

ADVERTISED IN: Sunday Times  
 PUBLISHING DATE: Sunday 23 July 2023  
 TENDER NOTICE: CORP(L) 01/2024 - B

**MOGALE CITY LOCAL MUNICIPALITY**

Tenders are hereby invited for the following Office: Corporate Management Services – Legal Services.

**TENDER NO: CORP(L) 01/2024 - B**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF LEGAL PRACTITIONERS FOR THE COLLECTION OF OUTSTANDING DEBT AGING SIXTY - ONE (61) DAYS AND ABOVE FOR MOGALE CITY LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.**

**Compulsory Briefing Session** will be held on **Tuesday 1 August 2023 at 10:00am** at Mayoral Chamber, Civic Centre, Corner Commissioner and Market Street, Krugersdorp, 1740.

**No Visual Compulsory Briefing Session will be available.**

**Adjudication: 80/20**

Tenders will be evaluated using Functionality evaluation criteria of **100** points of which the service provider is required to score the minimum of **70** points in order to be considered for further evaluation.

Tenders will be evaluated using the 80/20 preference point system which awards 80 points for Price and 20 points for Specific goals in accordance with the table below:

| 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) | Number of points allocated (80/20 system) (To be completed by the organ of state) | 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) |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Local enterprise:                                                                              |                                                                                   |                                                                                   |                                                                           |                                                                           |
| <ul style="list-style-type: none"> <li>• Within the boundaries of the Municipality</li> </ul>  | X                                                                                 | 10                                                                                |                                                                           |                                                                           |
| <ul style="list-style-type: none"> <li>• Outside the boundaries of the Municipality</li> </ul> | X                                                                                 | 6                                                                                 |                                                                           |                                                                           |

|                                                                                                                                               |   |    |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---|----|--|--|
| <ul style="list-style-type: none"> <li>• Within the boundaries of Gauteng</li> <li>• Outside of the boundaries of Gauteng Province</li> </ul> | X | 4  |  |  |
| Historically Disadvantaged persons                                                                                                            | X | 10 |  |  |

**Documents Collection:** Documents can be downloaded from the e-portal at [www.etenders.gov.za](http://www.etenders.gov.za) or [www.mogalecity.gov.za](http://www.mogalecity.gov.za).

Technical Enquiries: [scmenquiries@mogalecity.gov.za](mailto:scmenquiries@mogalecity.gov.za)

**Documents available:** As from **Sunday 23 July 2023** on [www.etenders.gov.za](http://www.etenders.gov.za) or [www.mogalecity.gov.za](http://www.mogalecity.gov.za)

**Closing date: 01 September 2023**

**Time: 11:00**

**Tender Box**

Venue: Tender boxes are situated at the reception desk of the Supply Chain Management Unit, situated on the upper level of the West Wing of the Mogale City Civic Centre, Corner Commissioner and Market Streets in Krugersdorp.

**A. MANDATORY DOCUMENTS:**  
**(IF NOT PROVIDED THE BID WILL BE INSTANTLY DISQUALIFIED.)**

1. Fully completed and signed the Compulsory Briefing Session attendance register.
2. The bidding entity must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
3. The director(s) of the bidding entity / Joint Venture / consortium must submit Municipal account which is not more than three (3) months / ninety (90) days plus in arrears at the time of the closing date.
4. The bidding entity must submit a valid signed lease agreement or rental statement which is in the name of the business and or the directors.  
Further, the municipal account of the responsible person must be attached.
5. If the Bidding Entity operates from Informal settlement and is not responsible for municipal account / services:
  - 5.1. The bidder must submit Confirmation on Municipality / Metro letterhead signed and stamped from the ward Councilor / delegate with contact details.
6. If the bidding entity operates from parents' place / director's place or any other place and is not responsible for Municipal account / Services.
  - 6.1. The bidder must submit the property owner's Municipal account and Sworn Affidavit of the property owner with the original stamp from the Commissioner of Oaths.

7. If the bidding entity's property and director's property is new and has not been registered nor received any Municipal account, a Conveyancer's letter must be submitted as confirmation with the date of transfer.
8. Submit Central Supplier Database (CSD) Registration Report or Summary Report.
9. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.
10. Completed and signed the below Municipal Bidding Documents:
  - 10.1. MBD 1: Invitation to tender
  - 10.2. MBD 4. Declaration of Interest.
  - 10.3. MBD 6.1 Preferential Points
  - 10.4. MBD 8: Declaration of bidders past supply chain management practices
  - 10.5. MBD 9: Certificate of independent bid determination.

**B. BIDDING TENDER CONDITIONS:**  
**(NON- COMPLIANCE WITH THE BELOW WILL LEAD TO BIDDER BEING NON-RESPONSIVE).**

11. All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ [www.csd.gov.za](http://www.csd.gov.za).
12. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.
13. Tenders by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severally bound.
14. No electronic signature will be accepted in the bidding document. The bidder's signature must always be signed by hand in black ink.
15. No late tender will be accepted.
16. Telefax or e-mail tenders will not be accepted.
17. All bids must be submitted on the official and original forms and must not be re-typed, copied or scanned. Tenders must only be submitted on the bid documents as provided by Mogale City Local Municipality.
18. Tenders must be completed in black ink, hand written and must not be typed.
19. The use of tipp-ex is not allowed on the bid documents.
20. Bids completed in pencil will be regarded as invalid bids.
21. No page(s) must be removed from the original tender document.
22. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender document;
23. In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initials at each and every alteration. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
24. The lowest or any tender will not necessarily be accepted, and Mogale City reserves the right to accept a tender in whole or in part.
25. The Municipality reserves the right to appoint and not to appoint.

26. The validity period for this tender is ninety (90) days.
27. A Corporate social responsibility contribution of two (2) percent inclusive of 15%VAT will be levied on all companies/ service providers appointed as successful bidders if such companies are not based in the area of jurisdiction of Mogale City.
28. The Municipality reserves the right to negotiate a fair market related price with recommended bidders after a competitive bidding process or price quotations.
29. All bid prices must be in RSA currency and inclusive of VAT.
30. In the instance of a term tender (period longer than one year), please indicate the estimated annual price increase and the intervals of such increases, failure to indicate the escalation will lead to a disqualification.
31. Bids will be opened immediately after the closing date and time in a venue to be indicated.
32. No bids will be accepted from persons in the service of state as it is defined in the Municipal Finance Management Act and Regulations.
33. The Supply Chain Management Policy of Mogale City Local Municipality allows persons aggrieved by decisions or actions taken by the municipality in the implementation of its supply chain management system, to lodge within fourteen (14) days of the decision or action a written objection or complaint to the municipality against the decision or action.
34. Tender documents may be downloaded from e-tender portal at [www.etenders.gov.za](http://www.etenders.gov.za) as well as [www.mogalecity.gov.za](http://www.mogalecity.gov.za).

**C. ESSENTIAL DOCUMENTS**  
**(THIS WILL NOT RESULT IN A DISQUALIFICATION OF A BIDDER).**

35. Tax Clearance Certificate / Tax Compliance Status documents with Pin.  
  
Each company within the Joint Venture / Consortium must submit Tax Clearance Certificate or a copy of Tax Compliance Status document with Pin.
36. Copies of director's ID not older than three (3) months, not a copy of a certified copy.
37. Bids must be submitted in original and an electronic copy in PDF format submitted on a USB drive.
38. Completed and signed the Declaration of Municipal Account.

**OFFICE OF THE MUNICIPAL MANAGER**