

**Tender Number: (2022/009)**

**Tender Title: PANEL OF SERVICE PROVIDERS FOR CONVEYANCING AND LAND LEGAL MATTERS FOR A PERIOD OF FIVE YEARS**

### **T1.1 TENDER NOTICE AND INVITATION TO TENDER**

Umgeni Water is a state owned business enterprise that operates within the South African legislative parameters. The primary function of Umgeni Water is to supply treated water in bulk to its municipal customers.

Competent and experienced Service Providers are invited to Tender for the following:

#### **PANEL OF SERVICE PROVIDERS FOR CONVEYANCING AND LAND LEGAL MATTERS FOR A PERIOD OF FIVE YEARS**

In addition to the Eligibility Criteria specified in Clause F2.1 of the tender document, tenderers are required to fulfil the following:

- The tenderer shall be duly registered to practice with Legal Practice Council.
- The tenderer shall have a valid Fidelity Fund Certificate.
- Tenderers are required to achieve at least 35% Contract Participation Goals (CPG) including a minimum 10% Black Women participation and another 10% for Local participation of the value of goods, services and Works paid to one or more targeted enterprises to comply with Umgeni Water's BBBEE policy initiative.

Evaluation method:

The tender will firstly be evaluated on eligibility. If found to be eligible, it will be further evaluated in two stages i.e.

- Functionality shall be assessed. A minimum functionality score of seventy (70) points is required for the tender to be considered further.

Instructions for accessing and for the submission of tender documents:

#### **Tender Submission**

The physical address for the submission of Tenders is: Umgeni Water, 310 Burger Street, Pietermaritzburg.

#### **How to Access Tender documents**

Tender documents are available from the Supply Chain Management Office. Due to COVID-19, documents will be issued by email, upon request and submission of proof of payment to [daphne.mseleku@umgeni.co.za](mailto:daphne.mseleku@umgeni.co.za).

Documents will ONLY be issued in electronic format, during working hours from **09h00 to 15h00** and date from **15 November 2021 to 26 November 2021** ( Period of purchasing tender document is strictly two weeks, no late payment allowed).

A non-refundable tender fee of **R 200.00**, payable by Electronic Fund Transfer is required before we email the Tender Document to the tenderer.

BANK NAME;	NEDBANK LIMITED
ACCOUNT NAME:	UMGENI WATER BOARD – MAIN ACCOUNT
ACCOUNT NUMBER:	1196366594
REFERENCE:	2022/009 and Company Name.

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.  
2 TENDERER TO FORWARD NOTIFICATION OF PAYMENT BY E-MAIL TO [DAPHNE  
MSELEKU] AT [daphne.mseleku@umgeni.co.za]**

**NOTE: NO CASH PAYMENT WILL BE ACCEPTED WHEN ISSUING ONLINE TENDER  
DOCUMENTS**

Queries relating to the issuing of this document shall be address to, Ms Daphne Mseleku,  
Tel No.: 033 341 1550 e-mail: [daphne.mseleku@umgeni.co.za](mailto:daphne.mseleku@umgeni.co.za)

**A compulsory** virtual MS Teams Meeting will be held on 29 November 2021 at 11h00 The  
Compulsory Virtual MS Teams Meeting will be held via the App for Microsoft Teams. Tenderers  
must ensure that they download the App and submit to Umgeni Water the necessary email  
address and cell phone number to [daphne.mseleku@umgeni.co.za](mailto:daphne.mseleku@umgeni.co.za) by not later than 48 hours  
before the date of the meeting to enable the SCM Department to set up the virtual meeting

The closing time for submission of tenders is **12h00 on 27 January 2022**

Tenders are to be deposited in the tender box located outside the main entrance at **Umgeni Water,  
310 Burger Street, Pietermaritzburg.**