
Bid Advertisement

REQUEST FOR PROPOSALS (RFP)

INVITATION TO APPLY TO BE LISTED ON THE PANEL OF ACCREDITED LEGAL SERVICE PROVIDERS OF THE MANDELA BAY DEVELOPMENT AGENCY (MBDA LSP 16/24)

The Mandela Bay Development Agency (**MBDA**), a Municipal Entity of the Nelson Mandela Bay Metropolitan Municipality (NMBMM), wishes to establish a panel of accredited Legal Service Providers and accordingly invites suitably qualified and experienced Legal Service Providers to apply for evaluation and listing as accredited service providers for the MBDA and any facilities under the MBDA's management and control.

The MBDA requires expertise from the Applicants in the following areas of law:

1. Civil litigation
2. Commercial Law
3. Labour and Employment Law
4. Construction Law
5. Public and Administrative Law
6. Property Law, Conveyancing and Notarial Registration Services
7. Corporate Governance and Company Secretarial services
8. Sports Law
9. Municipal Law with particular reference to the:
 - 1.1 Municipal Finance Management Act; and
 - 1.2 Municipal Systems Act
 - 1.3 Municipal Structures Act

The electronic RFP document, outlining the requirements is available for download by prospective bidders from the MBDA website. Alternatively, the electronic RFP document, outlining the requirements will be provided to interested bidders upon an emailed request to publictenders@mbda.co.za quoting (MBDA LSP 16/24) in the subject line as well as company contact details, from Wednesday 19 March 2025. The last date for queries on this tender shall be Monday 14 April 2025. No further queries shall be responded to after this date.

A compulsory briefing session will be held via Microsoft Teams **Wednesday 26 March 2025 at 14h00**. The onus is on bidders to ensure that they arrive on time. **No attendee(s) joining after 14:15. will be allowed to tender.**

Please see MS Teams link below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGJiYzA5Y2QtM2IzNy00ZjVhLTljOTktZjZmMWI4ODA5MTQ3%40thread.v2/0?context=%7b%22Tid%22%3a%22be1bb8e0-a929-4c56-90a3-85b00d9f6c79%22%2c%22Oid%22%3a%22d74c8e1f-a5d0-48b2-9a37-846e8e27b468%22%7d

The closing date and time is Tuesday 22 April 2025 at 12h00; where after tenders will be publicly opened via Microsoft Teams. Proposals MUST be submitted on one (1) original hard copy placed in a sealed envelope and clearly marked with “INVITATION TO APPLY TO BE LISTED ON THE PANEL OF ACCREDITED LEGAL SERVICE PROVIDERS OF THE MANDELA BAY DEVELOPMENT AGENCY (MBDA LSP 16/24)”. One (1) electronic copy must be uploaded onto the MBDA Vendor Portal by Tuesday 22 April 2025 by 12h00, if the electronic upload is not possible to be submitted via the vendor portal the bidder must submit a copy on USB. FAILURE TO SUBMIT THE ORIGINAL HARD COPY AS WELL AS AN ELECTRONIC COPY VIA THE VENDOR PORTAL OR USB WILL DEEM THE BID NON-RESPONSIVE.

All responses must be placed in the MBDA tender box marked MBDA LSP 16/24 on the 1st Floor, Tramways Building, Corner Lower Valley Road & South Union Street, Central, Port Elizabeth. Bids may only be submitted on bid documentation provided by the MBDA. MBDA Office hours are Monday to Friday 08h00 to 16h30.

No late, incomplete, email or facsimile bids will be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. MBDA reserves the right to accept part or the full bid. For further information contact Pamela Govender during office hours at tel. 041 811 8200 or email publictenders@mbda.co.za (please quote reference number MBDA LSP 16/24 on subject line).