



KAROO HOOGLAND

MUNISIPALITEIT / MUNICIPALITY



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R300 000.00(incl VAT) (For Publication on Karoo Hoogland Website and Notice Boards)

RE-ADVERTISEMENT

QUOTATION NUMBER : R6/10/700/2025-2026

ADVERTISING DATE : 24 October 2025

CLOSING DATE: 03 November 2025

Karoo Hoogland Municipality hereby invites all interested Qualified Service Providers to furnish us with written quotations for the supply and delivery of the services/goods as detailed in the enclosed specifications.

The quotation must be submitted on the letterhead of your business quoting the above quotation number not later **than 03 November 2025 at 12H00.**

PROJECT NAME: Provision of legal Opinion on the appointment of the Chief Financial Officer (CFO) (Williston)

The quotation can either be hand delivered in a sealed envelope marked with quotation number to: **The SCM Practitioner, Karoo Hoogland Municipality Offices, 2 Mulder Street, Williston, 8920** or emailed to t.petoors@karoohoogland.gov.za for the attention of the SCM Office. Please specify in your email or on your sealed envelope the **Quotation Number** stated above.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from closing date of quotation.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Goods must be delivery/service within 7 days after receiving the order
- Bidders must complete the following forms: (obtainable from the municipal SCM office and submit it with their quotation)
 - MBD 2 (Tax Clearance Certificate) ○
 - MBD 4 (Declaration of Interest)
 - MBD 6.1 (Specific Goals – ID documents of the directors and shareholders must be attached)
 - MBD 8 (Declaration of Bidders past supply chain management practices)
 - MBD 9 (Certificate of independent Bid determination);
 - MBD 15 (Municipal accounts (not older than 3 months) OR lease agreement)
 - CIPC
- Bidders must be registered on the National Treasury Central Suppliers Database.
- **Proof of registration with the Legal Practice Council.**
- Bidders must ensure that they submit a valid Tax Clearance and ID documents of directors and shareholders.
- Quotations between **R 30 000** and **R 300 000 (Vat Incl)** will be evaluated using **80/20** preferential system.
- The Municipality reserves the right to partial acceptance of one or more quotations, to withdraw any invitation to quotations and/or to re-advertise or to reject any quotation.

NB: No quotation will be considered from persons in the service of the state!

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SCM Department

Tel: 053 285 0998 / t.petoors@karoohoogland.gov.za

SPECIFICATIONS

1. BACKGROUND

Karoo Hoogland Municipality seeks the services of a suitably qualified and experienced legal service provider to provide a comprehensive legal opinion on the appointment of the Chief Financial Officer (CFO). This is to ensure compliance with the relevant legislation, regulations, and municipal policies governing senior appointments.

2. SCOPE OF WORK

The appointed service provider will be required to:

A. Review all relevant documentation pertaining to the appointment of the CFO, including but not limited to:

- Recruitment and selection process records.
- Applicable Council resolutions.
- Relevant statutory and regulatory frameworks (e.g., Local Government: Municipal Systems Act, 2000, as amended; Local Government: Municipal Finance Management Act, 2003; Municipal Regulations on Minimum Competency Levels, 2007; and any other applicable legislation).
- The Response of the MEC.

B. Provide a written legal opinion addressing the following:

- Whether the recruitment and appointment process complied with the applicable legislation, regulations, and municipal policies.
 - Whether the appointee meets all prescribed competency and compliance requirements.
 - Any risks, irregularities, or potential legal challenges associated with the appointment.
 - Recommendations on the way forward to ensure full compliance and mitigate risks for the Municipality.
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3. DELIVERABLES

- A formal written legal opinion submitted in both electronic (PDF) and printed format.
 - Presentation of findings to Council/Management if required.
 - **TAKE NOTE THAT THIS IS ONLY FOR A LEGAL OPINION AND NOT FOR LITIGATION.**
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4. TIME FRAMES

- The legal opinion must be delivered within **5 working days** from the date of appointment.
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5. EVALUATION CRITERIA

Quotations will be evaluated on the basis of:

Functionality (Minimum Threshold: 70 points)

- Proven experience in local government law with particular emphasis on the appointment and conditions of employment for Senior Managers. (40)
 - Qualifications and professional standing of the legal practitioner(s) (30 points).
 - Experience in providing legal opinions to municipalities or organs of state (30 points).
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6.DELIVERY OF GOODS

Karoo Hoogland Municipality
02 Mulder street
Williston
8920

7. INFORMATION TO BE PROVIDED WITH THE QUOTATION

- ID documents of directors and shareholders
- Valid Tax Clearance Certificate
- MBD Forms
- CSD Report
- CIPC
- Proof of registration with Legal Practice Council.
- **Documentation necessary for the Evaluation Criteria**

Any enquiries: TN Petoors t.petoors@karoohoogland.gov.za

FINANCIAL EVALUATION – POINT SCORING

The evaluation will be performed on 80/20 principles as Provided in PPFA :

Price :	80 points
Specific Goals: 10 -Youth and 10 -Locality Total	20 points
	100 points