Ubuntu Municipality

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UBUNTU MUNICIPALITY

78 Church Street, Victoria West, 7070

Tel: 053 621 0026 | Fax: 053 621 368

TENDER NOTICE AND INVITATION TO TENDER

TENDER NO: UB/VW/04/2026/2027

APPOINTMENT OF LEGAL SPECIALIST TO RENDER LEGAL AND ADVISORY SERVICES TO THE UBUNTU LOCAL MUNICIPALITY FOR THE PERIOD OF 36 MONTHS

Ubuntu Municipality hereby invites all prospective and suitably qualified bidders to submit tenders for appointment to a panel of legal specialists to render legal and advisory services from 01 January 2027 up to 30 June 2030.

1. COLLECTION OF TENDER DOCUMENTS

Tender documents, drafted in English, are obtainable from Mr. AR Botha at the offices of the Supply Chain Management Unit, Ubuntu Municipality, 78 Church Street, Victoria West, 7070, between 07h30 and 16h00.

A non-refundable tender deposit of R1 500.00 (One Thousand Five Hundred Rand only) is payable prior to the collection of documents. Payment may be made in cash at the municipal cashiers or via direct deposit into the Municipality's bank account:

Bank: Standard Bank of South Africa

Account Type: Cheque

Account Number: 040106349

Branch Code: 051001

No tender documents will be issued without valid proof of payment and confirmation that the funds reflect in the municipal bank account. Proof of payment may be emailed to scm@ubuntu.gov.za or abotha@ubuntu.gov.za.

2. SUBMISSION OF TENDERS

Completed tender documents must be submitted strictly on the official bid documentation issued by Ubuntu Municipality. Tenders must be placed in a sealed envelope clearly endorsed with the tender number and full title:

"TENDER NO: UB/VW/04/2026/2027 – APPOINTMENT FOR PANEL OF LEGAL SPECIALISTS TO RENDER LEGAL AND ADVISORY SERVICES TO THE UBUNTU LOCAL MUNICIPALITY FOR 36 MONTHS".

Sealed envelopes must be deposited into the Tender Box situated at the offices of Ubuntu Municipality, 78 Church Street, Victoria West.

• Closing Date and Time: Monday, 14 December 2026 at 12h00.

• Public Opening: Tenders will be opened in public immediately after closing in the Finance Boardroom.

• Late or Electronic Submissions: No faxed or emailed bids will be considered.

3. EVALUATION CRITERIA AND CONDITIONS

• Preferential Procurement: Tenders shall be evaluated in terms of the Preferential Procurement Policy Framework Act, No. 5 of 2000 (referenced in notice as 2002) and the Preferential Procurement Regulations, 2022. Bidders may claim preference points in terms of their Specific Goals and Price.

• General Conditions: All tenders are subject to the General Conditions of Contract and the Supply Chain Management Policy of Ubuntu Municipality. The Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender as it may deem expedient.

4. ENQUIRIES

All enquiries relating to this tender may be directed to the Chief Financial Officer (CFO) and Financial Manager, Mr. R Shuping and Mr. JC Kumbi, on 053 621 0026 or via email at cfo@ubuntu.gov.za and jsaaiman26@gmail.com

MR. Z. P. MJANDANA

ACTING MUNICIPAL MANAGER