



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**

**Re -Tender No: PU8012/029**

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 **PU8012/029 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 **PU8012/029** is at 11h00 AM on **Wednesday, 01 July 2026**.

<b>Tender number</b>	PU8012/029	
<b>Date issued</b>	11 June 2026	
<b>Tender closing date</b>	01 July 2026	Time: 11:00 AM <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a> Supplier Hub- Online Tender Submission Guide</b>
<b>Non-Compulsory Information Session</b>	22 June 2026	Time: 11h00 AM <b>An online non-compulsory briefing session will be facilitated via MS Teams</b>

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

### 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.**

<b>Description</b>	<b>Requirement</b>	<b>YES</b>	<b>NO</b>
RFP Document	Each page of the RFP document to be <b>initialled</b> by a delegated representative	Yes	No
Technical specifications and pricing	Attach fully signed technical specifications and pricing ( <b>Don't change the pricing schedule and specification</b> )	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of certified (not older than six (6) months) company registration documents	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Tax Compliance Certificate	Certified copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Fully signed SBD Forms	Certified (not older than six (6) months) copy of completed and signed SBD 1, SBD 4, SBD 6.1	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No

COIDA	Submit a certified valid copy of COIDA compliance certificate (from 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. <b>Note: Bidders may be required to submit a valid letter of good standing issued by the LPC prior to work being allocated.</b>	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	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
<p><b>REFERENCES</b></p> <p>Provide three <b>written</b> 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</p> <p>3 References verified = 40 points  2 References verified = 20 points  1 Reference verified = 10 points</p>	<b>40</b>
<p><b>Proof of locality under the bidding company (Ward Councillor letter, original bank statement with address, Eskom bill, telephone bill, or rates bill only).</b></p> <ul style="list-style-type: none"> <li>• Business address in Harry Gwala / Ugu district municipality =15 Points</li> <li>• Business Head Office address in KZN =10 Points</li> <li>• Business not in KZN =00 Points</li> </ul>	<b>15</b>

<p><b>KEY PERSONNEL</b></p> <p><b>Key Personnel to be placed in this Panel: Background, fields of specialisation and relevant experience</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• List must include the respective field(s) of specialisation and number of years of relevant (Post-article) experience = 05 points</li> <li>• Attached academic and professional qualifications = 05 points</li> <li>• The team must be registered with Law Society of South Africa = 05 points</li> <li>• Confirm that Key Personnel have the right of appearance in High Court =05 points</li> </ul> <p>List the different forums in which such key personnel have appeared = 05 points</p> <p><b>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.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>30</b></p>
<p><b>Company Experience</b></p> <ul style="list-style-type: none"> <li>• A short history of the legal practice = 10 points</li> <li>• Legal practise must be established for a minimum of three (3) years = 05 points</li> </ul>	<p><b>15</b></p>
<p><b>Total points</b></p>	<p><b>100</b></p>

**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
- Commercial and contract law
- Commercial and civil litigation
- Constitutional law
- Insurance law
- Construction law

**PRICING SCHEDULE**

Item	Services	> 15 years post article	> 7 years post article	>3 years post article	less than 3 years post
		experience	experience	experience	article experience
1	<b>TAKING INSTRUCTIONS</b>				
1.1	Taking instructions to sue or defend a counter claim	R	R	R	R
1.2	Perusal of any necessary documents	R	R	R	R
		R	R	R	R
2	<b>LEGAL OPINIONS</b>				
2.1	Preparation and drafting of legal opinions	R	R	R	R
3	<b>NOTICES</b>	R	R	R	R
3.1	Drawing of Notice of Intention to Defend action and	R	R	R	R
	other formal notices	R	R	R	R
3.2	Drawing filling sheets	R	R	R	R
3.3	Preparation of discovery notice	R	R	R	R
3.4	Preparation of discovery affidavit	R	R	R	R
3.5	Service and filing of the notice	R	R	R	R
3.6	Service and filing of the affidavit	R	R	R	R
		R	R	R	R
4.	<b>PLAINTIFF/DEFENDANT'S PLEADINGS</b>				
4.1	Perusal of relevant papers	R	R	R	R
4.2	Drawing pleading or counter claims	R	R	R	R
4.3	Taking instructions to brief counsel and drawing brief	R	R	R	R
4.4	Sorting and arranging papers, delivery to counsel and uplifting brief	R	R	R	R
		R	R	R	R
5.	<b>CONSULTANTS, PRE-TRIAL, INSPECTION IN LOCO</b>				
5.1	Consultation and/or attendance at pre-trial and/or inspection in loco	R	R	R	R

5.2	Preparation of documents	R	R	R	R
5.3	Drawing of statements	R	R	R	R
		R	R	R	R
6.	<b>PREPARATION FOR TRIAL</b>				
6.1	Preparation of trial including perusal of necessary documents where attorney is attending to trial	R	R	R	R
6.2	Taking instructions and briefing counsel on advice regarding the trial	R	R	R	R
6.3	Sorting, arranging and paginating papers	R	R	R	R
6.4	Drafting Subpoena	R	R	R	R
		R	R	R	R
7.	<b>INTERLOCUTORY APPLICATIONS</b>	R	R	R	R
7.1	Instructions to make applications oppose same	R	R	R	R
7.2	Preparation of documents	R	R	R	R
7.3	Attorney's attendance at the hearing of unopposed application	R	R	R	R
7.4	Attorney's attendance at the hearing of opposed application	R	R	R	R
7.5	Taking instruction to brief counsel and draw brief	R	R	R	R
7.6	Attorney attendance at the hearing where counsel is employed	R	R	R	R
		R	R	R	R
8.	<b>CORRESPONDANCE</b>			R	
8.1	Drafting letters (excluding legal opinions)	R	R	R	R
8.2	Drafting & sending emails	R	R	R	R
		R	R	R	R
9	<b>TELEPHONE CALLS</b>				
9.1	Telephone call made (Rate per minute)	R	R	R	R
9.1	Telephone call received (Rate per minute)	R	R	R	R
		R	R	R	R
10.	<b>LABOUR LAW PRACTITIONERS</b>				
10.1	Pre-consulting meetings	R	R	R	R
10.2	Provide advice in this changing environment on labour and employment law matters	R	R	R	R

10.3	Draft advice on employment contracts, disciplinary codes grievance procedures and collective agreements	R	R	R	R
10.4	Represent the employer at arbitrations,	R	R	R	R
10.5	Represent the employer at mediations,	R	R	R	R
10.6	Represent the employer at Labour Courts	R	R	R	R
10.7	Represent the employer at other administrative hearings	R	R	R	R
10.8	Advice in handling grievance and disciplinary and arbitration hearings	R	R	R	R
10.9	Workplace training in Labour Relations	R	R	R	R
10.10	Workplace discipline and counselling advisory	R	R	R	R
10.11	Provide advice on all aspects of employment legislation, such as the LRA, EE Act, BCEA, etc	R	R	R	R
10.12	Provide written legal opinions and to be available telephonically to give advice when needed	R	R	R	R
10.13	General employment advice i.e. provide during collective bargaining negotiations where applicable, preside over disciplinary and grievance hearings and also act as initiators/prosecutors at hearings and dealing with dismissals for misconduct, incapacity and operational requirements matters under section 189	R	R	R	R
11.	<b>POLICY DEVELOPMENT</b>				
	Drafting Policy documents and related supporting documents:	R	R	R	R
	Review and advise on compliance and risk matters.	R	R	R	R
12	<b>OTHER</b>				

	Research of the legal principles regarding posts and case law applicable etc	R	R	R	R
	Travel (Rate per kilometer)	R	R	R	R
	Copies (Rate per page)	R	R	R	R
	Debt Collectio (% of valid collection)	R	R	R	R
13	<b>COURTS</b>				
	Representation at any of the following courts:	R	R	R	R
		R	R	R	R
13.1	The Constitutional Court	R	R	R	R
13.2	Supreme Court of Appeal	R	R	R	R
13.3	High courts	R	R	R	R
13.4	Circuit courts	R	R	R	R
13.5	Labour courts	R	R	R	R
13.6	Land claims court	R	R	R	R
13.7	Magistrate's courts	R	R	R	R
13.8	Equality courts	R	R	R	R
13.9	Small claims courts	R	R	R	R
13.1 0	Child justice courts	R	R	R	R
13.1 1	Community courts	R	R	R	R
13.1 2	Sexual offences courts	R	R	R	R
13.1 3	Children's courts	R	R	R	R
13.1 4	Courts for chiefs and headmen	R	R	R	R