



NKANDLA MUNICIPALITY

Postal Address:
Private Bag x 161
NKANDLA
3855

Physical Address:
Maree Road
Lot 292
NKANDLA

☎ 035-833 0040
Fax: 035-833 0920
Web: www.nkandla.org.za

INVITATION TO BID

PANEL OF LEGAL ADVISORS FOR NKANDLA MUNICIPALITY

BID NO: NKA/COR008/2020/2021

The Nkandla Municipality seeks to appoint professional law firms with an office based in KwaZulu-Natal to be in a 36 months performance-based contract for Panel of Legal Advisors to assist with the Legal Services. The Legal Services responsibilities include the following: Contract Management; Litigations & Claims; Compliance & policy development; By-law's formulation & Gazetting; Debt Collection; Labour Relations; Public Law, conveyancing and any other legal related matters. The contract will be for a period of three years (36 months).

TENDER DOCUMENTS

The physical address for collection of tender documents is Nkandla Municipality, Finance Department Main Building, Lot 292, Maree Road, Nkandla, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 710.00** (inclusive of VAT), having been made at the Municipal Finance Department (Only Cash accepted). **Tender documents will be available as from 09h00 on Wednesday the 12th of May 2021 until 12h00 on Friday the 14th of May 2021.**

Tender documents shall be placed in a sealed envelopes, endorsed with **the tender number and Project Name** and be placed in the Tender Box at the Municipal Offices, **Lot 292 Maree Road, Nkandla**, not later than Monday at **12h00 on the 7th June 2021 (closing date)**, Due to covid 19 no public opening will be held, however the results of the opening will be emailed to all responded bidders within 24 hours after the closing date. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic or faxed tenders will not be accepted.

Supporting Documents and Conditions for the above bids:

- ▲ **Proof of registration to the National treasury central database.**
- ▲ **Valid Tax Clearance Certificate & SARS Compliance Tax Pin Issue Certificate, Certified BBBEE Certificate, Company registration document with directors IDs copies certified, Statement of municipal rates & Taxes Account, Company Profile, proof of registration with professional bodies and other compliance certificate must be submitted with the tender document.**
- ▲ The Nkandla Local Municipality Supply Chain Management Policy will apply.
- ▲ The Council reserves the right to negotiate further conditions and requirements with the successful bidder and reserve the right not to appoint.
- ▲ Tender documents or Proposals that are late, incomplete, unsigned, faxed or e-mailed will not be accepted or considered. The municipality will accept no responsibility for the late delivery of bids by courier services or any other forms of mailing.

- ▲ The Nkandla Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- ▲ Tenders shall remain valid for 90 days from the closing date (**07 June 2021**).
- ▲ All prices should be inclusive of Value Added Tax (VAT)

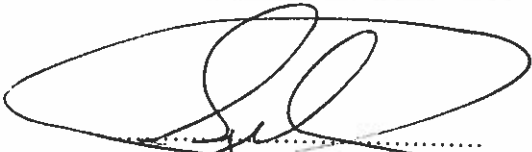
The above Bid will be evaluated and adjudicated according to the following criteria:

- Returnable & Completeness then Functionality; 100% (minimum threshold of 70%) being 50% for Experience and 50% for Capacity.

Nkandla Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

ENQUIRIES

SCM	D.Z Msomi	dmsomi@nkandla.org.za	035 833 2015
SPECIFICATION	N.P Dlamini	ndlamini2@nkandla.org.za	035 833 2006



~~Mr. J.S. Jili~~
Municipal Manager