

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718

Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

HANDLING OF LEGAL MATTERS FOR ANDA

BID NO: ANDA/04/2018/2019

DESCRIPTION OF BID

Alfred Nzo Development Agency invites all interested Service Providers to submit proposals for **the handling of Legal Matters for Alfred Nzo Development Agency.**

Alfred Nzo Development Agency SOC LTD requires services of Law Firms which shall work with the Chief Executive Officer (CEO) and various Heads of Departments under the general supervision, in relation to *inter alia*, the following aspects of law:

- (a) Administrative, Public Policy and Regulatory Law.
- (b) Debt collection.
- (c) Conveyancing and Property Law
- (d) Labour Law.
- (e) Contract Drafting and Contract Management.
- (f) Magistrates' Court, High Court and Supreme Court Litigation. (g) Institute and/or defend ANDA.
- (h) Any other specialist field that the firm of attorneys has expertise in and that is relevant to the working environment of the ANDA.
- (i) Legal expert or specialist on corporate governance including the Companies Act and all legislation and policy dealing with the regulation and oversight of municipal entities.

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING COMPULSORY SUBMISSIONS

- All bidders must have registered in the Centralised Supplier Database (CSD).
- All bids submitted will remain valid for a period of 90 days after the closing date.
- Valid tax clearance certificate & pin.
- Certified copies of B-BBEE level certificate or affidavit for company and that of joint venture (where applicable).
- Company profile with traceable references (**attach proof**).
- Joint venture agreement (where applicable).
- Detailed information of the service provider.
- All prospective bidders are required to submit MBD 4 and MBD 8 forms (completely filled by all members of the company or a certificate for authority of signatory authorizing one member to sign on behalf of all members of the company) and failure to do so will result in disqualification.

- All MBD forms (e.g. Declaration of interest) must be completed in full.

EVALUATION CRITERIA

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO. 5 of 2000 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Bids will be evaluated based on the following criteria:

- Stage 1 – Functionality
- Stage 2 – Price and B-BBEE Points

Only bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION - FUNCTIONALITY	
Functionality	
• Capacity and Expertise	40
• Previous experience (CV to be provided)	30
• Fidelity Fund Certificate	30
STAGE 2 OF EVALUATION- PRICE &PREFERENTIAL POINTS	
B-BBEE POINTS	20
Price	80
TOTAL	100

TENDER PUBLICATION

Tender documents/ Terms of Reference will be available **from 24 May 2019** at Reception, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Mount Ayliff and on our website www.andm.gov.za on payment of a non-refundable fee of R 500 (vat inclusive) per document and attach deposit slip when submitting the Tender Document. Reference must be the company name. Direct Electronic Transfer should be made into **Alfred Nzo Development Agency's Account at FIRST NATIONAL BANK. Account no: 62215290355, Branch code 250035 and proof of deposit is required upon collection of the tender document. No cash will be accepted.**

CONDITIONS

All goods and services will be made through official order form/ Letter of appointment. Therefore, no goods must be delivered or services rendered before an official order/ letter of appointment has been forwarded and accepted by the successful bidder.

- All prices quoted must be inclusive of VAT. Suppliers who are not registered for VAT will be treated as non-VAT Vendors.
- Price quoted must include all charges including delivery and other disbursements.

CLOSING DATE

Bid document including all relevant documentation in a sealed envelope, marked **HANDLING OF LEGAL MATTERS ANDA/04/2018/2019**, must be deposited in the bid box or couriered to Alfred Nzo Development Agency, ERF 1400, Ntsizwa Street, Umzimvubu Goats Complex, Mount Ayliff not later than **12h00pm** on the **21st of June 2019** where bids will be opened in public.

Late, incomplete, electronic, telegraphic, telexed and faxed bids will not be considered.

Enquiries should be directed to office of the CEO, Ms Mtolo at 039 492 0011/ 071 625 0786 or may be directed to SCM Manager, Mr Mdudi at 039 492 0011 / 082 786 0772, email mdudio@anda.org.za

Prospective partners are invited to submit one or more proposals for consideration by the Agency. ANDA reserves the right to accept wholly or partially or to reject bids submitted.

Ms. M. Bambeni
Acting Chief Executive Officer