



TENDER MN 187/2025

REGISTRATION ON THE PANEL OF ATTORNEYS FOR KWADUKUZA MUNICIPALITY FOR A PERIOD OF THREE YEARS

In terms of Chapter 11 of the Municipal Finance Management Act No 56 of 2003, tenders are hereby invited for the above.

The physical address for collection of tender documents is No. 14 Chief Albert Luthuli Street, Civic Building, KwaDukuza Office No.26 upon presentation of a receipt proving prior payment of a non-refundable fee of R495.00 (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash or EFT)

Account Name	: KDM Primary Account	Account Type	: Cheque
Name of bank	: ABSA	Account Number	: 4087627126
Name of branch	: Public Sector - KZN	Branch Code	: 632005
Reference	: MN 187/2025		

Tender documents will be available from 10h00 on 26 November 2025. The cut-off time for selling of tender documents is 15h00 on the 15 January 2026. Contact persons regarding collection of these documents is Administrator Shireen Govender, Tel No.: 032 - 437 5020, Room No 26 Civic Building, KwaDukuza Municipality email shireeng@kwadukuza.gov.za, Technical queries can be addressed to the Director Legal, Mrs Pam Govender, Email: pamelag@kwadukuza.gov.za

A compulsory clarification meeting, with representatives of the Employer, will take place at the KwaDukuza Municipality: PMU boardroom Lavoipierre Building, yard complex (back entry), 2 Industria Crescent, KwaDukuza, 4450 on 16 January 2026, starting at 10H00. Failure to attend the compulsory clarification meeting will disqualify the tender. Doors to the venue will be closed at 10H00 and the briefing will commence immediately. Late attendance will not be accepted, and tenderers will NOT be admitted into the meeting venue. Only those tenderers who are in possession of a tender document shall be permitted to participate in discussion at the compulsory clarification meeting and site inspection.

Tenders shall be placed in sealed envelopes, endorsed with **TENDER NO. 187/2025 - REGISTRATION ON THE PANEL OF ATTORNEYS FOR KWADUKUZA MUNICIPALITY FOR A THREE (3) YEAR PERIOD** be placed in the Tender Box at the SCM Municipal Offices, No. 2 Industria Crescent, KwaDukuza, Lavoipierre Building, SCM Offices not later than 12h00 on 30 January 2026, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic, or faxed tenders will not be accepted.

Tenders will be evaluated and adjudicated according to the following criteria: -

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations, 2022 (Points claimed will be scored for specific goals and proof of such claim must be provided with your Bid). Failure in providing relevant proof will result in no points being awarded for specific goals / preference points.
- KwaDukuza Municipality will be applying specific goals in terms of Section 2 (1)(d) and (e) of the Preferential Procurement Policy Framework Act, 2000(Act No 5 of 2000). The Specific goals applied for this bid: only EME's or QSE's or Large Enterprises which are at least 51% owned by Black people shall be considered.
- Council's Supply Chain Management Policy, MFMA, Council's Preferential Procurement Policy and other Applicable Legislation.
- Service Providers Shall be registered on the National Treasury's Central Supplier Database.
- Prices tendered must be firm and Inclusive of VAT.
- The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order will be verified against the information recorded on the Central Supplier Database (CSD).
- Service providers are required to complete in full all Applicable MBD's.
- A copy of the most recent municipal account / utility bill in which the business is registered and any of its Directors, District Municipality (water) and Local Municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the Municipal Services are not in arrears OR a letter from the Ward Councillor or an Affidavit stating that the ward in which the business operates is Exempt from paying Municipal rates and taxes or Municipal Services. (the validity of the contents of the letter or affidavit in respect of rates will be tested with the Municipal Finance Rates office). Failure to submit this will lead to your bid being deemed as non-responsive.
- RDP Criteria applied for this Tender: Service providers who are based within Kwazulu-Natal will be considered. Proof of address by way of Municipal Utility bill or an Affidavit to confirm Locality must be provided with your bid.
- The tender offer validity period will be 90 consecutive days (3-Months).
- Service providers shall submit all certificates required in terms of mandatory requirements.
- Service providers that achieve the minimum of 50 points shall be considered for further evaluation.
- If the value of the work allocated to the firm exceeds R10 million the bidder shall than be required to provide Audited Annual Financial Statements for the past three (3) years.
- Compliance with Regulation 27(2) of the Supply Chain Regulations (Where brand names may be specified or an equivalent will suffice).

Failing to comply with the above-mentioned criteria will result in your bid deemed as non-responsive.

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Data Base. Council does not bind itself to accept any part or the whole of any tender. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. For all tenders awarded exceeding R4m, the Tenderer must sub-contract 30% on an EME or QSE which is at least 51% owned by black people within the jurisdiction of KwaDukuza Municipality. Canvassing in any form in the gift of Council is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from persons in the services of any organ of state.

N.J. MDAKANE
MUNICIPAL MANAGER.