

MOPANI DISTRICT MUNICIPALITY**SUPPLY CHAIN MANAGEMENT****DATE: 19 AUGUST 2024**

BID NO.: MDM2024/25-01: PANEL OF ATTORNEYS FOR MOPANI DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

SUBJECT: ADDENDUM 1 – PANEL OF ATTORNEYS FOR MOPANI DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

1. DETAILS OF ADDENDUM:

This addendum is issued to amend the period for company experience returnable to be submitted for the purposes functionality. The issued document stated that the company experience require/to be submitted from an organ of state must be between 2012 and 2017. This addendum seeks to correct that said period for company experience acquired/awards between 2012-2017 to experience/ awards acquired/awards between 2019 up to 2023/24.

Furthermore, the tender document has also been uploaded on the E-tender website. Document may be downloaded from the E-Tender website however, bid submissions must be supported by the purchase receipt issued by the municipality.

1. Functionality criteria

- Maximum Points to be allocated 100 points.
- Minimum Points to qualify is 75 points.

The following Criteria will be used for evaluation of Tenders on functionality:

CRITERION	POINTS
FUNCTIONALITY	80
SPECIFIC GOALS	20

Bidders who comply with administrative/eligibility requirements will qualify for further evaluation on functionality and specific goals.

Only Tenders who achieve a total of 75 points or more will be included in the Panel of attorneys. The sequence of listing will be descending based on the total points scored between functionality and specific goals. The municipality may perform risk assessment of any tenderer before placing in the panel.

FUNCTION-TENDER RATING MATRIX		A-Tender rating (score 1-5)	B-WEIGHTING
Experience of the firm in providing legal matters listed in paragraph two above: (Attach appointment letter from Organs of State).	Previously awarded relevant projects 5 or more in the last 6 years by an organ of the state between year 2019 up to 2024).	5	50
	Previously awarded relevant projects 4 or more in the last 6 years by an organ of the state between year 2019 up to 2024).	4	
	Previously awarded relevant projects 3 or more in the last 6 years by an organ of the state between year 2019 up to 2024).	3	
	Previously awarded relevant projects 2 or more in the last 6 years by an organ of the state between year 2019 up to 2024).	2	
	Previously awarded relevant projects 1 or more in the last 6 years by an organ of the state between year 2019 up to 2024).	1	
Experience of team leader: (Attach CV's, relevant certified qualifications and admission certificate and certified ID copy)	Project team leader with relevant NQF 7 or higher, admission as an attorney with at least 7 years relevant working experience.	5	15
	Project team leader with relevant NQF 7 or higher, admission as an attorney with at least 5-6 years relevant working experience.	4	
	Project team leader with relevant NQF 7 or higher, admission as an attorney with at least 3-4 years relevant working experience.	3	
	Project team leader with relevant NQF 7 or higher, admission as an attorney with at least 1-2 years relevant working experience.	2	

	Project team leader with relevant NQF 7 or higher, admission as an attorney with at least 0 years relevant working experience.	1	
Experience of personal assist members: (Attach CV's, relevant certified qualifications and certified admission certificate and certified ID copy)	Personal Assistant with relevant NQF 7 or higher, admission as an attorney with at least 5 years relevant working experience.	5	10
	Personal Assistant with relevant NQF 7 or higher, admission as an attorney with at least 4 years relevant working experience.	4	
	Personal Assistant with relevant NQF 7 or higher, admission as an attorney with at least 3 years relevant working experience.	3	
	Personal Assistant with relevant NQF 7 or higher, admission as an attorney with at least 2 years relevant working experience.	2	
	Personal Assistant with relevant NQF 7 or higher, admission as an attorney with at least 1 year relevant working experience.	1	
Experience of administrative staff members: (Attach CV's, relevant certified qualifications and certified ID copy.	Administrative staff with relevant NQF level 4 or higher, with at least 5 years relevant working experience.	5	5
	Administrative staff with relevant NQF level 4 or higher, with at least 4 years relevant working experience.	4	
	Administrative staff with relevant NQF level 4 or higher, with at least 3 years working experience.	3	
	Administrative staff with relevant NQF level 4 or higher, with at least 2 years relevant working experience.	2	
	Administrative staff with relevant NQF level 4 or higher, with at least 1 year relevant working experience.	1	
Preference points for specific goals	Means of verification	Number of points	
Owned by black person	Identity document	4	
Owned by black person that are woman	Identity document	4	
Owned by black person that are youth	Identity document	4	
Owned by black people with disabilities	Medical report indicating disability	4	
Owned by black people living in rural areas	Letter from traditional authority	4	
Total	Functionality criteria Formula: $Bid = \frac{Ax B}{5}$ (For company experience and key personnel only) Specific goals points will be allocated based on verification documents submitted		100

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Mogano TJ
Municipal Manager