and the listing of all the Support Staff within the firm)**
- **Proof that the firm or consortium has an office within KwaZulu-Natal**
- **Proof that the firm has a registered conveyancer/s (only if bidding for conveyancing work).**

**MBD 4**

**DECLARATION OF INTEREST**

(JOINT VENTURE BIDDERS MUST COMPLETE A SEPARATE FORM)

1. No bid will be accepted from persons in the service of the state .
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their positioning relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: . . . . .

3.2 Identity Number: . . . . .

3.3 Position occupied in the Company (director, trustee/shareholder"): . . . . .

3.4 Company Registration Number: . . . . .

3.5 Tax Reference Number: . . . . .

3.6 VAT Registration Number: . . . . .

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you or any Directors/trustees/shareholders/ members presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. . . . .

-----

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

Have you been in the service of the state for the past twelve months? \_ \_ \_ **YES / NO**

3.9.1 If yes, furnish particulars. \_ \_ \_ \_ \_

\_ \_ \_ \_ \_

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Are you employed by National/ Provincial / Local Government? YES/NO	If YES, please give details

5. I duly confirm that the above information is correct until otherwise advised in writing and the company undertakes to immediately, in writing on same day of appointment, advise the Ugu District Municipality immediately if any of its directors/trustees/ members/shareholders assumes appointment as an employee in national, provincial and/or local government and the company will deregister from the Ugu District Municipality Supplier Database and cease forthwith from doing business with the Ugu District Municipality and the company shall be subject to a penalty of forfeiting all payments for services rendered or products delivered or installed if it fails to immediately disclose in writing the employment of any of its directors/trustees/ members/shareholders in national, provincial and/or local government.

-----  
**Signature**

-----  
**Date**

-----  
**Capacity**

-----  
**Name of Bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

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### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*
- a) The applicable preference point system for this tender is the 90/10 preference point system.
  - b) The applicable preference point system for this tender is the 80/20 preference point system.
  - c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{matrix}
 \mathbf{80/20} & & \mathbf{or} & & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & & & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{matrix}$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state) <b>PART A B</b>	Number of points allocated (80/20 system) (To be completed by the organ of state) <b>PART A B</b>	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Ownership:</b>				
1. an EME or QSE which is at least 100% owned by black people;	6	12		
2. an EME or QSE which is at least 51% owned by black people;	4	8		
<b>RDP</b>				
1. Enterprise Located within the District Municipality - Rural	3	6		
2. Enterprise Located within the District Municipality - Urban	2	4		
2. Enterprise Located within the Province	1	2		
<b>Other Specific Goal</b>				
1. Enterprise 100% owned by Youth/Women/Disabled/Military V	1	2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... .....

**MBD 7.2**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to the Ugu District Municipality in accordance with the requirements and task directives I proposals specifications stipulated in Bid Number . . . . . at the price/s quoted in accordance to the applicable court tariffs. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive / proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) : . . . . .
CAPACITY: . . . . .
SIGNATURE : . . . . .
NAME OF FIRM: . . . . .
DATE: . . . . .

WITNESSES	
1	. . . . .
2	. . . . .
DATE:	. . . . .

**CONTRACT FORM · RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I \_\_\_\_\_ in my capacity \_\_\_\_\_ in my capacity as.....  
 .....accept your bid under reference number Ugu-..... dated \_\_\_\_\_  
 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

WITNESSES	
1	_____
2	_____
DATE:	_____

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.

ITEM	QUESTION	YES	NO
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audit alteram partem rule was applied).</b></p> <p><b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004)?</p> <p><b>(The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality municipal entity, or any other municipality municipal entity, that is in arrears for more than three months?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	<p>Was any contract between the bidder and the municipality municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

1. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are to combat the abuse of the supply chain management system.
  
2. **The bid of any bidder may be rejected if the bidder, or any of its directors have:**
  - a) Abused the Municipality's Supply Chain Management System or committed any improper conduct in relation to such system:
  - b) Been convicted for fraud or corruption during the past five years:
  - c) Wilfully neglected, reneged or failed to comply with any government, municipal or public sector contract during the past five years; or
  - d) Been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004).
  
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

-----  
**Signature**

-----  
**Date**

-----  
**Position**

-----  
**Name of Bidder**

**Certificate of Independent Bid Determination**

- 1 This Municipal Bidding Document (MBD) must form part of all bids' invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid- rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:
  1. **Includes price quotations, advertised competitive bids, limited bids and proposals.**
  2. **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**
  3. **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Municipality I Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect: I

certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium" will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) prices;
  - b) geographical area where product or service will be rendered (market allocation)
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid;  
or
  - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

-----  
Signature

-----  
Date

-----  
Position

-----  
Name of Bidder

**CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES  
DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56**

**OF 2003)** - (To be signed in the presence of a Commissioner of Oaths)

**\*FAILURE TO SUBMIT ANY PROOF AS REQUIRED, WILL INVALIDATE THE BID**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to Ugu District Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct.

The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified.

Director / Shareholder / partner.....

Physical /residential address of the Director /shareholder / partner.....

Municipal Account number(s).....

Director / Shareholder / partner.....

Physical /residential address of the Director /shareholder / partner.....

.....

Municipal Account number(s).....

Physical address of the Business.....

Municipal Account number(s).....

.....  
Signature Position Date

**NB: Bidders who reside/whose businesses are situated in the rural area and are not liable for any Municipal Payment for Services MUST submit a commissioned Affidavit (SAPS) in confirmation of their declaration.**

**NB: Bidders who are tenants and are not liable for any Municipal Payment for Services MUST submit a valid Lease Agreement**

**NB: Bidders who reside/operating their businesses in a property situated in an urban/ township area that they do not own or rent MUST submit the Municipal Account for the owner and an Affidavit from the owner confirming same.**

**COMMISSIONER OF OATHS**

Signed and sworn to before me at....., on this .....day of ..... 2026 by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

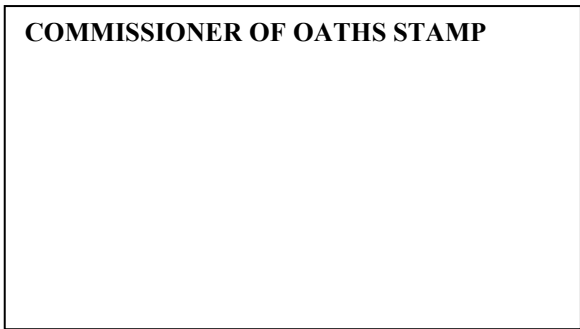
**COMMISSIONER OF OATHS:-**

**Name & Surname**.....

**Signature**.....

**Position:**.....

**Address:**.....



**ATTACH COPY OF THE LATEST MUNICIPAL ACCOUNT OR AFFIDAVIT OR LEASE AGREEMENT**

*[Failure of a Bidder to submit this will invalidate the bid]*

**FORM OF OFFER AND ACCEPTANCE**

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**BID DESCRIPTION**

**Contract Number: UGU-09-1723-2026**

The Bidder, identified in the Offer Signature block below, has examined the documents listed in the Specifications and addenda thereto as listed in the Bid Schedules, and by submitting this Offer has accepted the Conditions of Bid.

**By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.**

The offered total of the prices inclusive of Value Added Tax is: **AS PER PRICING SCHEDULE**

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature:** *(of person authorized to sign the bid)*:.....

**Name:** *(of signatory in capitals)*:.....

**Capacity:** *(of Signatory)*:.....

**Name of Bidder:** *(organisation)*:.....

**Address:** .....

**Telephone number:** ..... **Fax number:** .....

**Witness**

**Signature:** .....

**Name:** *(in capitals)*:.....

**Date:**.....

***[Failure of a Bidder to fully complete and sign this form will invalidate the bid]***

**B. ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder's Offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

Part 1 Agreement, and Specifications (Agreement to be finalised after award)

Part 2 Pricing Schedule and the schedules, forms and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Specifications and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

**Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.**

Signature:.....

Name: *(in capitals)*.....

Capacity: .....

Name of Employer *(organisation)*.....

Address: .....

**Witness:**

Signature: .....

Name: .....

Date: .....

## TERMS OF REFERENCE

### 1. INTRODUCTION:

The operations of Ugu District Municipality spans over four (4) Local Municipalities, viz: Umdoni, Umzumbe, Ray Nkonyeni and Umuziwabantu. These operations necessitate the following legal services from time to time:

- a) Compliance with Legislation, Regulations and Policy, etc. advices thereon.
- b) Legal requirements/ transaction advices in respect of implementation of special projects within of the Municipality.
- c) Litigation management – General commercial litigation in the Magistrates Court, High Court and Labour Court which arises from Litigation initiated by and against the Municipality.
- d) Labour Law: SALGBC and CCMA Arbitrations, reviews and matters in the Labour Court.
- e) Contract development and management: Assist with the drafting, vetting and enforcement of contracts including but not limited to lease agreements, service level agreements, etc.
- f) Drafting of complaint by-laws and the enforcement of by-laws.
- g) Conveyancing Work: Attending to the registration of back logged private and municipal property transfers and servitude registration, cancellation and application of lost deeds, lodging of documents at the deed's office, attending to wayleave applications, expropriation, Ingonyama Trust Leases, tracing of landowners and registrations of land rights.
- h) Legal Opinions: Prepare Legal Opinions on a wide range of matters on short notice.

A panel consisting of legal practitioners with the expertise indicated above is therefore required by the Ugu District Municipality. The objectives of this panel are (but not limited to) the following:

- a) To facilitate the efficient procurement of legal services.
- b) To ensure that the Municipality has access to relevant legal services as and when required.

## 2. SCOPE OF WORK

The scope of work when providing legal services as per the categories listed above to include but will not be limited to the following:

- a) Providing support to the Legal Services Unit by way of handling matters and representing the municipality, where the Municipality has or is instituting litigation/claims/demands or where litigious claims/demands/litigation has been instituted against the municipality.
- b) Support and guide the Legal Services Unit in settling litigation disputes on different matters that are in litigation.
- c) Assist the Legal Services Unit in obtaining counsels opinion where same is sought by our Legal Services Unit or appointed representative.
- d) When called upon to do so, analyse and give an opinion on internal and external processes, propose appropriate course of action, and prepare reports to the Legal Services Unit and related departments within the District Municipality.
- e) Provide any other legal support and specialist assignments as may be required from time to time.
- f) Registration of Municipal Property and Infrastructure.

## 3. MINIMUM REQUIREMENTS

*The information required in this section is critical to enable the municipality to conduct proper and fair evaluation of the Bids to determine responsiveness and therefore failure to comply may lead to automatic disqualification. Interested firms/ consortia must, at the very least, clearly demonstrate the following:*

- Company registration documents.
- Tax Reference Number and Pin
- All Declarations Forms
- ID Document (of the principal(s)/ director(s) / owner(s)/ member(s)/ shareholder(s))
- Joint Venture Agreement (where applicable)
- Declaration Certificate of Payment for Municipal Services
- Proof of payment for Municipal Services
- Central Supplier Database Registration
- Form of Offer
- Valid Fidelity Fund Certificate
- Undertaking to conduct services based on the Magistrates Court and High Court tariff
- Company Profile (Indicating Qualifications and experience of the firm's Principal/s and Legal Practitioners per area of law, the listing of Practitioners with the right to appear in the High Court and the listing of all the Support Staff within the firm)
- Proof that the firm or consortium has an office within KwaZulu-Natal
- Proof that the firm has a registered conveyancer/s (only if bidding for conveyancing work).

## 4. CONDITIONS AND KEY ACTIVITIES

All appointed panel members are required and by responding to this invitation all bidders commit to the following conditions:

- a) To sign a Declaration of Conflict-of-Interest form.
- b) To attend regular meetings with the Legal Services Unit or appointed representative or both on the ongoing matters that each panel member is handling for and on behalf of the municipality.
- c) To submit all reports of cases current and finalised in a professional format to be submitted by the last working day of each month from date of appointment. This shall be at no cost to the municipality.
- d) To advise the municipality on mitigation of legal disputes in its high-risk areas.
- e) To submit a Bill of Cost on each case subject to Taxation.
- f) That they undertake to conduct matters in the Bargaining Council, CCMA, Magistrates Court, High Court and the Labour Court without the assistance of an Advocate/ Counsel. That the appointment of any

Advocate/Counsel may only take place after formal, written consent from the Councils representative which shall be to the Municipal Manager/Acting Municipal Manager or alternatively the Manager: Legal Services.

- g) That the first consultation in a matter must take place within 5 working days after the instruction was given except for urgent court application which shall be within a matter of at least 12 hours or earlier depending on the urgency on the matter and its applicable timelines.
- h) That when cases have been postponed at the request of the attorney acting on behalf of the municipality owing to non-compliance with any procedural requirements, the attorney responsible in this regard shall bear the costs of postponement and this amount shall not be claimed from Municipality.
- i) That the acceptance of any bid shall only be confirmed with the conclusion of a written service level agreement or any other appropriate agreement between the municipality and the successful bidder(s) in terms of which the rights and duties of the partners are recorded, which agreement shall regulate the relationship between the municipality and the successful bidder(s).
- j) That the appointment to the Panel of Attorneys does not guarantee any bidder(s) that indeed they will be given instructions. Bidder(s) shall be instructed from time to time as and when there is a need to procure these legal services.
- k) That all documentation produced by the appointed firm or consortium in terms of this bid in the course of dealing with a particular case as instructed by the municipality, is the property of the municipality and a complete case file is to be submitted to the satisfaction of the municipality before final payment for the services rendered is effected.

#### **5. BRIEFING SESSION**

- a) No briefing session will be held.

Any further enquiries in respect of this bid must be e-mailed to: Manger: Legal Services; Ntombi Mbambo at Ntombi.Mbambo@ugu.gov.za, no verbal enquiries will be entertained.

#### **B. FEES /PRICING**

- a) Bidders are required to expressly give an undertaking that their fee/price and disbursement structure based on the services they propose to provide are based on the current fees/tariffs in the terms of the Magistrate and High Court rules of practice.
- b) Bidders are to complete the fee schedule attached. That the fees will be charged on the Attorney Client Scale.
- c) The Municipality reserves a right to negotiate any aspect of the proposed fees/ pricing disbursements with the preferred bidder(s).
- d) The panel members will not be remunerated for items not prescribed by the Magistrates Court or High Court Tariff and a first Consultation for each matter shall be free of charge. Where necessary work to be undertaken, is not prescribed in the appropriate tariff, such fees shall be agreed upon prior to the instruction being accepted by way of a quotation and acceptance thereof by the Municipality.
- e) Bidders to take note that a final payment for case allocated is subject to receipt of a final complete case file to the satisfaction of the municipality.

#### **C. DURATION OF CONTRACT**

This contract will be effective for 36 months from date of Letter of Award. There shall be no expectation of a renewal.

**D. FUNCTIONALITY ASSESSMENT**

All bids will be scored according to the following criteria, any bids received scoring below 60 points will be disqualified and not evaluated further.

<b>No.</b>	<b>Criteria</b>	<b>Evidence Required</b>	<b>Points</b>
1	References from three separate public sector clients stating attorneys' performance and/or confirming relationship regarding general legal practice, Labour, civil and criminal litigation	Letter(s) of reference from public institutions:  3 letters = 15 points 2 letters = 10 points 1 letter = 5 points  <i>Reference letter on clients' letterhead must contain the following:</i> 1. <i>Date of appointment</i> 2. <i>The description of the matter for which the bidder was instructed.</i>	<b>15 points</b>
2	General Performance Rating of the bidder by their public sector clients that have provided the reference letters.	<i>Performance rating from 1 to 5; 1 being poor and 5 being excellent. The referees must complete the attached Performance Measurement Template.</i>  Performance Rating: Average Rating of 5 = 20 points Average Rating of 4 = 15 points Average Rating of 3 = 10 points Average Rating of <3 = 0 points	<b>20</b>
3	Experience in legal drafting, such as contracts, legal opinions, interpretation of law, etc. for a public sector client.	Proof of instruction from public sector clients in the form of a letter of instruction, or letter of appointment, or instruction by email. (20 points)  Acknowledgement of receipt of the final product from a public sector client. (20 points)	<b>40 points</b>
4	Experience of the firm's senior legal practitioner(s)	Curriculum Vitae of the senior legal practitioner(s) and certified copies of qualifications  Number of years of experience (post-admission): ≥10 years = 25 points 5 to 9 years = 15 points 1 to 5 years = 10 points	<b>25 points</b>
	<u>TOTAL</u>		<b><u>100</u></b>

**All evidence supporting points scored should be annexed to the back of the document and only bidders scoring 60 above points will be considered for further evaluation.**

Ugu District Municipality reserves the right to investigate and verify all the information supplied by the bidder.

**DOMICILIUM**

The parties hereby choose as their domicilium citandi et executandi for the service of notices and legal document the following street addresses:

**Bidder:**

.....

.....

.....

Tel/Fax Number:.....

The Municipal Manager  
**Ugu District Municipality**  
28 Connor Street  
Port Shepstone  
4240

**CONTACT DETAILS**

The following person may be contacted for more information:

Ms Ntombi Mbambo  
Manager: Legal Services  
Email: [Ntombi.Mbambo@ugu.gov.za](mailto:Ntombi.Mbambo@ugu.gov.za)  
Tel: 039 688 5869

I/We hereby declare that all the information supplied is true and exact.

\_\_\_\_\_  
**SIGNATURE OWNER / MANAGER DIRECTOR**

**DATE:**

\_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*If it is found that any of the above-mentioned information provided is false, the Municipality reserves the right to terminate this contract with immediate effect. The Municipality may VET the successful bidder.*

CERTIFIED CK DOCUMENTS AND ID DOCUMENTS

***[Failure of a Bidder to submit this will invalidate the bid]***

TAX REFERENCE NUMBER AND PIN

***[Failure of a Bidder to submit this will invalidate the bid]***

CERTIFIED VALID BBBEE CERTIFICATE

***[Bidder that does not submit this will not be awarded PPPFA points]***

CENTRAL SUPPLIER DATABASE REGISTRATION

***[Failure of a Bidder to submit this will invalidate the bid]***

VALID FIDELIITY FUND CERTIFICATE

***[Failure of a Bidder to submit this will invalidate the bid]***

ID DOCUMENT (OF THE PRINCIPAL(S)/ DIRECTOR(S) / OWNER(S)/ MEMBER(S)/ SHAREHOLDER(S)

***[Failure of a Bidder to submit this will invalidate the bid]***

UNDERTAKING TO CONDUCT SERVICES BASED ON THE MAGISTATES COURT AND HIGH COURT  
TARIFF.

COMPANY PROFILE (INDICATING QUALIFICATIONS AND EXPERIENCE OF THE FIRM'S PRINCIPAL/S AND LEGAL PRACTITIONERS PER AREA OF LAW, THE LISTING OF PRACTITIONERS WITH THE RIGHT TO APPEAR IN THE HIGH COURT AND LISTING OF ALL THE SUPPORT STAFF WITHIN FIRM)

PROOF THAT THE FIRM OR CONSORTIUM HAS AN OFFICE WITHIN KWAZULU-NATAL

PROOF THAT THE FIRM HAS A REGISTERED CONVEYANCER/S (ONLY IF BIDDING FOR  
CONVEYANCING WORK)

**PRICING SCHEDULE - YEAR 1**

**[PLEASE ATTACH DETAILED PRICING SCHEDULE]**

<b>PRICING SCHEDULE UGU -</b>	<b>DESCRIPTION (where applicable)</b>	<b>PRINCIPAL RATE</b>	<b>PROFESSIONAL ASSISTANT RATE</b>	<b>CANDIDATE ATTORNEY RATE</b>
	CONSULTATION			
	PERUSAL OF PAPERS			
	CONTRACT DRAFTING			
	CONTRACT VETTING			
	POLICY AND BY-LAW DRAFTING			
	TRANSACTIONAL ADVICE			
	OPINION AND ADVICE			
	CONVEYANCING ACTIVITIES			
	PRESENTATION AT MUNICIPAL FORUMS			
	TRAVEL CLAIM RATE			
	MAKING OF TELEPHONE CALLS			
	RECEIVING OF TELEPHONE CALLS			
	RECEIVING AND PERUSING EMAIL/ LETTERS OR FACSIMILE TRANSMISSION			
	DRAFTING OF COMMUNIQUE TO CLIENT			
	COPIES PER PAGE			
	<b>NB: Litigation Costs in respect of this Contract will be charged at "Attorney Client" scale</b>			

**PRICING SCHEDULE - YEAR 2**

***[PLEASE ATTACH DETAILED PRICING SCHEDULE]***

<b>PRICING SCHEDULE UGU -</b>	<b>DESCRIPTION (where applicable)</b>	<b>PRINCIPAL RATE</b>	<b>PROFESSIONAL ASSISTANT RATE</b>	<b>CANDIDATE ATTORNEY RATE</b>
CONSULTATION				
PERUSAL OF PAPERS				
CONTRACT DRAFTING				
CONTRACT VETTING				
POLICY AND BY-LAW DRAFTING				
TRANSACTIONAL ADVICE				
OPINION AND ADVICE				
CONVEYANCING ACTIVITIES				
PRESENTATION AT MUNICIPAL FORUMS				
TRAVEL CLAIM RATE				
MAKING OF TELEPHONE CALLS				
RECEIVING OF TELEPHONE CALLS				
RECEIVING AND PERUSING EMAIL/ LETTERS OR FACSIMILE TRANSMISSION				
DRAFTING OF COMMUNIQUE TO CLIENT				
COPIES PER PAGE				
NB: Litigation Costs in respect of this Contract will be charged at "Attorney Client" scale				

**PRICING SCHEDULE - YEAR 3**

**[PLEASE ATTACH DETAILED PRICING SCHEDULE]**

<b>PRICING SCHEDULE UGU -</b>	<b>DESCRIPTION (where applicable)</b>	<b>PRINCIPAL RATE</b>	<b>PROFESSIONAL ASSISTANT RATE</b>	<b>CANDIDATE ATTORNEY RATE</b>
	CONSULTATION			
	PERUSAL OF PAPERS			
	CONTRACT DRAFTING			
	CONTRACT VETTING			
	POLICY AND BY-LAW DRAFTING			
	TRANSACTIONAL ADVICE			
	OPINION AND ADVICE			
	CONVEYANCING ACTIVITIES			
	PRESENTATION AT MUNICIPAL FORUMS			
	TRAVEL CLAIM RATE			
	MAKING OF TELEPHONE CALLS			
	RECEIVING OF TELEPHONE CALLS			
	RECEIVING AND PERUSING EMAIL/ LETTERS OR FACSIMILE TRANSMISSION			
	DRAFTING OF COMMUNIQUE TO CLIENT			
	COPIES PER PAGE			
	NB: Litigation Costs in respect of this Contract will be charged at "Attorney Client" scale			

PLEASE ATTACH THE COMPLETED PERFORMANCE RATING FORM HERE