



## RFP03/26

**APPOINTMENT OF THE PANEL OF LAW FIRMS TO RENDER LEGAL SERVICES TO THE ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR THE PERIOD OF THIRTY-SIX (36) MONTHS**

**CLOSING DATE: 02 JULY 2026 AT 11:00**

**Issued by:**

Ithala Development Finance Corporation Limited  
29 Canal Quay Road (for GPS 29 Signal Road),  
Point Waterfront  
Durban

**Procurement Enquires:**

Supply Chain Management Unit  
Email: [tenders@ithala.co.za](mailto:tenders@ithala.co.za)  
Tel: 031 907 8911

**Name of Bidder: .....**

**For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email [complaints@ithala.co.za](mailto:complaints@ithala.co.za) alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0004 82**

# REQUEST FOR PROPOSALS

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD,  
POINT, DURBAN (FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as (“IDFC”))

BID NUMBER: **RFP03/26**

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CLOSING DATE: **02 JULY 2026**

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TIME: **11:00 am**

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DESCRIPTION: **APPOINTMENT OF THE PANEL OF LAW FIRMS TO RENDER  
LEGAL SERVICES TO THE ITHALA DEVELOPMENT FINANCE  
CORPORATION LIMITED (IDFC’) FOR THE PERIOD OF THIRTY-  
SIX (36) MONTHS**

*COMPULSORY ONLINE  
BRIEFING SESSION*

Yes

No

<b>DATE:</b>	17 JUNE 2026 at 10:00
<b>VENUE:</b>	Online session
<b>DETAILS:</b>	Kindly register your interest for the compulsory online briefing session by sending an email request to <a href="mailto:tenders@ithala.co.za">tenders@ithala.co.za</a> . The email should include the RFP number, your company name, contact person, telephone number, and the meeting link will then be sent to you.
<b>TELEPHONE:</b>	031 90 8911
Bid Enquiries	Bidders are requested to email all queries to <a href="mailto:tenders@ithala.co.za">tenders@ithala.co.za</a>

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## C.1 TENDER NOTICE AND INVITATION TO TENDER

### APPOINTMENT OF THE PANEL OF LAW FIRMS TO RENDER LEGAL SERVICES TO THE ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC') FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

#### COLLECTION OF BID DOCUMENTS

The bid documents will be obtained online from the Ithala website ([www.ithala.co.za](http://www.ithala.co.za)) and on National Treasury website ([www.etenders.gov.za](http://www.etenders.gov.za))

#### SUBMISSION OF BID DOCUMENTS

The proposals shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of tenders is **02 JULY 2026 at 11:00**

#### **One original and one electronic (USB) copy of the bid document must be submitted.**

Telephonic, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to [tenders@ithala.co.za](mailto:tenders@ithala.co.za)

Tenders may only be submitted on the original tender documentation that is issued by Ithala written in black ink. This tender document may not be reproduced.

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email [Complaints@ithala.co.za](mailto:Complaints@ithala.co.za) alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23.

**PART A - INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP03/26	CLOSING DATE:	02 JULY 2026	CLOSING TIME:	11am
DESCRIPTION	APPOINTMENT OF THE PANEL OF LAW FIRMS TO RENDER LEGAL SERVICES TO THE ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR THE PERIOD OF THIRTY-SIX (36) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>SCM</b>		CONTACT PERSON	<b>SCM</b>	
TELEPHONE NUMBER	<b>0319078911</b>		TELEPHONE NUMBER	<b>0319078911</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<a href="mailto:tenders@ithala.co.za">tenders@ithala.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tenders@ithala.co.za">tenders@ithala.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE
2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.6 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS WHO ARE PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## **C.2 INTRODUCTION**

Ithala is a Development Finance Corporation operating within the confines of the KwaZulu-Natal Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “Accelerating growth, socio-economic development, and empowerment in KwaZulu Natal” and our MISSION is “To accelerate economic growth and transformation, entrepreneurship, and job creation for the people of KwaZulu-Natal”.

The Mission is enabled by building a capable, ethical, and sustainable organisation.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of IDFC are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our three operating departments and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Implementing Agent
4. Ithala SOC Limited

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

### **PROCUREMENT PHILOSOPHY**

It is the policy of IDFC, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of IDFC’ s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within IDFC.

### C.3 CONDITIONS OF BID AND CONTRACT

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1.</b>	<b>GUIDELINE ON COMPLETION</b>				
1.1	The bidder must clearly state if a deviation from these requirements are offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
<b>2.</b>	<b>IDFC SERVICE LEVEL AGREEMENT</b>				
2.1	The IDFC Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. IDFC's standard terms and conditions will not be negotiated.				
<b>3.</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request, must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply may lead to the bid being disregarded.				
<b>4.</b>	<b>CONFIDENTIALITY</b>				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding IDFC or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval, of the accounting authority or the delegate.				

5.	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to IDFC. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in IDFC and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior, written permission must be obtained from IDFC.				
5.4	IDFC shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP IDFC shall be entitled to freely cede and assign to parties nominated by IDFC.				
<b>6</b>	<b>PAYMENTS</b>				
6.1	IDFC will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time, during the duration of the contract, invoice IDFC for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to IDFC.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
<b>7</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>	Yes	No	Noted	If no, indicate deviation

7.1	As soon as it becomes known to the service provider that he/she will not be able to deliver the services within the delivery period as specified, IDFC must be given immediate written notice to this effect. IDFC reserves the right to implement remedies as provided for in the SLA.				
<b>8</b>	<b>WARRANTIES</b>				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of IDFC.				
8.2	Although the service provider will be entitled to provide services to persons other than IDFC, the service provider shall not without the prior written consent of IDFC, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
8.3	The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for IDFC or is carrying out work for IDFC become unavailable, then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replacement resource is subject to the vetting of the IDFC project manager.				
<b>9.</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
<b>10</b>	<b>SUBMITTING BIDS</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
10.1	Supply Chain Management (SCM)				

10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				
<b>11</b>	<b>LATE BIDS</b>				
11.1	Late submissions will not be accepted. A submission will be considered late if it arrives one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
<b>12.</b>	<b>BID CLARIFICATIONS</b>				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please refer to Bid Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
<b>13.</b>	<b>FORMAT OF BIDS</b>				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
<b>14.1</b>	<b>PART 1: INVITATION TO BID</b>				
<b>14.2</b>	<b>PART 2: RFP SUMMARY AND DETAILS</b>				
<b>14.2.1</b>	Bid summary must be completed and indicate what returnable documents will be submitted.				
<b>14.3</b>	<b>PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
<b>14.4</b>	<b>PART 4: SARS TAX STATUS</b>				
	The bidder must be in compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint				

	venture, or where sub-contractors are utilised, each consortium/ joint venture member <b>and/or sub-contractor</b> (individual) <b>must</b> be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
<b>14.5</b>	<b>PART 5: CERTIFICATE OF AUTHORITY TO SIGN A BID AND DECLARATION OF INTEREST</b>				
14.5.1	Bidders must complete and submit the Declaration forms.  A bidder must complete the relevant parts of the document and must indicate who is delegated to communicate or deal with IDFC. Any irrelevant sections to the tendering entity must be marked 'N/A'.				
<b>14.6</b>	<b>PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT</b>				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
<b>14.7</b>	<b>PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL</b>				
14.7.1	Bidders must, at least, describe in detail exactly how they propose to carry out the activities to achieve the outcomes identified in the Terms of Reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm by providing letters of reference from previous/current clients including contact details, for the previous, current or ongoing projects of similar nature. This may be verified by IDFC.				
<b>14.8</b>	<b>PART 8: DEVIATIONS FROM REQUEST FOR BID</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
14.8.1	Please indicate deviations or modifications to this Request for Bid on form <b>C13</b>				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
<b>14.9</b>	<b>PART 9: PRICING SCHEDULE</b> <b>Instruction to Bidders to Complete the Pricing Schedule:</b>				
14.9.1	The rates are for illustrative and evaluation purposes only and is not indicative of how the actual rates will realise in practice when the tender is awarded.				

14.9.2	Where applicable and if the service provider is registered for VAT, the final total evaluation Bid price will be calculated, inclusive of VAT.				
<b>14.10</b>	<b>PART 10: PROCUREMENT TIMELINES</b>				
14.10.1	This part of the bid document informs bidders when the bid process is expected to be finalized. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by IDFC. When a proposal is submitted, a bidder must be certain that the TOR's are understood and that it has the capacity to offer the specified service.				
<b>14.11</b>	<b>VAT</b>				
14.11.1	IDFC is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.11.2	IDFC reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R2.3m in total in any consecutive 12 – month period as per the requirements of the VAT Act.				
<b>15</b>	<b>PRESENTATIONS – N/A</b>				
15.1	Ithala reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				
<b>16</b>	<b>NEGOTIATION</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
16.1	IDFC has the right to enter negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	IDFC shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, IDFC reserves the right not to award the tender to the highest-ranking bidder in terms of IDFC's SCM Policy.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form and signed by the designated responsible person of both parties.				

<b>17</b>	<b>DOMICILIUM</b>				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
<b>18</b>	<b>COST OF BID PREPARATION</b>				
18.1	Bidders shall prepare and submit a bid at their own expense.				
<b>19.</b>	<b>SITE INSPECTIONS</b>				
19.1	IDFC reserves the right to carry out site inspections of bidders to establish suitability of properties, etc. to perform services effectively and efficiently				
<b>20</b>	<b>BID VALIDITY PERIOD</b>				
20.1	Bid will be valid for a period of 120 days				
20.2	The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
<b>21</b>	<b>ISSUE ADDENDA</b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
21.1	If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list.				
21.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				

<b>22</b>	<b>SUBMITTING OF FRAUDULENT DOCUMENTS</b>				
22.1	IDFC will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
22.2	IDFC will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				

<b>23</b>	<b><u>EVALUATION ON PRICE AND SPECIFIC GOALS</u></b>	<b>Yes</b>	<b>No</b>	<b>Noted</b>	<b>If no, indicate deviation</b>
23.1	Price and specific goals evaluation will be performed on bidders who qualify for Stage 3. The rates are for illustrative and evaluation purposes only and is not indicative of how the actual rates will realise in practice when the tender is awarded.				
23.2	All prices submitted may be subject to negotiation.				
<b>24</b>	<b>ADJUDICATION OF BID</b>				
24.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
24.2	The bid shall be awarded at the sole and absolute discretion of Ithala. IDFC hereby represents that it is not obliged to award this bid to any bidder. IDFC is entitled to <b>retract</b> this bid at any time as from the date of issue. IDFC is not obliged to award this bid to the bidder that quotes the lowest.				
24.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of IDFC regarding this bid from the date the offer is submitted until the date of award of the bid.				
<b>25</b>	<b>Awarding of contract</b>				
25.1	IDFC reserves the right to award this bid in full or in part.				

26	<b>Contract Period</b>				
26.1	The contract will be for a period of thirty-six months from date of appointment.				
27	<b>Special conditions of contract</b>				
27.1	<b>THE PANEL WILL BE LIMITED TO THE MAXIMUM OF SIX (6) LAW FIRMS PER AREA OF LAW.</b>				
27.2	It is in the best interests of IDFC that a bidder DOES NOT act against IDFC in any of the awarded categories.				
27.3	Selection of Category bidding for - Bidders are required to select the Category that they are bidding for, failure to select the category will invalidate the bid				
27.4	<b>Personnel assigned as Lead for IDFC</b> All personnel assigned to IDFC matters must be those proposed in the RFP submission as Leads. Any substitution or change of the Lead resource requires to be substituted with someone of equivalent qualification/s and experience, subject to IDFC approving the resource.				

**C.4**

**SECTION M  
AUTHORITY TO SIGN A BID**

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) <b>CLOSE CORPORATI ON</b>	(II) <b>COMPANIES</b>	(III) <b>SOLE PROPRIETO R</b>	(IV) <b>PARTNERS HIP</b>	(V) <b>CO- OPERATIVE</b>	(VI) <b>JOINT VENTURE / CONSORTIUM</b>	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

whose signature is .....

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

*(If the space provided is not enough, a separate list should be attached)*

**Note:**

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

**Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**

**C.5 CERTIFICATE OF ATTENDANCE AT COMPULSORY BRIEFING MEETING- N/A ONLINE**

This is to certify that

(tenderer).....

of (address)

.....

..... was represented by the person(s)

named below at the compulsory meeting held for all tenderers at: -

Description	Date	Time	Venue
N/A ONLINE			

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

**Particulars of Bidder’s representative attending the meeting:**

Name: ..... Signature: .....

Capacity: .....

**Attendance of the above person(s) at the meeting is confirmed by the IDFC’s representative, namely:**

Name: .....Signature: .....

Capacity: .....Date and Time: .....

## C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	09 JUNE 2026	
Compulsory online briefing session	17 JUNE 2026	10:00
Written questions of clarification – closing date	18 JUNE 2026	16h00
Written response to all clarifications	22 JUNE 2026	16h00
Service Provider Proposals Due	02 JULY 2026	11h00

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**\*Indicative dates**

## C7. TERMS OF REFERENCE

### 1. PURPOSE

Ithala Development Finance Corporation Limited (IDFC) requests proposals from qualified and experienced Law Firms to form part of a panel that will provide professional, specialist services in various areas of the law.

### 2. BACKGROUND

IDFC is seeking proposals from qualified and experienced Law Firms to provide professional, specialist services in various areas of the law.

### 3. TABLE 1: AREAS OF LAW

The required legal advisory services have been categorised into seven (7) categories as reflected below. The bidder must indicate, in the table below, with a **tick** the area of law the bidder is bidding for:

SERVICE CATEGORIES	PLEASE TICK
a. Conveyancing / Property Law	
b. Corporate Law	
c. Construction and Engineering Law	
d. Labour Law (employment contract law/CCMA/Labour Court)	
e. Maritime Law	
f. Litigation (civil, criminal and bond foreclosures)	
g. Administrative and Procurement Law	

**NOTE: THE PANEL WILL BE LIMITED TO THE MAXIMUM OF SIX (6) LAW FIRMS PER CATEGORY OF LAW.**

## CATEGORISATION OF SERVICES WITH THE TEAM COMPOSITION REQUIREMENTS

### 3.1 CATEGORY A: CONVEYANCING/PROPERTY LAW

- (a) IDFC often requires the services of Law Firms to provide specialist services in various aspects of conveyancing with experience in the transfer of immovable and movable property, bond registrations and cancellations, drafting bond documents and notarising documents.
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must have 8 years or more post-admission experience in conveyancing and property law; and

- (iii) Must possess the post-graduate qualification in law and be a certified and practising Conveyancer.

### **3.2. CATEGORY B: CORPORATE LAW**

- (a) IDFC often requires the services of Law Firms to provide specialist services in various aspects of corporate law such as the drafting of agreements, legal advice on agreements and to provide legal opinions.
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must have 8 years or more post-admission experience in corporate law; and
  - (iii) Must possess the post-graduate qualification in law and with specialisation in corporate law.

### **3.3. CATEGORY C: CONSTRUCTION & ENGINEERING**

- (a) IDFC often requires the services of Law Firms to provide specialist services in various aspects of construction and engineering with experience in the drafting of construction & engineering agreements such as JBCC, NEC (New Engineering Contracts).
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must have 8 years or more post-admission experience in construction and engineering law; and
  - (iii) Must possess the post-graduate qualification in construction and engineering law.

### **3.4. CATEGORY D: LABOUR LAW (EMPLOYMENT CONTRACT LAW/CCMA/LABOUR COURT)**

- (a) IDFC often requires the services of Law Firms to provide specialist services in various aspects of labour law.
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must possess a post graduate qualification in labour law; and
  - (iii) Must have 8 years or more post-admission experience in labour law.

### **3.5 CATEGORY E: MARITIME LAW**

- (a) IDFC often requires the services of Law Firms to provide specialist services in maritime law.
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must possess a post-graduate qualification in law with specialisation in maritime law; and
  - (iii) Must have 8 or more years post-admission experience in maritime law.

### **3.6 CATEGORY F: LITIGATION (CIVIL, CRIMINAL AND BOND FORECLOSURES)**

- (a) IDFC often utilises the services of Law Firms to institute, defend and oppose any legal action or motion proceedings served on IDFC and for and on behalf of IDFC. The Law Firm must have litigation experience.
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must have a minimum of 8 years or more post-admission experience in litigation; and
  - (iii) Must possess the relevant post-graduate law qualification.

### **3.7 CATEGORY G: ADMINISTRATIVE AND PROCUREMENT LAW**

- (a) IDFC often utilises the services of Law Firms to specialist services in administrative and procurement law.
- (b) The attorney must meet the following requirements:
  - (i) High court admission as an Attorney of RSA and registered with the KZN Legal Practice Council;
  - (ii) Must have a minimum of 8 years or more post-admission experience in administrative and procurement litigation; and
  - (iii) Must possess the post-graduate qualification in law with specialisation in administrative and procurement law.

#### **4. ALL LEAD ATTORNEYS MUST ATTACH CVs, CERTIFIED COPIES OF RELEVANT QUALIFICATIONS.**

- a) The CV of the Lead Attorney must be submitted/completed in terms of **ANNEXURE B**.
- b) Proof of Admission and registration with the KZN Legal Practice Council must be submitted.

#### **5. COMPANY EXPERIENCE AND REQUIREMENTS**

- a) Bidders must submit a comprehensive profile of the firm including history, group structure, operations, logistics, and related companies and services showing how they are structured.
- b) The bidder **must** provide **the minimum of 3 reference letters in each area of law** for which the bidder is tendering. The letters must be from the contactable clients where the bidder has rendered legal services in the last three years **(as per the template in ANNEXURE A)**.

#### **6. SELECTION OF CATEGORIES**

Attorneys' firms must indicate whether they would like to serve in more than one category of the panel as per **TABLE 1** on page 20. Failure to indicate a category on page 20 and failure to submit a separate proposal for each category will lead to an automatic disqualification.

#### **7. PANEL SELECTION**

The selection of the attorneys' firms to be placed on the panel for each category of law which will be subject to the criteria set out in category of work to be provided. A Law Firm may apply for all seven categories if it meets all specified requirements of each category for the bid proposals.

#### **8. DURATION OF THE PANEL**

The panel shall be in place for a period of three (3) years. IDFC reserves the right to re-advertise this tender if the need arises or there are changes to the strategic objectives to IDFC, which appointment will be in line with the current duration of the project.

#### **9. UTILISATION OF THE PANEL**

Law firms will be allocated work as and when required by IDFC. Law firms from the panel will be allocated work on a rotation basis per category of law.

#### **10. REPORTING REQUIREMENTS**

Law Firms will report directly to Legal Services Divisional Manager or to the delegated representative of the Legal Department as and when required. Qualitative management of the service / performance must be overseen by IDFC in line with the agreed upon SLA.

## C8. EVALUATION PROCESS & CRITERIA

The evaluation shall be conducted in three (3) stages as follows

1. Administrative Compliance
2. Functionality Evaluation
3. Price and Specific Goals

NB: Administrative compliance documentation to be submitted once, irrespective of the number of categories bidding for.

<b>STAGE ONE: ADMINISTRATION COMPLIANCE</b>	Yes	No	Noted	If no, indicate deviation
<p><b><i>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</i></b></p> <p><b>Mandatory Requirements</b></p> <p>Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable)</p> <ul style="list-style-type: none"> <li>• The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017</li> <li>• The bidder must be in good standing with SARS <b>prior</b> to the award of the bid and such information will be verified through Central Supply Database or using SARS e-filing pin, in compliance with National Treasury instruction note 9 of 2017/2018</li> <li>• SBD 1 – A completed and duly signed Invitation to bid- A resolution letter <b>MUST</b> be attached as per the requirement of SBD 1.</li> <li>• SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest not be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.</li> <li>• Fidelity fund certificate for the present year for the company - Proof of a valid Fidelity fund certificate for 2026 for the company</li> <li>• Attorney registration with the KZN Legal Practice Council of South Africa per attorney if a company / partnership or close corporation – Attorney must submit a valid registration letter or certificate with the KZN Legal Practice Council</li> <li>• High court admission as an attorney/ per attorney in a</li> </ul>				

<p>company/ partnership or close corporation - Proof of a valid High court admission as an Attorney</p> <ul style="list-style-type: none"> <li>• Proof of compulsory online briefing attendance – MS Teams attendance register</li> </ul> <p><b>Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.</b></p>				
<p><b><u>STAGE TWO: FUNCTIONALITY EVALUATION</u></b></p> <p>Responsive bids will be evaluated according to the criteria indicated on pages 26-31</p>				
<p><b><u>STAGE THREE: PRICE AND SPECIFIC GOALS</u></b></p> <p>Price evaluation will be performed on bidders who passed stage 1 and 2 above. Twenty points will be awarded for specific goals as outlined in SBD 6.1 (<b>Item 4</b>).</p> <p><b><u>FOR PRICING: THE LAW FIRMS MUST COMPLETE THE PRICING SCHEDULE</u></b></p>				
<p><b>ADJUDICATION OF BID</b></p>				
<p>The bid shall be awarded at the sole and absolute discretion of Ithala. IDFC hereby represents that it is not obliged to award this bid to any bidder. IDFC is entitled to <b>retract</b> this bid at any time as from the date of issue. IDFC is not obliged to award this bid to the bidder that bids the lowest.</p>				
<p>A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of IDFC regarding this bid from the date the offer is submitted until the date of award of the bid.</p>				

## 2. STAGE TWO- FUNCTIONALITY EVALUATION CRITERIA

Bids will be assessed in terms of functionality criteria stipulated hereunder. In order to progress to the next stage of evaluation, Law Firms must score a minimum of **80%** for each category of law that the bidder is bidding for.

### CATEGORY A: CONVEYANCING / PROPERTY LAW

CRITERION	MINIMUM REQUIREMENT	ALLOCATION FOR EVALUATION	PROOF TO BE PROVIDED	SCORE
<b>COMPANY EXPERIENCE/ REFERENCE LETTERS</b>	At least three reference letters demonstrating Conveyancing matters dealt with by the law firm in the last <b>5 years</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq 11</math> matters = 20 points</li> </ul>	<p>Provide Letters of Reference to confirm conveyancing law matters dealt with <b>in the last five years calculated from the closing date of this bid.</b></p> <p>Reference letters with the period beyond the five years will not be evaluated.</p>	
<b>LEAD RESOURCE QUALIFICATION AND EXPERIENCE</b>	<b>8 years of experience in conveyancing</b> and property law.	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> <li>• &gt;8-14 years = 12 points</li> <li>• <math>\geq 15</math> years = 20 points</li> </ul>	Provide detailed CV of the resource	
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in law and be a certified and practising Conveyancer	<ul style="list-style-type: none"> <li>• Post-graduate qualification in law and be a certified and practising Conveyancer=20</li> <li>• No post-graduate qualification in law or not certified and practicing as a Conveyancer=0</li> </ul>	Provide certified copies of the qualifications and certifications.	

**CATEGORY B: CORPORATE LAW**

CRITERION	MINIMUM REQUIREMENT	ALLOCATION FOR EVALUATION	COMMENT / PROOF TO BE PROVIDED	SCORE
<b>COMPANY EXPERIENCE/ REFERENCE LETTERS</b>	At least three reference letters demonstrating corporate law matters dealt with by the law firm in the last <b>5 years</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq 11</math> matters= 20 points</li> </ul>	<p>Provide Letters of Reference to confirm corporate law matters dealt with <b>in the last five years calculated from the closing date of this bid.</b></p> <p>Reference letters with the period beyond the <b>five</b> years will not be evaluated.</p>	
<b>LEAD RESOURCE QUALIFICATION AND EXPERIENCE</b>	<b>8 years of experience</b> in corporate law	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> <li>• &gt;8-14 years = 12 points</li> <li>• <math>\geq 15</math> years = 20 points</li> </ul>	Provide detailed CV of the resource	
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in law with specialisation in corporate law	<ul style="list-style-type: none"> <li>• Post-graduate qualification in law with specialisation in corporate law=20</li> <li>• No post-graduate qualification in law with specialisation in corporate law=0</li> </ul>	Provide certified copies of the qualifications	

**CATEGORY C: CONSTRUCTION AND ENGINEERING LAW**

CRITERION	MINIMUM REQUIREMENT	ALLOCATION FOR EVALUATION	COMMENT / PROOF TO BE PROVIDED	SCORE
<b>COMPANY EXPERIENCE/ REFERENCE LETTERS</b>	At least three reference letters demonstrating construction and engineering law matters dealt with by the law firm in the last <b>5</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq 11</math> matters= 20</li> </ul>	Provide Letters of Reference to confirm construction and engineering law matters dealt with <b>in the last five years calculated from</b>	

	<b>years</b>	points	<b>the closing date of this bid.</b>  Reference letters with the period beyond the <b>five</b> years will not be evaluated.	
<b>LEAD RESOURCE QUALIFICATION AND EXPERIENCE</b>	8 years of experience in construction and engineering law	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> <li>• &gt;8-14 years = 12 points</li> <li>• <math>\geq</math>15 years = 20 points</li> </ul>	Provide detailed CV of the resource	
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in construction and engineering law	<ul style="list-style-type: none"> <li>• Post-graduate qualification in construction and engineering law =20</li> <li>• No post-graduate qualification in construction and engineering law =0</li> </ul>	Provide certified copies of the qualifications	

**CATEGORY D: LABOUR LAW (EMPLOYMENT CONTRACT /CCMA /LABOUR COURT)**

<b>CRITERION</b>	<b>MINIMUM REQUIREMENT</b>	<b>ALLOCATION FOR EVALUATION</b>	<b>COMMENT / PROOF TO BE PROVIDED</b>	<b>SCORE</b>
<b>COMPANY EXPERIENCE/ REFERENCE LETTERS</b>	At least three reference letters demonstrating labour law matters dealt with by the law firm in the last <b>5 years</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq</math>11 matters= 20 points</li> </ul>	Provide Letters of Reference to confirm labour law matters dealt with <b>in the last five years calculated from the closing date of this bid.</b>  Reference letters with the period beyond the <b>five</b> years will not be evaluated.	
<b>LEAD RESOURCE QUALIFICATION AND</b>	8 years of experience in Labour law	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> <li>• &gt;8-14 years = 12 points</li> </ul>	Provide detailed CV of the resource	

<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• <math>\geq 15</math> years = 20 points</li> </ul>		
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in labour law	<ul style="list-style-type: none"> <li>• Post-graduate qualification in labour law =20</li> <li>• No post-graduate qualification in labour law =0</li> </ul>	Provide certified copies of the qualifications	

**CATEGORY E: MARITIME LAW**

<b>CRITERION</b>	<b>MINIMUM REQUIREMENT</b>	<b>ALLOCATION FOR EVALUATION</b>	<b>COMMENT / PROOF TO BE PROVIDED</b>	<b>SCORE</b>
<b>LEAD RESOURCE QUALIFICATION</b>	At least three reference letters demonstrating maritime law matters dealt with by the law firm in the last <b>5 years</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq 11</math> matters= 20 points</li> </ul>	Provide Letters of Reference to confirm maritime law matters dealt with <b>in the last five years calculated from the closing date of this bid.</b> Reference letters with the period beyond the <b>five</b> years will not be evaluated.	
<b>LEAD RESOURCE QUALIFICATION AND EXPERIENCE</b>	8 years of experience in Maritime law	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> <li>• &gt;8-14 years = 12 points</li> <li>• <math>\geq 15</math> years = 20 points</li> </ul>	Provide detailed CV of the resource	
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in law with specialisation in maritime law;	<ul style="list-style-type: none"> <li>• Post-graduate qualification in law with specialisation in maritime law; =20</li> <li>• No post-graduate qualification in law with specialisation in maritime law=0</li> </ul>	Provide certified copies of the qualifications	

**CATEGORY F: LITIGATION (CIVIL, CRIMINAL AND BOND FORECLOSURE)**

CRITERION	MINIMUM REQUIREMENT	ALLOCATION FOR EVALUATION	COMMENT / PROOF TO BE PROVIDED	SCORE
<b>LEAD RESOURCE QUALIFICATION</b>	At least three reference letters demonstrating litigation matters dealt with by the law firm in the last <b>5 years</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq 11</math> matters= 20 points</li> </ul>	Provide Letters of Reference to confirm litigation matters dealt with <b>in the last five years calculated from the closing date of this bid.</b> Reference letters with the period beyond the <b>five</b> years will not be evaluated.	
<b>LEAD RESOURCE QUALIFICATION AND EXPERIENCE</b>	8 years post-admission experience in litigation	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> <li>• &gt;8-14 years = 12 points</li> <li>• <math>\geq 15</math> years = 20 points</li> </ul>	Provide detailed CV of the resource	
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in law	<ul style="list-style-type: none"> <li>• Post-graduate qualification in law =20</li> <li>• No post-graduate qualification in law=0</li> </ul>	Provide certified copies of the qualifications	

**CATEGORY G: ADMINISTRATIVE AND PROCUREMENT LAW**

CRITERION	MINIMUM REQUIREMENT	ALLOCATION FOR EVALUATION	COMMENT / PROOF TO BE PROVIDED	SCORE
<b>LEAD RESOURCE QUALIFICATION</b>	At least three reference letters demonstrating administrative and procurement law matters dealt with by the law firm in the last <b>5 years</b>	<ul style="list-style-type: none"> <li>• 1-3 matters = 3 points</li> <li>• 4-7 matters = 8 points</li> <li>• 8-10 matters = 12 points</li> <li>• <math>\geq 11</math> matters= 20 points</li> </ul>	Provide Letters of Reference to confirm administrative and procurement law matters dealt with <b>in the last five years calculated from the closing date of this bid.</b> Reference letters with the period beyond the <b>five</b> years will not be evaluated.	
<b>LEAD RESOURCE</b>	8 years post-admission	<ul style="list-style-type: none"> <li>• &lt; 8 years = 0 points</li> <li>• 8 years = 10 points</li> </ul>	Provide detailed CV of the resource	

<b>QUALIFICATION AND EXPERIENCE</b>	experience in administrative and procurement litigation	<ul style="list-style-type: none"> <li>• &gt;8-14 years = 12 points</li> <li>• <math>\geq</math>15 years = 20 points</li> </ul>		
	<b>QUALIFICATION</b> Must possess a post-graduate qualification in law with specialisation in administrative and procurement law	<ul style="list-style-type: none"> <li>• Post-graduate qualification in law with specialisation in administrative and procurement law =20</li> <li>• No post-graduate qualification in law with specialisation in administrative and procurement law=0</li> </ul>	Provide certified copies of the qualifications	

**NOTES**

**(1) THE REFERENCE LETTER TEMPLATE IS MARKED ANNEXURE A ON PAGE 47 OF THIS BID DOCUMENT. IDFC RESERVES THE RIGHT TO VERIFY ALL REFERENCE LETTERS SUBMITTED.**

**(2) THE BIDDER MUST SUBMIT THE CERTIFIED COPY/IES OF QUALIFICATION(S) AND DETAILED CVS FOR THE LEAD ATTORNEY FOR EACH CATEGORY OF LAW SELECTED. FAILURE TO SUBMIT WILL RESULT IN THE INFORMATION NOT BEING CONSIDERED FOR EVALUATION.**

**TABLE 2: Bidders' resources**

**Bidders are required to complete the table below for the categories of law that the bidder is bidding for:**

<b>NO</b>	<b>SERVICE CATEGORIES</b>	<b>NAME OF BIDDER'S LEAD ATTORNEY</b>  <i>(To correspond to the areas of law selected under part 3 above)</i>	<b>NUMBER OF YEARS OF EXPERIENCE</b>  <i>(Kindly indicate years of specific experience of the resource in the area of law)</i>	<b>IS THE DETAILED CV AND CERTIFIED QUALIFICATION ATTACHED?</b>	<b>HAS THE RESOURCE BEEN INACTIVE FOR ANY PERIOD DURING HIS/HER CAREER (IF YES, PLEASE INDICATE THE PERIOD IN MONTHS OR YEARS)</b>
<b>a)</b>	Conveyancing / Property Law				
<b>b)</b>	Corporate Law				
<b>c)</b>	Construction and Engineering Law				
<b>d)</b>	Labour Law (employment contract law/CCMA/Labour Court)				
<b>e)</b>	Maritime Law				
<b>f)</b>	Litigation (civil, criminal and bond foreclosures)				
<b>g)</b>	Administrative and Procurement Law				

**STAGE THREE: PRICE (80 points) AND SPECIFIC GOALS (20 points)**

**PROPOSED PRICE AND TARIFF**

RFP03/26

**APPOINTMENT OF THE PANEL OF LAW FIRMS TO RENDER LEGAL SERVICES TO THE ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC') FOR THE PERIOD OF THIRTY SIX (36) MONTHS**

**PRICING SCHEDULE**

Bidders must complete the below pricing schedule **and submit same** together with bid document. The rates are mere illustrative and will be used for evaluation purposes only. The incomplete schedule will render the bid document non-compliant and will not be evaluated further.

**IDFC TARIFF**

Following the evaluation of rates from bidders, IDFC will compile final tariff based on rates of the recommended bidders. IDFC tariffs will be provided with award letters. Failure to accept IDFC's tariffs will result in the bid being rejected.

<b>THE PRICING SCHEDULE OPERATIONAL COSTS FOR THE SENIOR ATTORNEY</b>			
<b>Description</b>	<b>Hourly Rate Year 1</b>	<b>Hourly Rate Year 2</b>	<b>Hourly Rate Year 3</b>
Taking Instructions			
Drafting any Pleading			
Consultation			
Court Appearance - Any Court			
Appearance - Arbitration or Adjudication			
<b>TOTALS</b>			

<b>DISBURSEMENTS</b>			
<b>Description</b>	<b>Rate Year 1</b>	<b>Rate Year 2</b>	<b>Rate Year 3</b>
Sorting and Paginating Per Page			
Perusal per Folio			
E-mails sent per transmission			
Drawing and sending of Any Letter Per Folio			
Attendance to receive letter or e-mail per Page			
Traveling per Kilometre			

Telephone Calls per 5 mins - South Africa			
Printing Cost - per page			
<b>TOTALS</b>			

**All rates must be inclusive of VAT**

<p><b>NAME OF BIDDER:</b></p> <p>.....</p> <p><b>OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.</b></p>
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**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.
- b) The 80/20 preference point system will be applicable in this tender if the lowest/ highest acceptable is below R50 million.
- c) The 90/10 preference point system will be applicable in this tender if the lowest acceptable tender is above R50 million.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) “**price**” means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

Specific goals allocated points in terms of this tender			
PRICE – 80 points			
SPECIFIC GOALS – 20 points			
Specific goals	Points for Specific Goal target	Proof / Evidence to be submitted by the tenderer	Points claimed by bidder (Max total of 20)
≥51% Black ownership	5	CSD, CIPC registration certificate	
≥33% Women ownership	5	CSD, CIPC registration certificate	
≥33% Youth ownership	5	CSD, CIPC registration certificate – Youth is defined as the person under the age of 35	
≥25% Persons with disability ownership	5	CSD report supported by the confirmatory certificate issued by the medical practitioner	
<b>TOTAL POINTS</b>	<b>20</b>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety

- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered because of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p>

## **C.10 TAX CLEARANCE REQUIREMENT**

### **IT IS A CONDITION OF BIDDING THAT**

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

**C.11 SBD 4 - BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1. If so, furnish particulars:

.....  
.....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

..... Signature	..... Date
..... Position	..... Name of bid der

**C.12 CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

<b>WITNESSES</b>	
1	.....
2	.....
DATE:	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT)

.....

SIGNATURE

.....

OFFICIAL STAMP

WITNESSES	
1	.....
2	.....
DATE:	.....

**C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL**

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked "NIL" and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder's Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

<b>PAGE NUMBER</b>	<b>CLAUSE NUMBER</b>	<b>DEVIATION</b>

\_\_\_\_\_  
**SIGNATURE OF BIDDER**

\_\_\_\_\_  
**DATE**



# Referee's Company letter head

## ANNEXURE A - FEEDBACK FROM REFERENCE'S SAMPLE LETTER

Attention: IDFC Supply Chain Management Unit<sup>3</sup>

**BID NO: RFP03/26: APPOINTMENT OF THE PANEL OF LAW FIRMS TO RENDER LEGAL SERVICES TO THE ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR THE PERIOD OF THIRTY SIX (36) MONTHS**

### Feedback from Referee's

The client who is completing the assessment is to indicate in the box below the type of (relevant to the above-mentioned bid) services rendered and their execution dates.

The <u>area/s of law</u> in which services were rendered and description of service rendered	Date engaged	End Date (if still engaged please indicate ' <u>on-going</u> ')

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the client, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Contact details</b>	<b>Email:</b>		
	<b>Telephone:</b>		

<sup>3</sup> Feedback from references following the above template using the referee's company letter head.

## ANNEXURE B: CV FORMAT

CURRICULUM VITAE Max 3 pages

THE LAW FIRM'S LEAD ATTORNEY ON THIS RFP (The law firm may attach the lead attorney's curriculum vitae instead of completing this Annexure)

1. Surname : \_\_\_\_\_
2. First names : \_\_\_\_\_
3. Nationality : \_\_\_\_\_
4. Education : \_\_\_\_\_

Institution (date from - date to)	Degree/s or Diploma/s obtained

5. Language skills: Indicate competence on a scale of 1 to 5 (5 – excellent; 1 – basic)

Language	Reading	Speaking	Writing
English			
IsiZulu			
Afrikaans			
Other (please specify):			

6. Membership to professional bodies:

Body/organization	Date joined	Still registered (Y/N)

7. Other skills (e.g. Computer literacy; negotiations etc.):

8. Present position : \_\_\_\_\_
9. Years within the firm : \_\_\_\_\_

**10. Professional Experience**

<b>Date from – Date to</b>	<b>Location</b>	<b>Company</b>	<b>Position held</b>	<b>Responsibilities</b>

**10. Other relevant information that may be relevant (e.g. publications)**