



CLOSING DATE: 11:00 AM ON 20 JULY 2026

BID DESCRIPTION

APPOINTMENT OF A PANEL OF PREFERRED SERVICE PROVIDER(S) IN STATISTICS SOUTH AFRICA FOR LEGAL SERVICES FOR A PERIOD OF THREE YEARS

ONE (1) SEALED ENVELOPE WITH ALL BID DOCUMENTS, i.e. (SBD 1, SBD 4, GENERAL CONDITIONS OF CONTRACT, THE SPECIFICATIONS AND REQUIRED SUPPORTING DOCUMENTS).

NB: BIDDERS ARE ALSO REQUESTED TO SUBMIT ONE (1) ORIGINAL PLUS ONE (1) COPY AND ELECTRONIC COPY (USB) OF BID PROPOSALS AND RESPONSES.

FAILURE TO SUBMIT BIDS AS REQUESTED WILL INVALIDATE YOUR BID



YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE

BID NUMBER: STATS SA 004/26

CLOSING TIME: 11:00 AM

CLOSING DATE: 20 JULY 2026

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

ALL SBD FORMS - MUST BE COMPLETED AND SIGNED.

NB: THIS DOCUMENT IS NOT FOR SALE

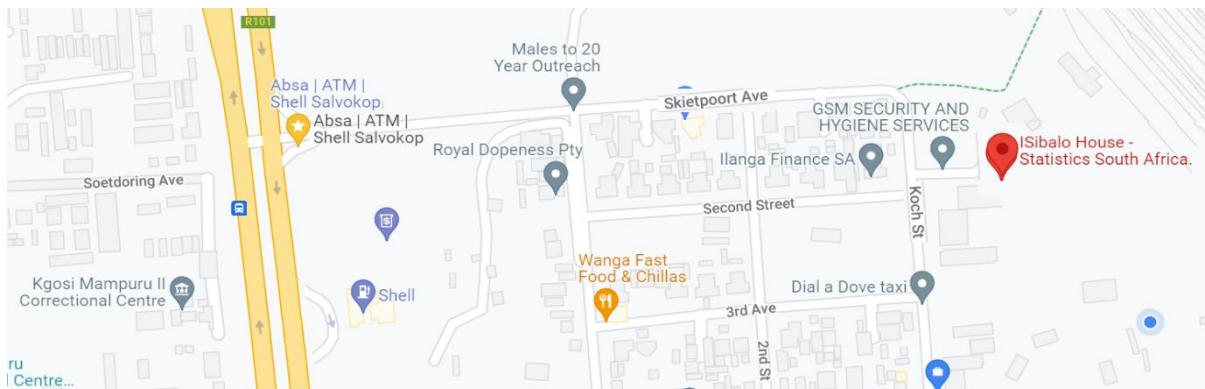
BID DOCUMENTS MAY BE POSTED TO:

**Bid Section
Statistics South Africa
Private Bag x44
Pretoria**

The bid documents may be deposited in the bid box which is Isibalo House , Koch Street, Salvokop, Pretoria, 0002

Bid documents that are posted must reach Statistics South Africa before the closing date of the bid

The bid box of Statistics South Africa is generally open between 06h00 to 16h00, 7 days a week. The bid box will be



closed on the closing time of bids.

TEL: 012- 310 8940 / 6978 / 2114 / 012 406 3154/3158

CELL: 082 903 7611 / 076 511 7800 / 076 596 3836 / 076 511 7787 / 076 596 2234/

Bidders should ensure that bids are delivered timeously to the correct address

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – ALL DOCUMENTS MUST BE FILLED BY HAND WRITING
bids by telegram, facsimile or other similar apparatus will not be accepted for consideration

SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE



1. SUBMISSION OF DOCUMENTS

- 1.1 One (1) original bid proposal/response plus one (1) copy and electronic copy (USB) which must include all the SBD forms i.e. (SBD 1, SBD 4, SBD 6.1, general conditions of contract, specification and required supporting documents).
- 1.2 The original copy must be signed in ink by an authorized employee, agent or representative of the Bidder and initialized in each and every page of the bid.
- 1.3 Bids must be deposited into Statistics South Africa bid box on or before **20 JULY 2026** not later than **11h00 am South African Time**. The Bid box is situated at the reception area of Statistics South Africa Head Office, Koch Street, Salvokop, Pretoria, 0002. All bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date as stipulated time.
- 1.4 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date to be deposited into the bid Box. Failure to comply with this requirement will result in your Bid being treated as a “late bid” and will not be entertained. Such bids will be returned to the respective bidders.
- 1.5 No bid shall be accepted by Statistics South Africa if submitted in any manner other than as prescribed above.
- 1.6 **BELOW LIST OF ADMINISTRATIVE DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE BID DOCUMENT. PLEASE INDICATE BY TICKING YES OR NO ON THE BELOW TABLE (even if you have attached documents). ALL PAGES MUST BE COMPLETED INITIALED AND SIGNED (WHERE SIGNATURE IS APPLICABLE) BY THE BIDDER**

NO	DOCUMENTS	TICK (YES OR NO)
1.1	SBD 1 – Invitation to Bid	
1.2	SBD 4 – Declaration of Interest	
1.3	General Condition of Contract	
1.4	Terms Of Reference (Bid Specification) and required supporting documents	
1.5	The board resolution letter with the company letter head confirming that the person signing the bid document is duly authorized and can conclude any legal document on behalf of the company.	
1.6	Company Registration document (CIPC)- certified copy not older than six months.	



1.7	Central Supplier Database (CSD – recent full detail report must be submitted)	
1.8	Valid SARS certificate or TCS Pin	
1.9	Company Profile / Proposal	
1.10	Any other document in relation to specification	

2. REASONS FOR DISQUALIFICATION

Statistics South Africa reserve the right to disqualify any service provider which does not comply with the following below, and such disqualification may take place without prior notice to the offending service provider.

- 2.1 Service provider which submitted information that is fraudulent, factually untrue or inaccurate, for example, membership that does not exist, experience, etc.
- 2.2 Service provider that receives information not available to the other service providers that may result in such service provider having unfair advantage over other service providers.
- 2.3 Service provider that does not comply with mandatory requirements as stipulated in this bid specification





PART A
INVITATION TO BID

Table with bid details: BID NUMBER: STATS SA 004/26, CLOSING DATE: 20 JULY 2026, CLOSING TIME: 11:00 AM, DESCRIPTION: APPOINTMENT OF A PANEL OF PREFERRED SERVICE PROVIDER(S) IN STATISTICS SOUTH AFRICA FOR LEGAL SERVICES FOR A PERIOD OF THREE YEARS.

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

Head Office, Isibalo House, Koch Street, Salvokop, Pretoria,0002

SUPPLIER INFORMATION

Supplier information form with fields for Name of Bidder, Postal Address, Street Address, Telephone Number, Cellphone Number, E-mail Address, VAT Registration Number, Supplier Compliance Number, Tax Compliance System PIN, and Central Supplier Database No.





SBD 1

Form with sections: ARE YOU THE ACCREDITED REPRESENTATIVE..., ARE YOU A FOREIGN BASED SUPPLIER..., SIGNATURE OF BIDDER, DATE, CAPACITY UNDER WHICH THIS BID IS SIGNED, TOTAL BID PRICE, BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: DEPARTMENT/PUBLIC ENTITY, CONTACT PERSON, TELEPHONE NUMBER, CELL NUMBER, E-MAIL ADDRESS.

PART B
TERMS AND CONDITIONS FOR BIDDING

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

- 1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
1.4 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.





2. TAX COMPLIANCE REQUIREMENTS	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	



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 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 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?

Table with 4 columns: YES, YES, NO, 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.
3.4 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.





SBD 4

- 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 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

Position

Date

Name of bidder





Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.



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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.



- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.



- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents information; Inspection.

- 5.1 The supplier shall not, without the purchaser prior written consent, disclose the contract, or any provision thereof, or any specification, and plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC



clause 5.1 except for purposes of performing the contract.

- 5.3 Any document, other than the contract itself mentioned in GCC Clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and Analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.



- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to Prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any,





specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental

- 13.1 The supplier may be required to provide any or all of the following **services** services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and



- (b) In the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.



16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the performance

21.1 Delivery of the goods and performance of services shall be made by **supplier's** the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s).

As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.



21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) If the Supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the



purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the

supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public



sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24 Anti-dumping
countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti and dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional **payment** is no longer required or any such anti-dumping or **countervailing** right is abolished, or where the amount of such **provisional** payment or any such right is reduced, any such favourable **difference** shall on demand be paid forthwith by the contractor to the **State** or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or **services** which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**25 Force
Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26 Termination
for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent.

In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.



27 Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
 - (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) The purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
 - (a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.



30. Applicable 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties license fees, and other such levies imposed outside the purchaser’s country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive Practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 o 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence Obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the competition Act No. 89 of 1998.





34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



REQUEST FOR PROPOSAL FOR THE ESTABLISHMENT OF A PANEL OF PREFERRED SERVICE PROVIDER(S) IN STATISTICS SOUTH AFRICA FOR LEGAL SERVICES FOR A PERIOD OF THREE YEARS

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SECTION 1:

1. BACKGROUND INFORMATION

1.1 CONTRACTING AUTHORITY

Statistics South Africa (Stats SA) needs to appoint a panel of legal service providers in order to establish a data base of varied legal expertise available to Stats SA and that can be contracted by Stats SA as and when required to provide specialised legal services on agreed terms and conditions.

1.2 CURRENT STATE OF AFFAIRS IN THE RELEVANT SECTOR

Stats SA has a network of offices to manage its mandatory function as prescribed by the Act (Statistics Act, no. 06 of 1999). This includes the Head Office situated in Pretoria, 9 (nine) Provincial offices situated in the main centres of our provinces and 54 (Fifty-Four) District offices spread throughout the country. Activities of these offices are performed in compliance with prescribed governance and control measures, processes and systems. In the process of these activities it becomes necessary to interact with external stakeholders thereby creating legal obligations, hence the necessity to establish the panel of legal practitioners.

Currently, Stats SA has a legal office which is situated and managed in the Head Office comprising of the Director, Deputy Director, three (3) Legal Administration Officers and a Legal Administrator. These officials manage the legal affairs of the entire organisation in liaison with the State Attorneys' offices situated in all the nine (9) Provinces throughout the country.

The current staff compliment of Stats SA legal services directorate, albeit with assistance from the State Attorneys' offices, cannot handle all the volumes of legal issues of the organisation due to limitations in human capacity, especially in other specialised legal fields. Therefore, Legal Services will require the necessary assistance to ensure the safeguarding of the organisational legal affairs.

2. OBJECTIVES AND EXPECTED RESULTS

2.1 OVERALL OBJECTIVES

- 2.1.1 Stats SA would like to invite suitable, qualified and competent firms of attorneys to send proposals to be considered for inclusion on its panel of attorneys, as 'preferred service providers'. Preferred service providers imply that the selected firms are a pool, not necessarily the only contracted service provider. The panel of attorneys will be required to provide legal services to Stats SA, on an ad hoc basis.
- 2.1.2 The period of appointment to the panel of attorneys is 36 months.
- 2.1.3 Stats SA intends to appoint a panel of attorneys that is representative of Stats SA's national footprint.



Accordingly, bidders must indicate in the table below, with a tick (√) the Province in which it carries on business.

Region	Please Tick (√)
Gauteng	
Eastern Cape	
Free State	
Mpumalanga	
Western Cape	
Northern Cape	
Limpopo	
Kwazulu-Natal	
North West	

2.2 RESULTS TO BE ACHIEVED BY THE SERVICE PROVIDER

- 2.2.1 This Request for Proposal (RFP), as compiled by Stats SA is being made available, on the same basis to all bidders and a bidder submitting a response thereto will be deemed to do so on the basis that they acknowledge and accept the terms and conditions set out below.
- 2.2.2 Supplier performance management is viewed by Stats SA as a critical component in ensuring value for money in acquisition and good supplier relations between Stats SA and all its suppliers. The successful bidder(s) shall upon receipt of written notification of an award, be required to conclude a master services agreement (MSA) which will form an integral part of the supply agreement. This MSA will serve as a tool to measure, monitor and assess the supplier's performance and ensures effective delivery of service, quality and value-add to Stats SA. The scope of work shall form part of the aforementioned agreement.

2.3 CONFIDENTIALITY

- 2.3.1 The firms of attorneys will be required to sign confidentiality and/or indemnity agreements with Stats SA.
- 2.3.2 The bidder undertakes, at any time during the term of its appointment and after any termination or cancellation thereof, not to directly or indirectly disclose, nor directly or indirectly use, whether for its own benefit or that of any other person any confidential information of Stats SA including that of or any information relating to its clients, customers, suppliers, donors, sponsors or agents.





2.4 INTELLECTUAL PROPERTY RIGHTS

- 2.4.1 All copyright and intellectual property rights that may result in consequence of the work to be performed will become the property of Stats SA.
- 2.4.2 Firms of attorneys must hand over all documents and information in any format, including copies thereof, that it received from Stats SA or that it had access to during the assignment immediately after completion of the assignments to Stats SA.
- 2.4.3 Firms of attorneys shall deliver to Stats SA, on completion of an assignment, any security devices, passwords or protective mechanisms to the soft versions of documents that were written and Stats SA will have the right to amend and change these without any obligation whatsoever to the firms of attorneys upon completion of the assignment.

2.5 DUE DILIGENCE

- 2.5.1 A due diligence review may be conducted at the sole discretion of Stats SA at any time prior to the awarding of the contract which may include but is not limited to conducting site visits at bidder's corporate offices.
- 2.5.2 Only legal practices established and registered in accordance with the provisions of the Legal Practice Act, 2014 (Act no. 28 of 2014) will be considered for this Bid.
- 2.5.3 Stats SA does not guarantee that bidders will receive instructions in the event that they are appointed onto the Stats SA panel of attorneys.
- 2.5.4 All instructions to selected attorneys on the panel of attorneys shall be given, in writing, by a duly authorised representative of Stats SA.
- 2.5.5 Stats SA promotes local skills and development, therefore for purposes of this RFP Stats SA reserves the right to only consider South African based law firms for appointment under this RFP.
- 2.5.6 Stats SA reserves the right to interview panel members that would have been short listed for specific assignments.
- 2.5.7 Stats SA may, at its sole discretion award an assignment or any part thereof to more than one panel member or to any legal firm not forming part of the panel of attorneys depending on the nature of the assignment.
- 2.5.8 The firms of attorneys may not cede or assign any part of its agreement with Stats SA nor subcontract any part of the work assigned to them without the prior written authorisation of Stats SA.
- 2.5.9 Failure to comply with any condition of this request for a proposal will invalidate the respective Bid proposal.
- 2.5.10 Regular monthly written feedback must be given to the Director: Legal Services, or his/her nominee on all matters, including employment law matters, received from Stats SA with the service provider, at no costs to Stats SA.



- 2.5.11 When cases have been postponed at the request of the service provider acting on behalf of Stats SA owing to non-compliance with any procedural requirements, the service provider who was negligent in this regard will bear the costs of postponement, and this amount will not be recovered from Stats SA.
- 2.5.12 Successful bidders will be required to negotiate fees with advocates before a brief is finalised. Service providers shall not appoint senior counsel, unless written instructions to this effect have been received from Stats SA.
- 2.5.13 Payment of legal fees by Stats SA will be effected within 30 (thirty) days from date of receipt of a valid invoice or a valid Tax Invoice where the bidder is registered for VAT.
- 2.5.14 In the event that any conflict of interest is discovered during a particular assignment, Stats SA reserves the right to summarily terminate the brief/instruction and demand that all information, documents and property of Stats SA, relating to the matter be returned forthwith.
- 2.5.15 A bidder shall, in the event of a Change Event, such as a sale, acquisition, merger, or other change of control of a bidder after submission of a Bid where such Change Event is achieved, directly or indirectly, in a single transaction or series of related transactions, or in the event of a sale of all or substantially all of the assets of the bidder in a single or series of related transactions, secure the prior written approval of Stats SA, failing which, Stats SA shall at its own discretion exclude the bidder from further participation in the Bid process.
- 2.5.16 Where the panel falls short of other fundamental legal aspects, Stats SA reserves the right to appoint firms outside the appointed panel.
- 2.5.17 Stats SA shall be entitled, in its discretion to remove a firm of attorneys from the panel before the expiry of the 36 months' period by written notice and recall all the files in the possession of the said firm of attorneys.
- 2.5.18 No entity may be involved, whether directly or indirectly, in more than one Bid in response to the RFP. Failure to comply with this requirement will, with the sole discretion of Stats SA, result in disqualification of the relevant entity.

2.6 SKILLS TRANSFER

The successful preferred suppliers will be required to ensure transfer of skills to in house legal advisors of Stats SA as and when they are issued with instructions/assignments by Stats SA i.e. involve Stats SA's legal advisors when consulting with counsel, attending court and sharing of legal documents.

3. SCOPE OF WORK

3.1 PROJECT DESCRIPTION

3.1.1 Bidders may submit proposals in respect of any one or a combination of the ten (10) service categories. Bidders must indicate under 3.2 the service categories they are bidding for. Bidders must



indicate in their proposals the relevant experience and exposure as well as the capacity of the bidder in relation to the selected service categories.

3.2. The preferred service providers will be expected to render services on an ad hoc basis to Stats SA in the following service categories:

ITEM	SERVICE CATEGORY	TICK AREA/S THE BIDDER IS BIDDING FOR	NUMBER OF YEARS OF EXPERIENCE IN EACH AREA THE BIDDER IS BIDDING FOR
1.	Civil Litigation		
2.	Commercial Law and Contract Law		
3.	Building Law and Construction Law		
4.	Procurement Law and Administrative Law		
5.	Public Private Partnerships		
6.	Intellectual Property Law		
7.	Employment Law and Alternative Dispute Resolution		
8.	Information and Technology Law		
9.	Public Sector Law, Legislative Drafting and Corporate Governance		
10.	Constitutional Law		

3.2.1 Stats SA intends to promote broad based transformation and development of small and medium firms in this industry and as such will appoint firms in the following categories. The bidder must indicate, in the table below, with a tick (√) the category relevant to it:

FIRM CATEGORY	DEFINITION	PLEASE TICK (√)
Category 1: Small Firms	Firms with an annual turnover of not more than R10 million	
Category 2: Medium Firms	Firms with an annual turnover greater than R10 million but less than R50 million	
Category 3: Large Firms	Firms with an annual turnover greater than R50 million	

Note: Bidders must submit their latest audited financial statements as proof of their annual turnover as confirmed by an independent accountant registered with the relevant professional body.

3.2.2 It is Stats SA's objective to promote the participation of historically disadvantaged professionals through its panel of attorneys. Bidders are requested to indicate in their proposals how they will assist Stats SA in achieving this objective.





4. REQUIREMENTS

4.1 MINIMUM REQUIREMENTS:

4.1.1 In this phase all Bids received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements. Bidders who fail to comply with the below requirements may be eliminated and bidders who comply with the below will progress to the next phase of technical evaluation.

4.1.2 Bid forms must be fully completed, dated, initialled, signed in ink and received on/before the bid closing date and time specified on the bid invitation.

4.1.3 Company Profile –

The firm's profile shall inter alia include a short history of the firm/legal practice, including the opening date thereof and the practice number issued by the relevant law society, if applicable; and details of the firms' understanding of the requirement of this RFP. The Company profile confirming premises from which the firm conducts its business, and must include information on the availability of e-mail access, telephone facilities, printing facilities, library/research facilities and information on support staff employed by the firm. The Company profile must also indicate: -

- the controls in place to ensure that conflict of interest will be managed effectively and to the best interest of Stats SA; and
- any value-added services that the bidder may be in a position to offer Stats SA.

4.1.4. The Bid document must be:

- bound
- without tearing; and
- contain all pages.

4.1.4.1 Invitation to Bid (SBD 1) must be fully completed.

4.1.4.2 Submission of fully completed SBD 4 (Declaration of Interest).

4.1.4.3 Submission of fully completed SBD 6.1 (Preference Points Claim), in respect of specific goals, as prescribed in the Preferential Procurement Regulations, 2022

4.2. ADMINISTRATIVE COMPLIANCE CHECKS

Documents that must be submitted for administrative compliance

Document that must be submitted	Comments	Requirements: Complete in full
a. SBD 1 - Invitation to Bid	Complete and duly sign the supplied SBD document	COMPLETE IN FULL
b. SBD 4 - Declaration of Interest	Complete and duly sign the supplied SBD document	COMPLETE IN FULL





c. General Conditions of Contract (GCC)	Read and initial each page	COMPLETE IN FULL
d. Specification	Complete and duly sign the supplied bid specification	COMPLETE IN FULL
e. Registration on Central Supplier Database (CSD)	Recent detailed CSD Report must be submitted	

NB: Any bidders who did not sign and submit any of the requested documents will be disqualified. All bidders who complied with the mandatory requirements will progress to the technical evaluation phase for further evaluation as per the set criteria below.

SECTION 2:

5. EVALUATION CRITERIA

5.1. The bid will be evaluated in two (2) stages:

Stage 1: Mandatory requirements

Stage 2: Functionality evaluation

Stage 1: MANDATORY REQUIREMENTS

Bidders must submit the following documents to advance to the Functionality Evaluation (stage 2):

ITEM	DOCUMENTS TO BE SUBMITTED	TICK IF DOCUMENT IS SUBMITTED
5.1.1.	Proof of Registration of the Firm with the Legal Practice Council	
5.1.2.	Proof of registration with the Legal Practice Council (printed Legal Practice Council Digital Identity card or certified copy of Legal Practice Council Identity Card (hard copy)) of the Lead Attorney or Trust Account Advocate),	
5.1.3.	Proof of qualification (LLB or BProc) of the lead attorney and of the proposed team members.	
5.1.4.	Admission certificates (High Court Admission Certificate) of the lead attorney and of the proposed team members for the service category the bidder is bidding for.	
5.1.5.	Valid certified copy of the Attorneys Fidelity Fund Certificate for each member who is a sole practitioner, partner or director of the firm of attorneys and who will attend to Stats SA's matters.	
5.1.6.	Certified valid letter of good standing from the Legal Practice Council, not older than 3 (three) months.	
5.1.7.	Firms Indemnity Certificate issued for present year.	





NB: Any bidders who did not submit any of the above Mandatory documents will be disqualified and will not proceed to Stage 2.

6. FUNCTIONALITY

Stage 2: FUNCTIONALITY EVALUATION

The functionality will be scored against the following criteria. Please note that where a “Minimum Rating to Qualify” for a criterion has been indicated, a bidder will be disqualified if a total of 80 points is not achieved.

FUNCTIONALITY: PHASE 1		
Criteria	Sub-criteria	Points
<p>Bidder’s relevant experience for the assignment:</p> <p>(The bidder must attach duly signed by the authorised official, and dated, appointment letter(s) Purchase Order(s) to qualify for the indicated points)</p>	<p>The signed Appointment letters/ Purchase Order must bear the letterhead of the organization for where each of the areas of legal services stated above were provided. STATS SA reserves the right to contact these organizations, without prior notice to the bidders.</p> <p>Bidder with no appointment letter/ Purchase Order from a client = 0 points</p> <p>Bidder with at least one relevant appointment letter/ Purchase Order from a client = 5 points</p> <p>Bidder with at least two relevant appointment letters/ Purchase Orders from a client = 10 points</p> <p>Bidder with at least three relevant appointment letters/ Purchase Orders from a client= 15 points</p> <p>Bidder with at least four relevant appointment letters/ Purchase Orders from a client = 20 points</p> <p>Bidder with five or more relevant appointment letters/ Purchase Orders from a client = 25 points</p> <p>NB: Appointment letters/ Purchase Orders may not be replaced by letters of agreement or contracts.</p> <p>Unsigned appointment letters/ Purchase Orders will not be considered.</p>	<p>25</p>





<p>Experience of bidder's Lead Attorney or Trust Account Advocate that will be assigned to the contract:</p> <p>(The bidder must attach the Curriculum Vitae (CV), and qualifications with proof of registration with the Legal Practice Council to qualify for points)</p>	<p>NB: Bidders with less than three (3) years experience in legal practice and/ or less than 3 years Admission in the High Court will be disqualified and will not proceed to the next stage.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none">• Lead Attorney / Trust Account Advocate with less than 3 years of relevant working experience in Legal Practice and/or less than three years Admission in the High Court = 0 points• Lead Attorney / Trust Account Advocate with at least 3 years of relevant working experience in Legal Practice and at least 3 years Admission in the High Court = 5 points• Lead Attorney / Trust Account Advocate with 4 to 5 years of relevant working experience in legal practice and 4 to 5 years Admission in the High Court = 15 points• Lead Attorney / Trust Account Advocate with 6 or more years of relevant working experience in and 6 or more years Admission in the High Court = 25 points <p>NB: The bidder is required to submit a list of all team members' CVs who will be involved in the project, specifying the Lead Attorney/Trust Account Advocate.</p> <p>The bidder is required to disclose if it will utilise/brief external legal counsel (Advocate).</p> <p>STATS SA reserves the right to verify the authenticity of the qualifications.</p>	<p>25</p>
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<p>Summary of judgements/evidence of successful engagement for services rendered in the past ten (10) years in the areas the bidder is bidding for.</p>	<p>Judgement/evidence of successful engagement over the past ten (10) years:</p> <ul style="list-style-type: none"> • 10 successful engagements = 50 Points • 9 successful engagements = 45 Points • 8 successful engagements = 40 Points • 7 successful engagements = 35 Points • 6 successful engagements = 30 Points • 5 successful engagements = 25 Points • 4 successful engagements = 20Points • 3 successful engagements = 15 Points • 2 successful engagements = 10 Points • 1 successful engagement = 5 Points • 0 successful engagements = 0 Points <p>NB: Names and POPIA-restricted information may be redacted in the documents provided.</p> <p>NB: Bidders may only submit the following as evidence: Judgements, Court Orders, Settlement Agreements/ Letters, Withdrawal of matters, AOD's, successful mediation/ conciliation certificates.</p>	<p>50</p>
<p>TOTAL POINTS</p>		<p>100</p>

MINIMUM SCORING

A bidder must have obtained a minimum of 80 points out of the total of 100 points for functionality.

NB: Pricing will be sourced through competitive process from those qualified for panel. Price an RFQ process will be evaluated in terms of price and preferential points.





7. SUBMISSION OF BIDS

Bidders are required to submit one (1) original, plus one (1) copy and one (1) electronic copy (USB) of the bid proposal/responses.

Stats SA may request clarification or further information regarding any aspect of the bid. The bidder must supply the requested information **within 48 hours** after the request has been made; otherwise, the bidder may be disqualified.

8. ENQUIRIES

For more information, please contact:

Bid office

Telephone numbers: 012 – 310 8940/6978/2114

012 – 406 3154/3158

e-mail address: bidoffice@statssa.gov.za

~~Recommended /not recommended~~

Chairperson: BSC

Date: 09 June 2026

~~Supported/not supported~~

Chairperson: BAC

Date: 12-06-2026

~~Approved /not approved~~

Risenga Maluleke

Statistician-General

Date: 17/06/2026

