WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WITZENBERG MUNICIPALITY

BID NUMBER: 08/2/23/110 **CLOSING DATE: 03 JULY 2026** **CLOSING TIME: 10:00**

DESCRIPTION: APPOINTMENT OF PANEL FOR THE RENDERING OF PROFESSIONAL LEGAL SERVICES UNTIL 30 JUNE 2029

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

The following conditions to bid exist:
(Failure to comply may result in your bid being disqualified)

1. Bidders should ensure that bids are delivered timeously to the correct address as indicated below. If the bid is late, it will not be accepted for consideration. The bid box is generally open 24 hours a day, 7 days a week. **Telephonic, facsimile, electronic/emailed and late bids will not be accepted.**
2. All prices must **include VAT**.
3. Bids will be evaluated according to the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2022 that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452. The following preference points system will be applicable:
   Price – 80 points
   BBBEE Level Status – 10 points
   Locality of enterprise – 10 points
   Total Points – 100 points
4. Bidders are required to submit Proof of Locality for the registered office - the office of a company registered as required by Section 23 of the Companies Act (71 of 2008) and for a sole proprietorship it shall be the proven residential address of the owner or the proven residential address of majority partner of the business (the proven residential address to be determined through any one of the following: municipal account address, bank account address or SARS address confirmation for a sole proprietorship. If any of the municipal account address, bank account address or SARS address differs, as included in the bidders' submission, the furthest address from our municipal main office shall be regarded as the registered office.
5. **An original or certified copy of the bidder's Broad-Based Black Economic Empowerment (B-BBEE) certificate must be attached to this bid document in order to claim B-BBEE points.**
6. Bid documents can be obtained during office hours from Monday to Thursday: 8h30 -13h00 and 13h45 - 15h30 and Fridays: 8h30 – 13h00 and 14h00 – 14h30 from the Witzenberg Municipality, Supply Chain Unit, Dromedaris Street, Ceres at a cost of **R 250.00** per set. The amount is payable at the Municipal Head Office, 50 Voortrekker Street, Ceres or via EFT.
7. The bids will be opened in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres in public immediately after the closing time at 10:00.
8. The bid must be properly received in a sealed envelope which must clearly indicate the description of the bid, the bid number and the name and postal address of the bidder on the outside of the sealed envelope. Unmarked bids will not be taken into consideration and will be returned.
9. The lowest or any bid shall not necessarily be accepted and the Municipality reserves the right to accept any part of the bid.
10. **Bidders must provide a valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS in order to confirm their tax compliance status. Failure to provide such details may result in your bid being disqualified.**
11. Do not dismember this Bid Document (do not take it apart or put documents between its pages).
12. All other documents of the submission must be **attached behind** this bid document.
13. The bidder must complete the checklist at the back of this bid document.
14. Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 27636 DATED 30 MAY 2005)

BANKING DETAILS AS FOLLOWS:	
Bank:	**First National Bank**
Name:	**Witzenberg Municipality**
Branch code:	**200107**
Account number:	**627 482 159 79**
Reference number:	**Bid number**

CONTACT DETAILS FOR ENQUIRIES:

Ms S Mentor **Tel: (023) 312-1765** **Email: supplychain@witzenberg.gov.za**

D NASSON
MUNICIPAL MANAGER