

**COMPULSORY BRIEFING SESSION**

**UMALUSI (23-24) T0005 APPOINTMENT OF A PANEL OF TWO LEGAL FIRMS TO PROVIDE LEGAL SERVICES AND LEGAL SUPPORT TO UMALUSI FOR A PERIOD OF THREE (3) YEARS.**

**DATE : 09 April 2024**

**TIME : 10H00-11H00**

**VENUE : MS TEAMS**

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| **QUESTIONS** | **ANSWERS** |
| 1. The bidder enquired about the physical presence part. We are based in Eastern Cape and have a Correspondent Attorney in Gauteng. Will that suffice? If yes, what documentation will be needed?
 | Proof must be submitted in the form of a lease agreement, rental office agreement, sale agreement, or municipal statement, which will be verified accordingly. The municipal statement must not be older than three (3) months after the closing date. |
| 1. The bidder indicated that it has been stated that the organisation requires two (2) law firms only. Is it two law firms per practice area? Given the large number of participating law firms or is the organisation amenable to increasing the list to a more inclusive number, ensuring that small law firms are also given an opportunity?
 | Umalusi requires a panel of two legal firms to provide legal services and legal support to Umalusi for a period of three (3) years. |
| 1. The bidders want to know if they are required to present two affidavits to support specific goals assertion, one being signed by SAPS and the other being the normal EME as the case may be?
 | The tender must indicate how they claim points for each preference point system.(B-BBEE status level verification certificate/sworn affidavit (for EME’S & QSE’s) must be submitted in order to qualify for preference point for specific goals and/or eligibility. Only an original or certified copy is acceptable. A certified disability certificate must be submitted to claim/qualify for disability points. |
| 1. Under Phase 3- Selection Criteria - **Experience of the law firm in Civil Litigation**

 Does Umalusi require both the **Partner(s)** and/or one **Director(s)** must have a minimum of **seven** **(7) years** post-admission experience in **Civil** **Litigation?** | At least one should have the experience of the law firm in Civil litigation. |
| 1. The bidder wanted to know if a Lead Attorney must have the Right of Appearance in the High Court of South Africa.
 | Yes, it is a requirement as per the terms of reference. |
| 1. The bidder requested for clarity under Phase 2 – Mandatory criteria, is it a must that they have a physical presence in Gauteng Province in the form of a site/branch or partnership arrangement/ working relationship with a firm based in Gauteng Province.

Will a letter from the landlord or a rental invoice suffice as some of the lease agreements are very thick and contain sensitive information? | Proof must be submitted in the form of a lease agreement, rental office agreement, sale agreement, or municipal statement, which will be verified accordingly. The municipal statement must not be older than three (3) months after the closing date. |
| 1. The bidder wants to know under Phase 3- Selection Criteria -Track record of the law firm.

Summary of judgment(s)/evidence of the firm’s engagement for services rendered in the past 7 years in the following areas:* 1. Corporate & Commercial law
	2. Constitutional Law
	3. Administrative Law
	4. Education Law

What kind of judgments should be submitted, and in what format, for example, will a letter of appointment, award, legal opinion, etc suffice?  | The following documents will be accepted, letter of appointment, award, legal opinion.  |
| 1. The bidder wants to know if Umalusi will consider entering/awarding the contract to a firm that is non-tax compliant but currently has an arrangement/agreement with SARS to update their tax affairs?
 | No, Umalusi will not enter business with a firm whose non-tax compliant as per National Treasury instruction note no. 3 of 2014/15 paragraph 2.2. |
| 1. The bidder wants to know if they are expected to bid on all categories or can they only bid on those categories they have expertise/experience in?
 | All requirements must be met as the terms of reference. |
| 1. The bidder wants to know if they will be provided with the with a copy of the attendance register to proof that they have indeed attended the compulsory briefing session?
 | Bidders are advised to download the attendance register from MS Teams. All bidders who attended the compulsory briefing session will be able to download the register. |
| 1. The bidder requested to be advised with page 32, on table A & B marked with “XXXX”. How do they work it out or how do they estimated the work that will be done not knowing or having the assignment on hand. The same as the last page of “ANNEXURE E” of General Conditions of Contract that has “Total Cost (Table A + Table B).
 | The bidder is expected to indicate the hourly rate as per table An and indicate disbursements costs. |