



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
Email: [moletsanel@xhariep.gov.za](mailto:moletsanel@xhariep.gov.za) Website: [www.xhariep.fs.gov.za](http://www.xhariep.fs.gov.za)

Date: 01 November 2019

Xhariep District Municipality  
20 Louw Street  
Trompsburg  
9913

Enquiries: Mr JS Matobako  
Manager: Supply Chain Management  
Tel no: 051 713 9300/7/11

## ADVERTISEMENT

### REQUEST FOR PROPOSALS FOR LEGAL SERVICES

An advertisement is hereby placed in terms of **Chapter 2, paragraph (18) (a)** of the Supply Chain Management policy of Xhariep District Municipality. The Municipality invites prospective service providers/suppliers to provide the municipality with the above mentioned services.

The closing date of the advertisement will be on the **12<sup>th</sup> of November 2019, 12H00 midday** after which the determination of the successful service provider/supplier will be decided using the **80/20** preference points system as **shown below**. All the bids document(s) must be put in the municipal bid box.

### EVALUATION CRITERION

#### FUNCTIONALITY

This method of evaluation will be used as a pre-requisite for all the providers/suppliers to qualify for the second stage of evaluation where **PRICE AND B-BEE** status will be used.

**A minimum threshold of 70% must** at least be achieved by service providers or suppliers for them to proceed to the second stage of evaluation. *See document for more details*

#### 1. POINTS ALLOCATION FOR BOTH PRICE AND B-BBEE WILL BE AS FOLLOWS:

No	Element	Points
1	Price	80
2	B-BBEE	20

Total Points	100
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Price- 80  
 B-BBEE - 20  
 100

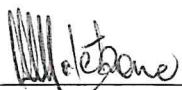
Xhariep

#### DOCUMENTS TO BE SUBMITTED

- Proof of (CSD) Central Supplier Database Registration must accompany the bid document;
- Proof of Company Registration (e.g. CK 1/2);
- B-BBEE certificate in order to claim points, *(not necessarily a disqualifications)*; and
- Municipal rates and taxes account/ lease agreement.

#### SPECIAL CONDITIONS OF A TENDER:

- Bid documents are available at **non-refundable cash payment of R100.00**;
- The 80/20 preference points system will be used for all these tender/bid.
- Proof of (CSD) Central Supplier Database Registration must accompany the bid document.
- Bids must be enclosed in a sealed envelope clearly stating the tender number.
- No bid documents will be accepted if not properly sealed and marked.
- The general conditions of contract will be applicable to this tender.
- **Each page of General Condition of a Contract "GCC" to be initialled by the service provider/supplier.**
- Bids not fully completed and signed by the bidders will be rejected.
- Proof of municipal rates and taxes/lease agreement must be attached.
- No rectification/correction fluid will be used on the document.
- Bids received after closing **TIME** and/ or **DATE** will **NOT** be considered.
- All bids that do not comply with the above conditions will be disqualified.
- The bid with the lower/lowest price or higher/highest points may not necessarily be accepted.
- The Municipality reserves the right to sub-divide the contract and/or accept any portion of any bid thereof.
- Xhariep District Municipality reserves the right not to award any contract to any bidder.
- **Bids must be placed in the Xhariep District Municipality's tender box. No emailed or faxed tenders will be accepted.**



Ms LY Moletsane  
 Municipal Manager