



Maropeng Mokhatla
(011) 951-2541

Rethabiseng Mokebe(Legal Services)
(011) 951-2449

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)

Kindly furnish Mogale City Local Municipality with a written quotation for the supply of the following services: **Q: CORP (L) 05/2009**

QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED CONSULTING FIRM/S TO CARRY OUT A LEGAL COMPLIANCE AUDIT AND DEVELOP A LEGAL COMPLIANCE PROGRAMME FOR MOGALE CITY LOCAL MUNICIPALITY.

Closing date and time: **MONDAY 24 NOVEMBER 2008 @ 12:00**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the date and time as indicated on the attached schedule to:

**Mogale City Local Municipality
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing – Reception Desk Electricity Sub-Directorate
Tender Box 1**

The following conditions will apply:

- Quotation documents available from website www.mogalecity.gov.za or from the Supply Chain Management Section (Tumi Ramatsie) at (011) 951-2511, Finance Dept, Civic Centre, Krugersdorp.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the **enclosed forms**:
 - **MBD 2: Tax clearance certificate;**
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: HDI preference points (7);**
 - **MBD 6.3: Preference points for SMME's (3) &**
 - **MBD 6.11: Preference points to Mogale based companies (10)**must be scrutinized, completed and submitted together with your quotation.
IF THE MBD FORMS ARE NOT COMPLETED AND SUBMITTED WITH THE QUOTATION, THE TENDERER WILL FORFEIT THE 20 POINTS ALLOCATED IN TERMS OF THESE SPECIFIC GOALS
- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

The person to be contacted for further information is Rethabising Mokebe at (011) 951-2449 Sub-Directorate: Corporate Support Services: Legal Services.

The request for quotations is to be advertised from the **14 November 2008 to 24 November 2008 and the closing date to be 24 November 2008 at 12H00.**

Yours faithfully

SPECIALIST: PROCUREMENT

CORP (L) 05/2009: APPOINTMENT OF EXPERIENCED CONSULTING FIRM/S TO CARRY OUT LEGAL COMPLIANCE AUDIT AND DEVELOP A LEGAL COMPLIANCE PROGRAMME FOR MOGALE CITY LOCAL MUNICIPALITY.

TERMS OF REFERENCE

Mogale City Local Municipality (“the Municipality”) invites quotations from experienced service providers to carry out a legal compliance audit and develop a comprehensive legal compliance program in accordance with applicable legislation and policies. The program must also foster and ensure ethical conduct and provide guidelines to employees councilors committees in conducting Municipal business.

Mogale City Local Municipality will not provide reimbursement for any expenses incurred in connection with this tender, including the costs of preparing the response or providing any additional information as may be required.

All material submitted in response to this, will become the sole property of the Municipality.

1. APPOINTMENT PERIOD

The term of the project shall be six months.

2. SCOPE OF SERVICES

- The Municipality is obliged by law to conduct its affairs in a manner which is in accordance with the Constitution of the Republic of South Africa and the laws governing local government. In the day to day running of a Municipality it can occur that there may be instances of non compliance. Non compliance is to be avoided at all costs. But at times it is difficult for the institution to gauge its compliance or want thereof. It therefore falls upon external parties to assist with the determination of the level of compliance and render an unbiased assessment. While the Municipality has an in-house legal unit with experience in this area, we seek to augment our existing capabilities by appointing an independent service provider to assist with the auditing, assessment and to design a strategy or intervention to remedy non compliance if so found. It is expected that the appointed Firms shall, at all times, provide the services diligently and in a professional manner.
- The firms selected should have demonstrable qualifications and experience in Legal compliance in local government and exposure in the following areas:
 - Corporate Governance
 - Information Systems
 - Infrastructure
 - Financial Management
 - Human Resource Management

3. REQUIREMENTS

In setting forth its qualifications, each service provider shall provide, concise but adequate detail of the information sought below.

The following is a list of the information to be provided by the service provider:

A. Management and Qualifications

- Description of the management and personnel structure of the service provider detailing the number and identity of partners, associates and assistants.
- Detail the services which your firm could provide to the Municipality regarding legal compliance.

- State the names of the partners and associates who would be assigned to the Municipality's account area, describe the expected services to be provided by each, provide their resumes including a brief summary of any notable transactions, issues and/or matters handled by them which you feel demonstrate the nature and extent of their expertise and reputation.
- Service providers should specifically provide descriptions of their involvement, if any, with the following: any Municipality or Government institution in the past five years.
- The service provider must be well versed and acquainted with all laws governing Local government .

B. TARIFF STRUCTURE/ FEE STRUCTURE

Please see MBD 3.3 attached hereto

1. TIMEFRAMES FOR DELIVERABLES

- The Services will be rendered within six months from date of signature of the service level agreement to be entered into with the successful service provider.
- Failure to render Services within a reasonable time shall be regarded as non-performance and may lead to termination of the contract, regardless of the termination the Municipality reserves the right to institute action against the firm for professional negligence.
- Firms shall be required to submit a reports on completion of the project. of all matters handled by the firm. The firms may however be requested to give a report to short notice on certain conditions.

4. FUNCTIONALITY EVALUATION CRITERIA

	CRITERIA	WEIGHTS	MINIMUM SCORE
1.	<ul style="list-style-type: none"> ➤ Expertise, Competency Experience and Qualification of the service provider in the area(s) proposed ➤ The potential service provider's track record of similar or relevant work (CV of members attached.) 	20	
2.	<ul style="list-style-type: none"> ➤ Commitment time of the service provider to the project and resources available that will specifically be utilized for this project contract ➤ Time frames for deliverables 	15	
3.	<ul style="list-style-type: none"> ➤ Skills transfer to MCLM /Pro-Bono 	5	
	TOTAL SCORE	40	30

Service Providers must score a minimum of 30 out of the possible 40 points to be appointed as the successful service provider.

SPECIAL CONDITIONS OF CONTRACT

- The Firm shall exercise all reasonable skill, care and diligence in discharging these obligations in terms of the agreement and shall comply with all Prevailing Legislation relating to the rendering of the Services.
- Mogale City Local Municipality's selection of successful bidders shall not be binding until the Service Level Agreement has been signed by the Municipality and the successful bidders.
