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*Better District, Better Life and Growth for all.*

Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/005993/30

[www.anda.org.za](http://www.anda.org.za)



**04 MARCH 2025**

**ADVERT: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR HANDLING OF LEGAL MATTERS FOR ALFRED NZO DEVELOPMENT AGENCY**

**BID NO: ANDA 29/2024/2025**

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms of s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit proposals for the handling of ANDA legal matters for a period of 36 months.

**Notes to Prospective Bidders/compulsory submissions**

- All bidders must be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Company Registration document and valid Tax Clearance Certificate and/or Pin should be attached
- Copies of ID Documents for all directors of the company (IDs and all submitted certificates must be certified with a certification that is not older than 3 months). Copies of all documents must be certified originals (not copy of a copy)
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located. Bidders whose accounts are in arrears for more than three months will be disqualified.
- If the company or its directors do not pay rates nor services, submit both an affidavit confirming this and proof of residence from ward councillor. If you submit one, you will be disqualified.
- A signed lease agreement will be accepted for bidders that do not own property and not liable for rates and services
- Fidelity Fund Certificate
- Joint Venture agreement (where applicable)
- Ethics commitment form should be attached
- Company profile with traceable references should be attached
- All bidders are required to submit MBD forms 1, 4, 6.1, 8 and 9 forms which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from [www.anda.org.za](http://www.anda.org.za). Failure to do so will result to disqualification.
- Bids received after the published closing date will not be considered and will not be opened

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2022), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

**The proposals / quotations will be evaluated in two stages, namely:**

Stage 1 – Capacity to execute work

Stage 2 – Price and Preferential Points (Goal 3)

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award. 8

ITEM	Weight
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
Goal 3	20
Price	80

<b>Previous Company Experience</b>	<b>Weighting</b>
Traceable record for successful completion of a minimum of 05 or more handling of legal matters projects	50
Traceable record for successful completion of a minimum of 04 or more handling of legal matters projects	40
Traceable record for successful completion of a minimum of 03 or more handling of legal matters projects	30
Traceable record for successful completion of a minimum of 02 or more handling of legal matters projects	20
Traceable record for successful completion of a minimum of 01 or more handling of legal matters projects	10
<b>Maximum Weighting</b>	<b>50</b>
<b>Note COMPULSORY attachments for verifying work done:</b>  A traceable record will be evaluated on the basis of a completion certificate or reference letter, which must be on the letterhead of the referring institution, for each project completed.  A completion certificate must be accompanied by an appointment letter/ purchase order.	
<b>Capacity and Expertise to Undertake the Project</b>	<b>Weighting [50]</b>
<b>A Project Team with the following areas of expertise:</b>	
Project team leader with post admission as an Attorney of the High Court of SA, having a fully established Law Firm. (Attach CV and qualifications of Team Leader and Team members) NB: Attach certified copies not older than 3 months for all certificates, qualifications and Curriculum Vitae – CV and admission	20

2x Team members with post admission as an Attorney of the High Court of SA ( <b>Attach CV and qualifications</b> ) NB: Attach certified copies not older than 3 months for all certificates, qualifications and Curriculum Vitae – CV and admission		10
Fidelity Fund Certificate		20
<b>Total Maximum Weighting</b>		<b>50</b>
<b>SPECIFIC GOAL 3: COMBINATION OF ANY GOALS</b>	<b>Attachment to claim maximum points</b>	<b>Criteria Points</b>
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID, detailed CSD	5
<b>TOTAL WEIGHT</b>		<b>20</b>

### SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 29/2024/2025 HANDLING OF LEGAL MATTERS FOR ANDA**. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00 on 07 APRIL 2025**. The submissions will be opened in public. Emailed or faxed proposals will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

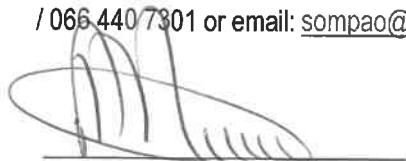
### DOCUMENTATION

The Bid Documents shall be available at a non-refundable cost of R 500.00 (VAT inclusive) per Document, to be collected at the Supply Chain Management Office, 1400 Hospital Road, Umzimvubu Goats Complex, Mount Ayliff, 4735. All Bidders are required to attach proof of payment receipts on their document when submitting bids.

To receive copies via email after payment, payment to be made at ANDA Bank Account, FNB Bank Cheque Account: 622 152 90 355 (& please quote your company name as the reference), kindly send an email to [makhatham@anda.org.za](mailto:makhatham@anda.org.za) to obtain the tender document (& please make sure you attach proof of payment, and state the project name of the document you are requesting). Alternatively, tender documents will be available at Alfred Nzo Development Agency.

### BID ENQUIRIES

Enquiries should be directed to Office of the CEO: Mr. Ntuthuzelo Gentse 039 492 0011 / 071 865 2823 or email: [gentsen@anda.org.za](mailto:gentsen@anda.org.za) and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 / 066 440 7301 or email: [sompao@anda.org.za](mailto:sompao@anda.org.za)



**Mrs N. Boti**  
**Acting Chief Executive Officer**