



KANNALAND

MUNISIPALITEIT | MUNICIPALITY

REQUEST FOR TENDER

CLOSING TIME: 12:00

CLOSING DATE: 18 SEPTEMBER 2023

BID NO: KANNA 10/2023

Request for proposal are hereby invited for: **APPOINTMENT OF AN PANEL OF ATTORNEYS FOR A THREE (3) YEARS**

Service providers are hereby invited to submit tenders for the appointment of suitably qualified and competent panel of Attorneys with adequate capacity and experience in dealing with legal issues for a period of three years.

SCOPE OF WORK / AREAS OF SERVICE

| Y/N | REQUIREMENTS |
|-----|---|
| | Conveyancing |
| | Notarial Work |
| | Civil and Commercial Litigation (High-, Magistrate's Courts as well as Legal, Constitutional, Administrative and Labour Disputes) |
| | Litigation on Local Government matters |
| | Labour Law and associated matters, including Supply Chain Management Disputes |
| | Contracts |
| | Provide legal opinions pertaining to Local Government as and when required. |

MINIMUM REQUIREMENTS

To be considered for evaluation, a bidder's proposal must comply with the following minimum requirements:

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| Y/N | Proof that the bidder has been in existence and practice for a period of at least three (3) years prior to the closing date of this request for proposals. |
| | Fidelity certificate issued in terms of the Attorneys Act, 1979. |
| | Letter of good standing with the relevant Law Society of South Africa |
| | Bidders Company Profile. |
| | Record of infrastructure: confirmation of the premises from which the bidder conducts its business, the bidder's communication and documents service facilities (i.e. the lead attorney and his/her support staff's e-mail address, telephone and facsimile number) and computer systems used by the bidder. |
| | Lead attorney(s) proof of qualifications and admission as an attorney |
| | Curriculum vitae of the lead attorney(s) reflecting the following: *Qualifications; *Area(s) of service and years of experience in the identified area(s) of service as referred to above; |

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| | *Record of attendance, i.e. record of attendance and summary of four (4) complex matters attended to by the lead attorney(s) under the identified areas of service as referred to above in the last two (2) years prior to the closing date of this request for proposals; *Proof that the lead attorney(s) has at least seven (7) years' post admission experience in the identified area(s) of service referred to above. |
| | Demonstrable experience in the identified area(s) of service as referred to above, including the ability to conduct detailed and credible research. |
| | Three reference letters from clients whom the bidder has provided services similar to the ones listed in the identified areas of service as stated above. |
| | Locality, i.e. the business (and postal) address where the bidder conducts its business including other regional offices within the Republic of South Africa. |
| The following compulsory documents must be accompanied with the tender or proposals and failure to provide such documentation shall constitute automatic disqualification | |
| | Company name |
| | Company ownership status |
| | Organisational chart for your firm |
| | Detailed Curriculum Vitae of staff |
| | Strengths and weaknesses of the firm based on past assignments |

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries about the specifications of the tender may be addressed to Mr. Henrico Constable at telephone (028) 551 8000 or by e-mail to henrico@kannaland.gov.za. Enquiries about the completion of the document can be addressed to Ms. Dalicia Booysen at telephone (028) 551 8000 or by e-mail to dalicia@kannaland.gov.za

A set of tender documents can be obtained at a non-refundable price of R 612.60 per set from Ms. Dalicia Booysen whom may be contacted at telephone (028) 551 8000 or e-mail dalicia@kannaland.gov.za. Payments must be made by cash or bank deposit payable to the Kannaland Municipality. Bank account details are: Account Holder: Kannaland Municipality, Bank: Standard Bank, Account number: 420543562, Branch: Ladismith, Branch code: 051001, reference number: **KANNA 10/2023**. The tender document is also available in electronic format and may be e-mailed to interested service providers.

Tender documents are available during office hours on Monday to Fridays from 07:30 – 16:00, at the Supply Chain Management Offices in Ladismith.

The fully completed original tender document, in each individually sealed envelope, must be deposited in the **tender box at Kannaland Municipality – Building, 32 Church Street, Ladismith by not later than 12:00 (GMT+2) on MONDAY, 18 SEPTEMBER 2023**. The envelope must be endorsed clearly on the outside with the number, title and closing date of the tender as above.

The tender box will be emptied just after 12:00 on the closing date after which all bids will be opened in public. Late bids or bids submitted by e-mail or fax will under no circumstances be accepted.

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations 2022 and the Kannaland Municipality's Supply Chain Management Policy.

The Municipality reserves the right to withdraw any invitation for tenders and/or to re advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest bid or award a contract to the bidder scoring the highest number of points.

It is expected of all prospective service providers who are not yet registered on the CSD to register without delay. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the CSD.

Important note: a valid original tax clearance certificate, B-BBEE certificate and certified copies of directors and owners identities must be submitted with the documentation.

NOTICE NR: 88/2023

**MM HOOGBAARD
MUNICIPAL MANAGER**