

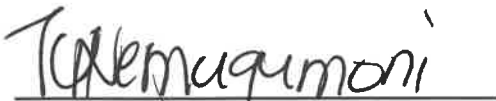
ERRATUM NO. 1

BID NUMBER: PM 14 - 24/25

ERRATUM NO. 1

ERRATUM TO BID DOCUMENT IS FOLLOWS:

- Bidders are informed of the erratum on this project. The erratum is on page 1, 4, 33, 34 and 35 of bid document. The page 1 for Total Bid Price is removed and the bidder are required to quote total bid price.
- On page 4 the statement which read **“The Municipality shall adjudicate and award bids in accordance with quality based selection. Prospective bidders must accept that the bid will be adjudicated”** should be amended to read **“The Municipality shall adjudicate and award bids in accordance with preference points of 90/10-point system, 90 points for the price and 10 points for specific goals.”**.
- Page 31 of the price schedule of bid document is amended and replaced with the erratum page to allow bidders to price for the rates.
- On 9.1 of page 33 of the document bullet iii and iv are added on functionality as a requirement
- On 9.4 for Specific Goals on page 35 is removed from functionality as the project will be evaluated using three phases, **Administrative Compliance – Phase One, Phase 2: (Functionality) and the third phase is Price and Specific Goals. 9.4 is replaced by Financial standing / Ability. Page 33 to 35 is amended as per below erratum pages.**
- Bidders are required to replace the amended pages of the bid document with the below erratum pages



MS. THUSO NEMUGUMONI
MUNICIPAL MANAGER



**PART A
INVITATION TO BID**

MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER: **PM14-24/25** CLOSING DATE: **18 September 2024** CLOSING TIME: **10H00**

DESCRIPTION **APPOINTMENT OF SERVICE PROVIDERS TO BE ON THE PANEL FOR THE PROVISION OF SPECIALISED LEGAL SERVICES FOR POLOKWANE MUNICIPALITY AND ENTITIES ON AN AS-AND-WHEN REQUIRED BASIS FOR A PERIOD OF THREE (03) YEARS**

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT Polokwane Municipality, Civic Centre, corner Bondenstein and Landdros Mare Street not later than 10:00 on .

An official and compulsory briefing session will not be applicable for this project

The Bid box is generally open 24 hours, 7 days a week.

Completed Bid document, fully priced and signed must be sealed in an envelope marked “ Bid number and Bid description”

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids documents containing the Conditions of Bid and other requirements in terms of the Supply Chain Management Policy will be downloaded from e-tender Publication Portal at www.etenders.gov.za and Polokwane Municipal website www.polokwane.gov.za at no fee.

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TAX COMPLIANCE STATUS TCS PIN: OR CSD No:

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED TOTAL BID PRICE

SIGNATURE OF BIDDER DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT POLOKWANE CONTACT PERSON Mr. Ubuseng Mphahlele

CONTACT PERSON Mr. Tiro Pilusa TELEPHONE NUMBER 015 023 5124

TELEPHONE NUMBER 015 023 5148 FACSIMILE NUMBER N/A

FACSIMILE NUMBER N/A E-MAIL ADDRESS ubusengm@polokwane.gov.za

E-MAIL ADDRESS Tiroo@polokwane.gov.za



BID: PM14-24/25

DIRECTORATE: CORPORATE AND SHARED SERVICES

BUSINESS UNIT: LEGAL SERVICES

Bids are hereby invited for the APPOINTMENT OF ADDITIONAL SERVICE PROVIDERS TO BE ON THE PANEL FOR THE PROVISION OF SPECIALISED LEGAL SERVICES FOR POLOKWANE MUNICIPALITY AND ENTITIES ON AN AS-AND-WHEN REQUIRED BASIS FOR A PERIOD OF THREE (03) YEARS

Bidders should ensure that bids are delivered timorously to the correct address. If the bid is late, it will not be accepted for consideration

The Municipality shall adjudicate and award bids **in accordance with preference points of 90/10-point system, 90 points for the price and 10 points for specific goals.** Prospective bidders must accept that the bid will be adjudicated, according to the said legislation. Bids will remain valid for 90 (ninety) days. The Council also reserves the right to negotiate further conditions and requirements with the successful bidder

N.B: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal supply chain Management Regulations)

MS. THUSO NEMUGUMONI

MUNICIPAL MANAGER

CIVIC CENTRE

LANDDROS MARE STREET

POLOKWANE

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER	BID NUMBER: PM14-24/25
CLOSING TIME: 10:00 AM	CLOSING DATE: 18 September 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

Item	Description	Rate
1.	Consultation ,Preparation for Court and General Advice per hour or Part thereof by an Attorney	
2.	Consultation ,Preparation for Court and General Advice per hour or Part thereof by a Candidate Attorney	
3.	Daily rate for attendance at Court ,Disciplinary hearing, Arbitration etc. by an Attorney	
4.	Daily rate for attendance at Court ,Disciplinary hearing, Arbitration etc. by a Candidate Attorney	
5.	Receipt and Perusal of email/letter per page	
6.	Inclusive fee for drafting letters and emails per page	
7.	Drafting of Affidavits and legal documents per hour	
8.	Copies per page	
9.	Telephone call (per quarter of an hour or part thereof)	
10.	Travelling costs per km	
11.	Travelling Time per Hour or Part thereof	
12.	Accommodation(B&B)	
13.	Counsel ,Correspondent, toll gates etc.	
Sub - Total		
VAT		
Total Amount (Total Bid Price)		

Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

- 5.1 Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.
- 5.2 Municipality reserve the right to negotiate the price.
- 5.3 Any other required services by the Municipality, the rates must be approved by the Municipal Manager.

PHASE 2: EVALUATION CRITERIA

Proposals will firstly be evaluated in terms of compliance and then functionality as provided for in the Preferential Procurement Policy Framework Act and its Regulations of 2022. Only bidders who score **70 points** or more on functionality will be appointed to the panel.

Proposals that comply with the requirements and are submitted on the specified time will be evaluated as follows:

Functionality Criteria:

Functional Area	Requirements	Weight
<p>9.1 General Legal Experience</p>	<p>9.1.1 Average <u>post admission legal experience</u> of legal practitioner (Directors, Partners or Trust Account Advocate) (40 points):</p> <ul style="list-style-type: none"> a) More than 15 years in practice = (40 points) b) More than 11 but not exceeding 15 years in practice = (35 points) c) More than 9 but not exceeding 11 years in practice = (30 points) d) More than 6 but not more than 9 years in practice = (25 points) e) More than 3 but not exceeding 6 years in practice = (20 points) f) More than 1 year but not exceeding 3 years in practice = (15 points) g) 12 months or less = (10 points) <p>Evidence required: must be marked <u>Schedule 6</u></p> <ul style="list-style-type: none"> i. Admission Certificates of legal practitioners (Directors, Partners and Trust Account Advocate); and ii. Firm's/Advocate's profile detailing the number of years post admission experience each legal professional has. iii. Fidelity funds certificate for 2024 for each iv. Certificate of Good Standing (LPC) <p><i>NB: No points will be allocated for failure to attach evidence as requested above.</i></p>	<p>40</p>

<p>9.2 Areas of practice and Track record</p>	<p>Track Record (20) The bidder is requested to provide a list of areas of practice it specialises in (from paragraph 5 above) and attach at least 1 reference letter for each area of practice listed:</p> <p>a) 7 or more reference letters = (20 points) b) 5 to 6 reference letters = (15 points) c) 3 to 4 reference letters = (10 points) d) 1 to 2 reference letters = (05 points)</p> <p>Evidence required must be marked <u>Schedule 7</u></p> <p><u>NB:</u> In order to qualify for points, the bidder must provide <u>reference letters on client's letterhead</u> confirming that the bidder has rendered the required legal services.</p>	<p>20</p>
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<p>9.3 Government Experience</p>	<p>Litigation Experience where legal practitioner acted on or behalf of Organs of State (20 points) Bidders are required to attach a minimum of 1 and a maximum of 10 matters the bidder has handled since 2015.</p> <p>a) 10 or more matters = (20 points) b) 7 to 9 matters = (15 points) c) 4 to 6 matters = (10 points) d) 1 to 3 matters = (5 points) e) 0 matters = (0 points)</p> <p>Evidence required must be marked <u>Schedule 6</u></p> <p>Attached signed relevant letter in the letterhead of the client</p>	<p>20</p>
<p>9.4 Financial standing / Ability to execute the project • Attach Bidder's bank(financial) rating letter</p>	<p>Rating</p> <ul style="list-style-type: none"> • A –B = 20 • C = 15 • D = 10 • E = 05 • F-H = 0 	<p>20</p>
	<p>100</p>	<p>TOTAL</p>

Erratum page 35

The bidder must obtain a minimum score of 70% of points allocated for quality (functionality) to qualify for further evaluation on price and specific goals. Bidders will be ranked according to the points scored