



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)

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

ADVERTISING DATE : 8 October 2025

CLOSING DATE: 14 October 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 14 October 2025 12H00.**

PROJECT NAME: Provision of legal Opinion(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

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:

1. **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
 2. **Provide a written legal opinion addressing the following:**
 - Compliance with the regulations on appointment and conditions of employment of senior managers of senior managers, with emphasis on compliance with Annexure A and B thereof;
 - Compliance with the provisions of Section 56 of the Local Government Municipal Systems Act, Act 32 of 2000.
 - Whether Council may rescind the appointment of the Chief Financial Officer
 - The powers of the MEC for Local Government in relation to the appointment of Senior Managers as provided for in Section 56 Local Government Municipal Systems Act, Act 32 of 2000.
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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.
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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.
 - 5 or more matters – 30 points
 - Less than 5 matters- 20 points
 - 1 matter - 10 points
- Qualifications and professional standing of the legal practitioner(s) (30 points).
 - 10 or more years post admission experience – 30 points
 - less than 10 years but more than 5 years post admission experience – 20 points
 - less than 5 years post admission experience – 10 points
- Experience in providing legal opinions to municipalities or organs of state (30 points).
 - 5 or more opinions (matter details and details of client required) – 30 points
 - Less than 5 opinions (matter details and details of client required)- 20 points
 - 1 opinion (matter details and details of client required)- 10 points

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 board

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	20 points
Total	100 points

