



SEDIBENG DISTRICT MUNICIPALITY

TENDER

BID NO:	DESCRIPTION	REGULATORY BODY	CONTACT PERSON
8/2/2/15-2021	Appointment Of A Panel Of Attorneys To Assist Sedibeng District Municipality With Legal Related Matters On An Ad Hoc Basis	Legal practice membership	Mrs. Refilwe Mhlwatika – (016) 450 3096/3000 E-mail: refilwem@sedibeng.gov.za or Mr. MaleboNgake –(016) 450 3176/3000 E-mail: lebsN@sedibeng.gov.za

The employer is the **Sedibeng District Municipality**.

The physical address for collection of tender documents is the office of Sedibeng District Municipality, Third Floor, Cashier's Office, Corner Leslie & Beaconsfield Avenue, Vereeniging.
(Contact Person: Madikgomo Ramonana at 016 450 3225/3000 for SCM Enquiries)

Documents will be available for download on the municipal website www.sedibeng.gov.za/tenders from **Thursday, 28 October 2021 and during weekdays thereafter.**

The closing time for receipt of bid tender document is **12:00 on, Thursday 9 December 2021**

Tenders, completed as prescribed, shall be sealed in an envelope marked with the bidders address, Tender No. and Description and be deposited in the **TENDER BOX at Sedibeng District Municipality,**

Cnr Leslie and Beaconsfield Avenue, Vereeniging. (The tender box is outside the building, ground floor).

Bidders must take note of the following:

- ✓ Bids must only be submitted on the bid documentation provided by the Sedibeng District Municipality;
- ✓ Bids will be evaluated according to the **80/20** preferential points system;
- ✓ Persons in the service of the state are not allowed to bid;
- ✓ The lowest or any other bid will not necessarily be accepted and the Municipality reserves the right to accept the whole bid or part thereof, or not to accept any bid;
- ✓ **Late, unsigned, or incomplete bid document will be disqualified;**
- ✓ **Bidders are requested to submit two copies(one copy and one original), each document must be clearly marked copy or original**
- ✓ Bidders that are not registered on the Database will result to the tender being **“Non Responsive”**
- ✓ All prospective suppliers are requested to attach their **Central Supplier Database (CSD)** registration number;

- ✓ The **CSD Summary Report** must be attached to the tender document submitted to Sedibeng District Municipality Main Building 3rdFloor;
- ✓ Bidders who are not registered on the CSD are requested to contact National Treasury at csd@treasury.gov.za or on 012 406 9222 for any assistance / Sedibeng District Municipality Tender Advisory Helpdesk on 016 450 3142/3000
- ✓ Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order;
- ✓ Bidders must ensure that the company status is “**In business**” with the Company and Intellectual Property Commission (**CIPC**);
- ✓ Bidders are requested to read and take note of the “information to Bidders” attached on the bid document;
- ✓ Bidders are required to submit original or certified copies of B-BBEE Status Level Verification Certificate together with their bids to substantiate their B-BBEE rating claims; and
- ✓ Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths
- ✓ A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
- ✓ **Bidder must be registered with the legal practice authority**

Tenderers should attach an Up to date utilities Account or Statement/ Lease Agreement. Failure to attach these documents will result to a tender being non-responsive.