



KING SABATA DALINDYEBO TVET COLLEGE (KSD)
Herein referred to as (KSD)
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
APPOINTMENT OF LAW FIRMS FOR THREE (3) YEARS

Tender No.: PU8012/020

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the PURCO SA Website.

Proposals in response to **PU8012/020 LAW FIRMS**

The closing time and date for receipt for online tender **PU8012/020** is at 11h00 on Monday, 23 September 2024.

Tender number	PU8012/020
Date issued	30/08/2024 (30 August 2024)
Tender closing date	23/09/2024 (23 September 2024) 11h00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Compulsory Information Session	09/09/2024 (09 September 2024) 12h00 AM An online compulsory briefing session will be facilitated via MS Teams

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description of Appendix	Requirement	Circle yes if submitted	
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
Proof of Bank Account	Cancelled cheque or signed letter from bank	Yes	No
Company registration documents	Company registration documents	Yes	No
Tax Pin	An original valid Tax Pin	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Board resolution	Provide Valid Board Resolution if not Sole Proprietor	Yes	No
Fidelity Fund Certificate	Certified copy of Fidelity Fund Certificate	Yes	No
Registration licences/registered bodies	Certified Copy of relationships in SA Industry to be provided	Yes	No
Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No

Additional Information (mandatory at award stage):

COIDA	Submit valid letter of good standing from the Department of Labour (Not from Federated Employers Mutual Assurance Company FEM)
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NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three written references from 3 current/recent (not older than five (5) years) clients to whom legal services are/were provided. The aforesaid references must be on the client's letterhead and include the name of the company, a contact name, business address, phone numbers, the duration of specific attorney/client relationship, as well as a brief description of the legal services that are/were being provided by the tenderer to such a client = 30 points = 20 points = 10 points 3 References verified 2 References verified 1 Reference verified		30
Telephonic and Email reference verification		Max 10
Company offices in the Eastern Cape (Send proof of address E,g Utility Bill) Within the Eastern Cape Province Outside the Eastern Cape Province	= 10 points = 05 points	10
Key Personnel to be placed in this Panel : Background, fields of specialisation and relevant experience <ul style="list-style-type: none"> List such Key Personnel that will be placed in this panel. Attached CV's of personnel with a minimum of five (5) years of experience= 05 points List must include the respective field(s) of specialisation and number of years of relevant (Post-article) experience = 05 points Attached academic and professional qualifications = 05 points The team must be registered with Law Society of South Africa = 05 points Confirm that Key Personnel have the right of appearance in High Court =05 points List the different forums in which such key personnel have appeared = 05 points Full CVs of the nominated members of the Team and Professional Affiliations as well as their affidavits allowing use of their CVs to be attached. Failure to attach any of these will result in no points being allocated.	= 05 points = 05 points = 05 points = 05 points = 05 points = 05 points	30

Company Experience A short history of the legal practice = 10 points Legal practise must be established for a minimum of three (3) years = 10 points	= 10 points = 10 points	20
Total Points		100

SPECIFICATION:**THE APPOINTMENT OF LAW FIRMS FOR THE COLLEGE (03 YEARS)****AIM:**

To seek approval from the Office of the Principal to appoint legal firm(s) that will represent College in ALL Legal Matters within the College through SCM process. It is requested that the College invite Law firms to a Bid to select the best legal firms to represent the College in legal matters, which include but not limited to; Civil Claims, Legal Opinions, MOUs, Court Case, Labour Matters referred to Labour Court and Disputes Referred to Bargaining Council,

BACKGROUND

It is a common cause that the College deals and or handles litigation while in the scope of executing core business which is teaching and learning and it is advisable that it has been that the College outsource these legal service to an accredited Law firms by following tender process.

TERMS OF REFERENCE:

The following terms of reference has been laid out for rate based financial billing:

- Debt collection
- Civil litigation
- Conveyancing
- Court interdicts
- Commercial cases i.e. Contracts
- Labour Court Cases
- Legal services such as SLAs, MOUs and Legal Opinions,
- Quarterly reports on matters handled by the law firm.
- Disputes on Labour Matters referred to Bargaining Council, and Labour Courts
- Disputes for Civil Cases referred to AFSA and High Court