



REQUEST FOR PROPOSALS
TOKOLOGO LOCAL MUNICIPALITY
TLM/08/2022-2023

SERVICE PROVIDER FOR LEGAL SERVICES (ATTORNEYS)

Kindly furnish the Tokologo Local Municipality with proposals for the supply of Legal Services as mentioned above.

ATTORNEYS MUST BE ABLE TO DEAL WITH THE FOLLOWING LEGAL MATTERS

- a) Civil claims and Labour dispute matters;
- b) Lease agreements and contracts in general;
- c) Formulating policies and by-laws;
- d) Conveyancing matters;
- e) Debt collections;
- f) Provision of oral and written Opinions to Council; and
- g) Any other legal matters referred by Council

NB: Matters will be dealt with on case by case basis whereby an invoice or claim will be submitted to the municipality for services rendered.

The proposal will be Evaluated and Adjudicated according to the following legislated criteria:- Relevant specifications, Value for money, Capability to executive the contract, Preferential Procurement Regulations 2022 and associated regulations.

GENERAL CONDITIONS: All proposals must comply with the following general conditions:

- 1. Attorneys must be registered on the CSD
- 2. Items must be fully described
- 3. Price of items must be firm
- 4. Price for items must exclude VAT
- 5. Valid for a minimum period 90 days
- 6. Indicate Delivery Period
- 7. Proposals must be assigned by a duly authorized person
- 8. No faxed documents will be accepted
- 9. Attach original Tax Clearance Certificate
- 10. Company registration documents
- 11. The Council's Supply Chain Management Policy will be applicable to this request
- 12. The successful service provider will be the one who scores the highest points.

TOKOLOGO LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO ACCEPT THE LOWEST OR ANY PROPOSAL!

No proposals will be considered from the persons in the Service / Employment of the State // Government

Proposals must be submitted on a letter head of your company with full particulars indicating street address, postal address, telephone, fax number and contact person. The Proposals should be clearly marked:

"SERVICE PROVIDER FOR LEGAL SERVICES"

And deposited in the tender box at:

**TOKOLOGO LOCAL MUNICIPALITY
 CORNER MARKET SQUARE & VOORTREKKER STREET
 BOSHOF
 8340**

CLOSING DATE: 14 April 2023 at 13h00 after which proposals will be opened

NO LATE PROPOSALS WILL BE ACCEPTED.

For further enquiries please contact Mr. Omphile Saila at Supply Management Office: 053 541 0014

**MR. LC TLHOKWE
 ACTING MUNICIPAL MANAGER**