

## **CONSOLIDATED TENDER QUESTIONS AND ANSWERS**

### **ELRC-T04 (2022/23) - APPOINTMENT OF FIRMS OF ATTORNEYS**

#### **Q1. Good afternoon**

Our firm is interested in submitting a bid in respect of the above tender.

We note that the terms of reference state that you wish to appoint firms in the following areas:

- a. Durban
- b. Port Elizabeth
- c. Cape Town
- d. Johannesburg

Please advise whether law firms outside of the above areas are eligible for appointment? We are situated in East London, Eastern Cape and wish to enquire as to whether our bid will be disqualified based on the fact that we do not have offices in any of the abovenamed areas?

***A1: Yes, you can submit the bid accordingly -you must though indicate how you will be able to service the Council in the areas listed. Especially on urgent matters.***

#### **Q2. Good day**

1) We refer to page 16 of the aforementioned tender document; in specific regard to the headings such as "item number, quantity, description, bid price in RSA currency" and the contents thereafter.

Are we required to fill these portions out?

***A2: You can make reference to the price proposals submitted.***

**Q3. If the pricing schedule referred to in paragraph 8.5 on page 8 of the document is annexed to the tender document,**

are we still required to fill out the price portion under paragraph 4.1 of the general conditions on page 20 of the document?

***A3: Yes. Bidding forms must be completed with all information where applicable.***

**Q4. Kindly elaborate on point (1.6) of the bid submission on page 2 of the document. My specific questions in regard to this are as follows:-**

(A) Am I correct in presuming that we submit five copies of the document in one envelope (one being the original and four copies)

**A4. (A): The document indicates that 5 copies (1xoriginal plus copies) same for financial proposal. The distinctive items should be bundled together to avoid being misplaced.**

(B) How do we establish whether to write technical or financial proposal on our envelope?

**A4. (B): The technical proposal refers to your sales pitch as per the terms of reference. The financial proposal refers to your costing of the services. The two documents must be submitted in separate envelopes.**

**Q5. Does each page of the tender document need to be signed by the bidder and/or witnesses?**

**A5: Yes**

**Q6. Please advise if the summary of five labour/employment matters attended to by the lead attorney as at paragraph 5.7 and the five references at paragraph 5.10 needs to be the same? In other words, do the reference letters have to correlate with the summaries? Or can the reference letters be from different from the summaries?**

**A6: They need not be, but it will carry more weight if cases are supported by such.**

**Q7. Kindly advise on page 5 of 25 under submission requirements we are asked to submit:1.5**

(A)5.4. **Company profile** and 5.5 **Record of infrastructure** (Should we do separate dividers for each or can the record of infrastructure be included in company profile)?

**A7(A) If your company profile contains such and it can be easily located -the company profile will be sufficient.**

(B) **COMPANY PROFILE/PROPOSAL:**

Do we choose on which one to submit or we must submit both company profile and proposal?

**A: Both must be submitted.**

**8. Is it acceptable to submit a company profile/ proposal that exceeds maximum of 15 pages due to required information e.g. History, Client Base Etc?**

**A8: *The limit is 15. But should it be exceeded you will not be penalized but ensure only relevant information is submitted.***

**Q9. Kindly advise if we should submit each proposal per category?**

**A9: *No, one consolidated proposal is preferred. Ensure your categories are clearly indicated.***

**Q10. Kindly could you confirm the preference point system that is applicable i.e 80/20 or 90/10 (SBD 6.1)**

**A10: 80/20**

**Q11. We refer to page 16 of the aforementioned tender document ; in specific regard to the headings such as "item number, quantity, description, bid price in RSA currency" and the contents thereafter.**

Are we required to fill these portions out?

**A11: *You can make reference to the price schedule submitted.***

**Q12. I refer you to page 6 of 25 of the bid document, more specifically 5.9. Kindly advise whether the 3 years financial statements has to be audited or will it suffice to provide our firms financial statements which is signed off by our accounted as the LPC generally only requires us to submit audited trust account statements.**

**A12: *If your organisation is not required to have audited statements(e.g. CC), those signed by an Accounted will be acceptable. But others Yes.***

**13. We conform that we have made several effort to obtain the legal tender document for us to bid accordingly and unfortunately, our efforts have been in vain as the document don't seems to be available and the website is also not accessible.**

**A14: *Documents are listed under our Website under Tenders.***

**14. Please advise as to how many firms will be appointed in the Gauteng region.**

**A14: *The tender is for one (1) Firm per area. However the ELRC reserves the right to appoint more than one firm in any area.***

**15.** I would like to find out where I can find the tender document for the Appointment of the ELRC firm/s of attorneys.

***A15: Go to ELRC Website under Tenders.***