

HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za



MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2371
Fax no : (015) 397 4334

www.molemole.gov.za

SUPPLY CHAIN MANAGEMENT UNIT

INVITATION TO BID

ADDENDUM (PRICING SCHEDULE)

Notice is hereby given to all prospective bidders to replace **page 45 to page 48** of the **pricing Schedule** with the attached of the following project.

PROJECT DESCRIPTION	PROJECT NUMBER
ACQUISITION OF SIX (6) LEGAL FIRMS TO APPEAR ON THE MUNICIPALITY'S PANEL OF ATTORNEYS	MLM/MM/01/2021/2022

The closing date of the Bid is the **31st January 2022** as per the advert closing date

Kindly direct all technical enquiries to **Mr Moleele J** at **015 501 2300/ 079 492 0143** between 08:00 and 16:30. All Bids should be submitted at Mogwadi Municipal Tender Box by the latest **31st January 2022 at 11:00**, clearly marked the name of the Bid. No Bid will be accepted after the closing date.

Mr. MOSENA M.L
MUNICIPAL MANAGER
[Reference: MLM/MM/01/2021/2022]

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

ADDENDUM No.2: PRICING SCHEDULE

REPLACE THE PRICING SCHEDULE ON PAGE 46.

1.1 on page 45- page 48 replace the Pricing Schedule with the attached Pricing Schedule.

1. PRICING SCHEDULE (FULLY COMPLETE)**YEAR 1**

CATEGORY	TOTAL FEES EXCLUDING VAT	Vat at 15%	TOTAL COSTS INCL. VAT
MAGISTRATE COURTS			
REGIONAL COURTS			
HIGH COURTS			
NON-LITIGIOUS MATTERS			
CONVEYANCING			
GRAND TOTAL (Kindly add the total costs including VAT and disbursement for Magistrate, regional, high courts, non-litigious matters and conveyancing)			

YEAR 2 – Escalation percentage _____

CATEGORY	TOTAL FEES EXCLUDING VAT	Vat at 15%	TOTAL COSTS INCL. VAT
MAGISTRATE COURTS			
REGIONAL COURTS			
HIGH COURTS			
NON-LITIGIOUS MATTERS			
CONVEYANCING			

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

GRAND TOTAL (Kindly add the total costs including VAT and disbursement for Magistrate, regional, high courts, non-litigious matters and conveyancing)	
--	--

YEAR 3 – Escalation percentage _____

CATEGORY	TOTAL FEES EXCLUDING VAT	Vat at 15%	TOTAL COSTS INCL. VAT
MAGISTRATE COURTS			
REGIONAL COURTS			
HIGH COURTS			
NON-LITIGIOUS MATTERS			
CONVEYANCING			
GRAND TOTAL (Kindly add the total costs including VAT and disbursement for Magistrate, regional, high courts, non-litigious matters and conveyancing)			

PART C1.2 ANNUAL PRICING SCHEDULE FOR PROVISION OF LEGAL SERVICES (FULLY COMPLETE IN LINE WITH THE ABOVE SUMMARY)

PROFESSIONAL FEES

District Court

Activity	Fee	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
Taking instructions.....					
Summons.....					
Notice of intention to defend.....					
Plea.....					
Claim in reconvention.....					
Reply to claim in reconvention.....					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
Drawing up of all documents not specifically mentioned, including request for further particulars, schedule of documents, all affidavits, subpoenas, any notice not otherwise provided for and drawing up statements by witnesses per folio.....					
Production of documents for inspection, or inspecting documents, per quarter of an hour or part thereof of the time spent.....					
Each copy for service, per page.....					
The recording of statements by witnesses, per quarter of an hour or part thereof.....					
Notice of trial or reinstatement.....					
Preparing for trial (If counsel not employed)....					
Attendance at settlement negotiations, for each quarter of an hour or part thereof actually spent in such negotiations.....					
Attending court during trial, or on-the-spot inspection, or at postponement or examination on commission, for each quarter of an hour or part thereof spent in court while the case is actually being heard- (i) If counsel employed..... (ii) If counsel not employed.....					
Attending pre-trial conference, for each quarter of an hour or part thereof actually spent in such conference					
Attending court to hear reserved judgment, per quarter of an hour or part thereof.....					
Correspondence- (a) For each necessary letter or telegram per folio.....					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
(b) For each letter or telegram received , provided that a fee for perusal shall not be allowed in addition to the fee herein provided for.....					
Attendances: For each necessary attendance not otherwise provided for.....					
Necessary formal telephone calls, per call....					
Telephone consultations for every thirty minutes or part thereof.....					
Each necessary consultation, per quarter of an hour or part thereof.....					
Time spent at court (owing to no court being available) per quarter of an hour or part thereof.....					
Instruction to oppose or to show cause.....					
Instructions to make application for liquidation of Close Corporation, perusal of all documentation and consideration of merits, and all necessary consultations.....					
Drawing up all documents, affidavits, applications and notices orders etc.....					
Attending court hearing (a) If unopposed, for each quarter of an hour or part thereof actually spent in court					
(b) If opposed, for each quarter of an hour actually spent in court or part thereof					
Fee for preparing for trial for each quarter of an hour actually spent in court or part thereof					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
Consultations and settlements negotiations-when opposed, per quarter of an hour of part thereof					
Attending on review of taxation, for each quarter of an hour or part thereof in court while review is actually being heard.....					
Notice of application for review taxation and service					
Affidavit, where necessary					
Execution (a) Issue of warrant of execution, ejection, and delivery up of possession					
(b) For each reissue thereof.....					
Inclusive fee for work done in connection with releasing of immovable property attached.....					
Inclusive fee for work done in connection with sale in execution of immovable property only.....					
(a) Drawing up of notice of sale in terms of rule 41 (8) or rule 43 (6), or conditions of sale in terms of rule 43 (7).....					
(b) For all other work done and papers and documents supplied to the sheriff of the magistrate court in connection with a sale in execution of movable property....					
Security for restitution, where necessary.....					
Instruction for exception or application, where allowed.....					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
Drawing brief on exception or application, where allowed.....					
Drawing brief on trial.....					
Attending each necessary consultation with counsel per quarter of an hour or part thereof.....					
With brief to argue exception or application....					
With trial brief for the first day.....					
Drawing up pleadings.....					
Obtaining certified copy of judgment					
Obtaining payment in terms of rule 18 (4).....					
Request for security in terms of rule 62 (1).....					
Furnishing security in terms of rule 62 (1).....					
Travelling time per quarter of an hour or part thereof for attendance in any court/consultation held more than 30 km from the nearest Magistrate court					
Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest Magistrate Court. The actual expenses of tollgates and parking shall also be paid					
SUB-TOTAL EXCL. VAT					
VAT @15%					
TOTAL INCLUDING VAT					

REGIONAL COURT

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement Where applicable	Year one (1)	Year two (2)	Years three (3)
Taking instructions.....					
Summons.....					
Notice of intention to defend.....					
Plea.....					
Claim in reconvention.....					
Reply to claim in reconvention.....					
Drawing up of all documents not specifically mentioned, including request for further particulars, schedule of documents, all affidavits, subpoenas, any notice not otherwise provided for and drawing up statements by witnesses per folio.....					
Production of documents for inspection, or inspecting documents, per quarter of an hour or part thereof of the time spent.....					
Each copy for service, per page.....					
The recording of statements by witnesses, per quarter of an hour or part thereof.....					
Notice of trial or reinstatement.....					
Preparing for trial (If counsel not employed)....					
Attendance at settlement negotiations, for each quarter of an hour or part thereof actually spent in such negotiations.....					
Attending court during trial, or on-the-spot inspection, or at postponement or examination on commission, for each quarter of an hour or part thereof spent in court while the case is actually being heard- (iii) If counsel employed..... (iv) If counsel not employed.....					
Attending pre-trial conference, for each quarter of an hour or part thereof actually spent in such conference					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement Where applicable	Year one (1)	Year two (2)	Years three (3)
Attending court to hear reserved judgment, per quarter of an hour or part thereof.....					
Correspondence- (c) For each necessary letter or telegram per folio..... (d) For each letter or telegram received , provided that a fee for perusal shall not be allowed in addition to the fee herein provided for.....					
Attendances: For each necessary attendance not otherwise provided for.....					
Necessary formal telephone calls, per call....					
Telephone consultations for every thirty minutes or part thereof.....					
Each necessary consultation, per quarter of an hour or part thereof.....					
Time spent at court (owing to no court being available) per quarter of an hour or part thereof.....					
Instruction to oppose or to show cause.....					
Instructions to make application for liquidation of Close Corporation, perusal of all documentation and consideration of merits, and all necessary consultations.....					
Drawing up all documents, affidavits, applications and notices orders etc.....					
Attending court hearing (c) If unopposed, for each quarter of an hour or part thereof actually spent in court					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement Where applicable	Year one (1)	Year two (2)	Years three (3)
(d) If opposed, for each quarter of an hour actually spent in court or part thereof					
Fee for preparing for trial, when opposed, for each quarter of an hour actually spent in court or part thereof					
Consultations and settlements negotiations-when opposed, per quarter of an hour of part thereof					
Attending on review of taxation, for each quarter of an hour or part thereof in court while review is actually being heard.....					
Notice of application for review taxation and service					
Affidavit, where necessary					
Execution (c) Issue of warrant of execution, ejection, and delivery up of possession					
(d) For each reissue thereof.....					
Inclusive fee for work done in connection with releasing of immovable property attached.....					
Inclusive fee for work done in connection with sale in execution of immovable property only.....					
(c) Drawing up of notice of sale in terms of rule 41 (8) or rule 43 (6), or conditions of sale in terms of rule 43 (7).....					
(d) For all other work done and papers and documents supplied to the sheriff of the magistrate court in connection with a sale in					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fee	Disbursement Where applicable	Year one (1)	Year two (2)	Years three (3)
execution of movable property....					
Security for restitution, where necessary.....					
Instruction for exception or application, where allowed.....					
Instructions on trial.....					
Drawing brief on exception or application, where allowed.....					
Drawing brief on trial.....					
Attending each necessary consultation with counsel per quarter of an hour or part thereof.....					
With brief to argue exception or application....					
With trial brief for the first day.....					
Drawing up pleadings.....					
Obtaining certified copy of judgment					
Obtaining payment in terms of rule 18 (4).....					
Request for security in terms of rule 62 (1).....					
Furnishing security in terms of rule 62 (1).....					
Travelling time per quarter or part thereof Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest magistrate or Regional Court an.....					
Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest provincial or local division) The actual expenses of tollgates and parking shall also be paid					
SUB-TOTAL EXCLUDING VAT					
VAT @15%					
TOTAL INCLUDING VAT					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

High Courts (Land Claims Court, Labour Court, Labour Appeal Court, Supreme Court of Appeal, Constitutional Court etc.)

Activity	Fees	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
<p>Consultation with client and witnesses to defend an action, for advice on evidence or advice on commission, for obtaining an opinion or an advocate, 's guidance in preparing pleadings, including exceptions, and to draft a or affidavit, per quarter of an hour or part thereof-</p> <p>(a) By an attorney.....</p> <p>(b) By a candidate attorney.....</p>					
<p>Consultation to note, prosecute or defend an appeal, per hour quarter of an hour or part thereof-</p> <p>(a) By an attorney.....</p> <p>(b) By a candidate attorney.....</p>					
<p>Attendance by an attorney in court at in terms of section 37 of the Rules, per quarter of an hour or part thereof.....</p>					
<p>Attendance by a candidate attorney, where necessary, to assist at a contested proceeding, per quarter of an hour or part thereof.....</p>					
<p>Any conference with an advocate, with or without witnesses, on pleadings exceptions and particulars of pleadings, applications, petitions, affidavits and testimony, and on any other matter which the taxing officer may consider necessary, per quarter of an hour part thereof-</p> <p>(a) By an attorney.....</p>					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fees	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
(b) By a candidate attorney.....					
Any other conference necessary, per quarter of an hour or part thereof- (a) By an attorney..... (b) By a candidate attorney.....					
Any inspection in situ, or otherwise, per quarter of an hour or part thereof- (a) By an attorney..... (b) By a candidate attorney.....					
Inclusive fee for necessary consultations and discussions with a client, witness, or other party or advocate not otherwise provided for, per quarter of an hour or part thereof- (a) By an attorney..... (b) By a candidate attorney.....					
Attending to give or take disclosure, per quarter of an hour or part thereof- (a) By an attorney..... (b) By a candidate attorney.....					
Drawing up of necessary documents, including- (a) Instructions for an opinion, for an advocates guidance in preparing pleadings, including further particulars and requests for same, including exceptions..... (b) Instructions to advocate in respect of all classes of pleadings.....					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fees	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
<p>(c) A petition exception or affidavit, any notice (except a formal notice), particulars of claim or an annexure to the summons, opinion by an attorney or other important document not otherwise provided for</p> <p>An inclusive tariff – drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only.....</p>					
<p>Letters, telegrams and facsimiles: Inclusive tariff for drawing up, checking, typing, printing, delivery, copies, postage, posting thereof, per page.....</p>					
<p>Attending the receipt, entry, perusing, considering and filing of-</p> <p>(a) Any summons, petition, affidavit, pleading, advocate's advice and drafts, report, important letter, notice or document;.....</p> <p>(b) Any formal letter, record, stock sheets in voluntary surrenders, judgments or any other material document not elsewhere specified;.....</p> <p>(c) Any plan or exhibit or other material document which was necessary for the conduct of the action.....</p>					
<p>Sorting, arranging and paginating papers for pleadings, advice on evidence or brief on trial or appeal, per quarter of an hour or part thereof;</p> <p>(a) By an attorney.....</p> <p>(b) By a candidate attorney.....</p>					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fees	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
For making necessary copies, including photocopies of any document or papers not already provided for, per A4 size page.....					
Attending to arrange translation and thereafter to procure same, per hour or part thereof (a) By an attorney..... (b) By a candidate attorney.....					
Necessary telephone calls: actual cost thereof plus, per quarter of an hour or part thereof- (a) By an attorney..... (b) By a candidate attorney.....					
Travelling time per quarter or part thereof Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest provincial or local division Court an.....					
Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest provincial or local division) The actual expenses of tollgates and parking shall also be paid					
Sub-Total (excluding VAT)					
VAT@15%					
Total including VAT					

Non-litigious matters e.g. drafting of contracts, opinions, disciplinary hearing etc.

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fees	Disbursement, where applicable	Year one (1)	Year two (2)	Year three (3)
Taking instructions					
Drawing up of documents, per folio					
Each copy for service per page					
Preparation and research for hearing per hour					
Perusal of documents per quarter of an hour or part thereof					
Attendance per quarter of an hour or part thereof					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fees	Disbursement where applicable	Year one (1)	Year two (2)	Year three (3)
Correspondence: (a) For each necessary letter or telegram per folio..... (b) For each letter or telegram received, provided that a fee for perusal shall not be allowed in addition the fee herein provided for..... (c) For each necessary fax sent per folio per folio..... (d) For each fax received, provided that a fee for perusal shall not be allowed in addition to the fee herein provided for..... (e) For each necessary e-mail sent per folio..... (f) For each e-mail received, provided that a fee for perusal shall not be allowed in addition to the fee herein provided for.....					
Attendance: For each necessary attendance not otherwise provided for.....					
Necessary telephone calls, per call, per minute, including time spent.....					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner

Activity	Fees	Disbursement, where applicable	Year one (1)	Year two (2)	Year three (3)
Travelling time per quarter or part thereof Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest provincial or local division Court.....					
Travelling expenses per km payable for attendance in any court/consultation held more than 30 km from the nearest provincial or local division) The actual expenses of tollgates and parking shall also be paid					
SUB-TOTAL(Excluding VAT)					
VAT @15%					
Total including VAT:					

Conveyancing work:

Activity	Fees	Disbursement, where applicable	Year one (1)	Year two (2)	Year three (3)
Taking instructions					
Attend to register the individual properties					
SUB-TOTAL(Excluding VAT)					
VAT @15%					
Total including VAT:					

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner