

Tel : 054 833 9500
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97 Oranje Street
Groblershoop
8850

Dear Sir / Madam

REQUEST FOR QUOTATION NUMBER: LAW 02 – 2026/2027

REQUEST FOR QUOTATION: APPOINTMENT OF AN ATTORNEY FOR EVICTION OF PERSONS WHO HAVE ILLEGALLY OCCUPIED MUNICIPAL LAND

SPECIFICATIONS: The proposed RFQ will be to find a suitably qualified and experienced Attorney who will be able to perform the following duties in respect of the eviction of persons who have illegally occupied municipal land:

- Conduct site inspections and verify the unlawful occupation of municipal land.
- Conduct the necessary Deeds Office, Windeed and Title Deed searches and obtain relevant ownership documentation.
- Obtain and compile information relating to the unlawful occupiers, including available names, addresses and other relevant information.
- Obtain supporting evidence, including photographs, site plans and/or GIS mapping where applicable.
- Provide legal advice to the Municipality regarding the unlawful occupation and proposed eviction proceedings.
- Draft and issue the necessary notices in accordance with the Prevention of Illegal Eviction from and unlawful Occupation of Land Act, 19 of 1998 (PIE Act).
- Prepare and institute the necessary legal proceedings for the eviction of unlawful occupiers.
- Prepare and issue all required court documents, notices, affidavits and applications.
- Attend to the service of court documents on the unlawful occupiers and all other relevant parties.
- Attend court proceedings, including both opposed and unopposed matters.
- Obtain the necessary interim and/ or final eviction orders.
- Attend to any enquiry regarding alternative accommodation where required by the Court.
- Liaise with the Sheriff of the Court and the South African Police Service (SAPS) regarding the execution of eviction orders.
- Where required, institute proceedings for the demolition and removal of unlawful structures.
- Attend to the execution of eviction orders and supervise the eviction process where required.
- Obtain and submit the Sheriff's Return of Service and other relevant proof of execution.
- Provide a close-out report to the Municipality upon finalisation of each eviction matter.
- Provide legal advice and assistance regarding measures to prevent unlawful re-occupation of municipal land, including interdicts and/or other appropriate legal remedies.
- Ensure compliance with the Constitution of the Republic of South Africa, 1996, the PIE Act, ESTA where applicable, the Municipal Systems Act, applicable municipal by-laws and relevant case law.

- Any other related legal work as delegated by the Municipal Manager / Chief Financial Officer.

PERIOD OF SERVICE: The required services will be rendered from the date of appointment until the finalisation of the eviction matter, subject to the applicable municipal Supply Chain Management processes and contractual terms.

Documents will be available at the Supply Chain Management Unit, !Kheis Municipality.

Quotations will be opened on the same day at Supply Chain Management unit at 14h00. Late or unmarked bids will not be considered.

The quotation must be submitted on the letterhead of your business and to **97 Oranje Street, Groblershoop, 8850** or it can be mailed to louw.cynthia22@gmail.com and scm1@kheis.gov.za.

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

The following conditions will apply:

Specific Goals

As per MBD 6.1 a maximum of 20 points will be allocated as follows

Locality / Region	Points
Within the !Kheis area	20
Within the ZF District area	15
Outside the District area but within the Northern Cape	10
Outside Northern Cape	5

Documents may be collected during working hours from 7h30 to 16h30 at !Kheis Municipality from **01 September 2026**.

Closing date for submit of quotations is on 08 September 2026 at !Kheis Municipality Supply Chain Management Section at 12h00.

The following conditions will apply:

- Price (s) quoted must be **valid for at least 30 days** from date to offer.
- Company **registration documents** must be submitted.
- A valid **Tax Clearance Certificate** must be submitted.
- Service providers must be registered on the **National Treasury Central Supplier Database (CSD)**.
- Prices must be **firm and inclusive of VAT**.
- A firm **turnaround period/ timeframe** must be indicated.
- The Attorney must be **admitted to practice as an Attorney in the Republic of South Africa**.
- Proof of **Legal Practice Council registration** must be submitted.
- A valid **Fidelity Fund Certificate** must be submitted.
- The Attorney must have a minimum of **five (5) years post-admission experience**.
- Proof of relevant experience in **eviction matters/ or matters in terms of the PIE Act** must be submitted.

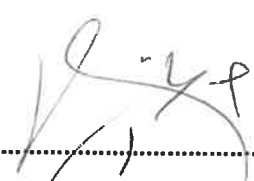
- The RFQ will be subject to **functionality evaluation** as detailed in the RFQ document. Only bidders who achieve the minimum qualifying functionality score will proceed to the evaluation of Price and Specific Goals.
- Evaluation will be in accordance with **80/20 Preference Procurement Point System** under the Preferential Procurement Policy Framework Act (No 5 of 2000).
- Required forms: **MBD1, MBD4, MBD 6.1, MBD 8, MBD 9** and **Sworn affidavit** must be scrutinized, completed and submitted together with your quotation.
- The successful bidder will be the one scoring the **highest total points**, subject to compliance with all applicable requirements and functionality threshold.

NB: No quotations will be considered from persons in the service of the state. Failure to comply with these conditions may invalidate your offer.

Yours Faithfully

Mr MP Dichaba

Acting Municipal Manager



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Delivery address

!Kheis Municipality

97 Oranje Street

Groblershoop

8850

MSCM Regulations ; “ in the service of state” means to be

- A member of
 1. Any Municipal council
 2. Any provincial legislature
 3. The National Assembly or the National council of provinces
- A member of the board of directors of any Municipal entity an employee of any national or provincial department national or provincial public entity or constitutional; institution within the meaning of the Public Finance Management Act (Act No 1 of 1999)
- A member of the accounting authority of any national or provincial public entity
- AN employee of parliament or provincial legislature.