

MUNISIPALITEIT EMTHANJENI MUNICIPALITY



TENDER NO: 3/2014 TENDER LEGAL SERVICES

Tenders are hereby invited in terms of the Supply Chain Management Policy of the Emthanjeni Municipality, for the **Rendering of Legal Services to the Emthanjeni Municipality** at the Municipality's Head Office, 45 Voortrekker Street, De Aar 7000.

One complete set of tender documents will be available and can be obtained at the Emthanjeni Municipality Head Office, De Aar. A non-refundable deposit of R300.00 is payable before a tender document will be given to potential bidders.

The purpose of this tender is to provide support for the effective provision of legal services to the Emthanjeni Municipality for 1 year period with an option to extend for a further 2 year period.

Description of work:

The Service Provider will be expected to provide support in the following areas:

1. Preparation and vetting of contracts;
2. Support to the Municipality in all litigation matters (constitutional court, high court, electoral court and magistrate court);
3. Interpretation of statutes and the rendering of legal advice and legal opinions;
4. Drafting of legislative amendments to acts and subordinate legislation;
5. Drafting of legal notices;
6. Support in respect of labour matters in the Municipality for conciliation, mediation and arbitration as well as the labour court;
7. Support in respect of the conflict resolution project; a sound knowledge of objection and appeal procedures provided for in electoral laws;
8. Provide project-related support and inter-departmental and provincial co-ordination;
9. The supplier must be able to appear in South African courts.

Service Providers should have an appropriate tertiary qualification, with a minimum of at least six (6) years relevant working experience in the legal field; must have knowledge and experience of the drafting, vetting and preparation of contracts such as service level agreements, maintenance contracts, lease agreements, corporate agreements, employment contracts, etc. and relevant court experience in litigation matters, including civil litigation, criminal matters and labour law matters, as well as the drafting of legal opinions and reports. Service Providers should also have a good knowledge of local Government laws and systems, must have offices in De Aar or willing to establish a fully operational office in De Aar within a month of appointment at own costs.

MUNISIPALITEIT EMTHANJENI MUNICIPALITY

Tenders in sealed envelopes and properly marked: “**Tender no 3/2014 TENDER: LEGAL SERVICES**” must be placed in tender box at the Municipal Offices in 45 Voortrekker Street, 1st Floor, De Aar, or posted to Emthajeni Municipality, P O Box 42, De Aar 7000 to reach the mentioned address before **12:00 on 2 May 2014** of which it will be directly after which the tenders will be opened and will be made public. Tenderers that submit tenders by courier must make sure that all tender documents must be handed in and placed in the tender box before the closing time. Contact person: Mrs EV Diamane 053 632 9100.

Please note: No faxed or e-mailed tender will be accepted.

Short listed Tenderers will be required to make a 20 minutes presentation on their proposals.

Emthanjeni Municipality reserve the right to accept an option of a tender, and the lowest and / or any tender will not necessarily have to be accepted.

TARIFFS: Please provide a heavy duty tariff for administrative support and indicate possible discount.

Cost structure per hour / day..... per hour inclu.....per day inclu

1. Qualified attorney that can represent the Municipality in a court of law for litigation (all Inclusive rate excluding travel).
Discount offer _____
2. Legal advisor that cannot represent the Municipality in a court of law eg. to draft contracts/SLA/other agreements/general Legal advice / labour matters etc. (All inclusive rate excluding travel).
Discount offered _____
3. Travel cost per kilo _____
4. Para 1 + para 2 where a price all inclusive is requested, the following is envisaged:
#Telephone calls
#Administrative costs
#Typing, translating, posting, delivering within De Aar.
5. If the contract is extended for a further period of 2 years indicate annual escalation:
Second year: _____ %
Third year _____ %

Please provide your registration detail as practicing attorneys _____

**I VISSER
MUNICIPAL MANAGER
P.O. Box 42
DE AAR
7000
Notice no: 41 /2014**