



ALFRED NZO

DISTRICT MUNICIPALITY

Addendum

RE – Advert Legal Services Support and Representation
ANDM/OMM – LEGAL/119/15/03/23

This addendum comprises of 5 pages and is to be signed by the Bidder and returned with the completed Bid Document. The information contained herein will be deemed to have been taken into account by the Bidders when completing his/her Bid Document.

Failure to sign and return this addendum with the Bid Document will result incomplete Bid

Amendments/ corrections to the Capacity to execute the work and Submission of Bid

Bidders are to incorporate the following amendments into their Capacity to execute the work and Submission of Bid. Where applicable, replacement, pages must be inserted, otherwise all amendments must be hand written in black ink in the appropriate sections.

Kindly note the corrections Replace Page 39, 41, 47, 65 and 67 of Bid Document

Capacity to Execute the Work

Evaluation criteria of the Bids;

The bids will be evaluated in two stages, namely:

- Stage 1- Capacity to execute the work
- Stage 2- Specific Goals

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award

ITEM	Scoring
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100
• Previous Experience	40
• Capacity and Expertise	40

• Methodology	20
Total Scoring	100

Price and Preference

Bids will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Specific Goals		20
Bidders will score Specific Goals as follows		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Disabled	Attach a Signed Letter from Health Practitioner	5
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Total Scoring		20

Previous Company Experience Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 04 or more municipal cases with minimum of 04 years experience as practising attorney	40
Traceable record for successful completion of a minimum of 03 municipal cases with minimum of 04 years experience as practising attorney	30
Traceable record for successful completion of a minimum of 02 municipal cases with minimum of 04 years experience as practising attorney	20
Traceable record for successful completion of a minimum of 01 municipal cases with minimum of 04 years experience as practising attorney	10
Total scoring	40
<p>Note</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped, and signed by the previous employer as a means of verifying references for each project undertaken. If 4 Projects were done, 4 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - An Appointment Letter or official purchase order and Reference Letter from the Bidders Employer 	

Capacity and Expertise to Undertake the Project Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	Scoring [40]
A Project Team with the following areas of expertise:	[40]
Team Leader must have a LLB degree or B.com Law with a minimum of 4 years experience as an attorney	20

One or more personnel must have a certified admission certificate as an attorney	10
Team leader must have a certified copy of a Fidelity fund certificate not older than 12 months	05
One or more personnel must have a right of appearance in the high court	05
Total Scoring	40
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Methodology	[20]
Explain the availability of human capital and their qualification and expertise, how fees would be charged and including counsel.	10
Explain the approach to be used from the time of receiving new instructions, arranging consultation and finalization of the matter, how reporting would be done for progress on pending matters	05
Explain various ways speedily disposing a matter, including ADR and without compromising the matter,	05
Total Scoring [40 + 20]	60

Yours faithfully

ANDM Representative



Mr BCW Makiwane
Manager : SCM

B. CONFIRMATION RECEIPT

Bidders are required to acknowledge receipt of this Notice to Bid and return it with the completed Bid Document as it will form part of the Contract Documents.

We have received all the pages of this **Notice to Bid Document** and have acquainted ourselves with the issues contained therein.

We also confirm that we are aware of the Bid Document closing date that is on **07 March 2024 @ 12:00PM**

Recommended by



Mr M Dubula

Legal Services Manager

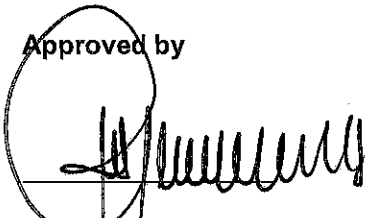
Supported by



Mr NR Xolo

Director : Strategic Governance

Approved by



Mrs UP Mahlasela

Acting Municipal Manager

NOTE: The bidders should sign at the bottom to acknowledge that they accept the Amendment of the Bid

Bidder.....

Signature of Bidder.....

Date.....