



**REQUEST FOR PROPOSALS  
TOKOLOGO LOCAL MUNICIPALITY**

**SERVICE PROVIDER: FOR LEGAL SERVICES (ATTORNEYS)**

**CLOSING DATE & TIME: 28 FEBRUARY 2014 AT 12H00**

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 service rendered.

The proposal will be Evaluated and Adjudicated according to the following legislated criteria:- Relevant specifications, Value for money, Capability to execute the contract, PPPFA and associated regulations.

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

1. Items must be fully described.
2. Price for items must be firm.
3. Price for items must exclude VAT
4. Valid for a minimum period of 90 days.
5. Indicate Delivery Period must be and be firm.
6. Proposals must be signed by a duly authorized person.
7. No faxed documents will be accepted.
8. Attach original Tax Clearance certificate.
9. Company registration documents
10. The Council's Supply Chain Management Policy will be applicable to this request.
11. 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 letterhead 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** or handed in at  
**SUPPLY CHAIN MANAGEMENT OFFICE  
TOKOLOGO LOCAL MUNICIPALITY  
VOORTREKKER STREET & MARKET  
SQUARE, BOSHOF**

**CLOSING DATE: 28 FEBRUARY 2014 at 12:00** noon, after which proposals will be opened.

**NO LATE SUBMISSIONS WILL BE ACCEPTED!**

For further enquiries contact Lerato Mphirime at Supply Chain Management Office: (053) 541 0014

**Mr. M.J. CHAKANE  
ACTING MUNICIPAL MANAGER**