



RICHTERSVELD MUNICIPALITY

BID NO: LLPS/02/NC061/06/2021

INVITATION FOR SUITABLE QUALIFIED LAW FIRMS AND LEGAL PRACTICES FOR THE RENDERING OF PROFESSIONAL SERVICES - A PANEL OF LEGAL EXPERTS FOR PERIOD OF (3)THREE YEARS

Tender Notice and Invitation to Tender

RICHTERSVELD MUNICIPALITY invites tenders for Tender No. **LLPS/02/NC061/06/2021**

CLOSING DATE: 28 JUNE 2021

CLOSING TIME: 12H00

A non-refundable tender deposit of **R533.00** per document is payable through EFT into the bank account of **Richtersveld Municipality**: A set of tender documents with detailed specifications can be obtained from Ms. M E Karsten, Supply Chain Management, Main Road 169, Richtersveld Municipality, Port Nolloth, 8280. Email: marenecia@richtersveld.gov.za or at (027) 851 1138 before the specified closing date and time. Tender documents will be available from **Friday, 04 June 2021**.

A non-compulsory site visit/clarification meeting with representatives of the Employer will take place at the **Richtersveld Municipality in Port Nolloth on Friday, 18 June 2021, starting at 12H00**.

Sealed tenders and drawings appropriately marked with the contract number and name of the contract, must be deposited in the tender box of RICHTERSVELD MUNICIPALITY, 169 Main Road, PORT NOLLOTH, no later than **Monday 28 June 2021 at 12:00**, where the tenders will be opened in public.

Bids will be evaluated in accordance with the applicable Preferential Point Scoring System as set out in the Councils Supply Chain Management Policy. The following forms, MBD 4, MBD 5, MBD 6.1, MBD 6.2, MBD 8, MBD 9, SCM 1 and SCM 2 must be completed and submitted with the bid.

The Municipality reserves the right not to award the tender to the only or the lowest Tenderer. Tenders may only be submitted on the tender documentation that has been issued.

No tender offer will be considered from the following tenderers:

- a) Persons who were convicted for fraud or corruption during the past five years.
- b) Who wilfully neglected, reneged on or failed to comply with a government contract during the past five years.
- c) Tenderers who cannot submit a valid Tax Clearance Certificate or SARS PIN.
- d) Tenderers who cannot submit an original/certified valid B-BBEE certificate or exemption certificate (EMEs).
- e) Tenderers who is not registered or accredited as a Contractor or an contractor according to the Central Contractor Database (CSD).
- f) If proof cannot be provided that a performance guarantee can be submitted on the award of the contract.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Richtersveld Municipality Supply Chain Management Policy will apply;
- The Richtersveld Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid or to withdraw;

- Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted;
- Bids submitted must be fixed and firm for the period of the contract;
- Bids must only be submitted on the documentation provided by the Richtersveld Municipality; (original Bid documents)
- Bidders must be registered on the National Central Supplier Database (CSD) official website – www.csd.gov.za
- **CSD Report reflecting Tax Compliant Status must**, must accompany the bid document
- **Certified copy** of the latest Municipal Account on the address of the business must be submitted with the bid document;
- **NB. Bidders may not be in arrears for more than three months with Municipal rates and service charges;**
- **Certified copies** of Identity Documents (ID's) of all shareholders/owner(s)/partners of bidding companies must be submitted with the bid document;
- **Certified copies** of Company Registration documents (**CK 1**) must be submitted with the bid document
- Service providers/contractors must submit a **certified copy** of their BBBEE certificates from an accredited BEE Verification agency with their tender submission or a Sworn Affidavit. Failure to submit a BBBEE certificate or Original Sworn Affidavit will lead to forfeiture (loss) of the preference points. Bidder/s will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the BBBEE status level of contribution or is a non-compliant contributor. **Such a bidder will score 0.**
- **Failure to comply with these conditions will result in immediate disqualification of your bid.**



 SC ADAMS
 MUNICIPAL MANAGER
 Richtersveld Municipality
 Tel: (027) 851 1112
 Fax: (027) 851 1101

Date: 10/06/2021