



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



ESAYIDI TVET COLLEGE (ESA)

Herein referred to as (ESA)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE

PROVISION OF LEGAL SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Tender No: PU8012/024

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 **PU8012/024 THE PROVISION OF LEGAL SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU8012/024** is at 11h00 AM on **Thursday, 11 December 2025**.

Tender number	PU8012/024		
Date issued	21 November 2025		
Tender closing date	11 December 2025	Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	27 November 2025	Time:11h00 AM An online non-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
Technical specifications and pricing	Attach your pricing schedule as per specifications, Pricing schedule to also be saved in excel format.	Yes	No
Proof of Bank Account	Provide Confirmation letter from Bank not older than six (6) months	Yes	No
Company registration documents	Provide Company registration documents	Yes	No
Board resolution	Provide Valid Board Resolution if not Sole Proprietor	Yes	No
ID Copies of directors	Certified ID Copies (not older than six (6) months) of all directors / shareholders	Yes	No
Tax clearance certification or Pin and VAT registration	Provide the original valid tax clearance certificate or Pin and VAT registration certificate	Yes	No
B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Complete Point 9 of this tender document	Yes	No
Registration On Central Supplier Data Base (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
Fully signed SBD Forms	SBD 1 SBD 4 SBD 8 SBD 9	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No

Fidelity Fund Certificate	Certified copy of Fidelity Fund Certificate (not older than six (6) months)	Yes	No
Registration with professional bodies	Registration with Legal Practice Council (LPC) or Law Society. The firm and directors must be registered with the Legal Practice Council. Note: Bidders may be required to submit a valid letter of good standing issued by the LPC prior to work being allocated.	Yes	No

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 TAG 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. 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
REFERENCES 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 3 References verified = 40 points 2 References verified = 20 points 1 Reference verified = 10 points	40
COMPANY OFFICES Locality proof under bidding company (municipality bill, lease, rates statement) - Within KwaZulu Natal Province =10 points - Outside KwaZulu Natal Province = 5 points	10
KEY PERSONNEL Key Personnel to be placed in this Panel: Background, fields of specialisation and relevant experience - List such Key Personnel that will be placed in this panel. Attached CVs 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.	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	20

Total points	100
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SPECIFICATION:

THE APPOINTMENT OF LAW FIRMS FOR THE COLLEGE (36 MONTHS)

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