

**EXPRESSION OF INTEREST IN APPOINTING A PANEL OF ATTORNEYS FOR  
A PERIOD OF 36 MONTHS**

**MOSES KOTANE RESEARCH INSTITUTE  
EXPRESSION OF INTEREST (EOI)**

**MKRIEOI/2026/2027**

The Moses Kotane Research Institute (MKRI) invites all interested parties to respond to the abovementioned Expression of Interest for a duration of 3 years.

Interested parties are to respond as follows:

- After having read and understood the intention and requirements of this EOI, by completing and submission the required documents.
- All submissions are to be emailed to [quotations@moseskotane.com](mailto:quotations@moseskotane.com) by no later than the **20<sup>th</sup> of July 2026 at 11h00am.**
- All enquiries regarding this EOI must be directed to:

Legal: Ms. Pearl Madlala on [Legal.manager@moseskotane.com](mailto:Legal.manager@moseskotane.com) and or

SCM: Sinenhlanhla Ngqulunga on [Snenhlanhla.ngqulunga@moseskotane.com](mailto:Snenhlanhla.ngqulunga@moseskotane.com)

- All submissions made must reflect the reference MKRIEOI01/2026/2027 on the email subject line.

## PANEL OF ATTORNEYS FOR A PERIOD OF 36 MONTHS

### **1. BACKGROUND**

The Moses Kotane Research Institute (MKRI) is an entity of the KwaZulu- Natal Department of Economic and Development, Tourism and Environmental Affairs (EDTEA). Established in terms of Act No 3 of 2024 with the mandate to provide world class research that responds to the needs of the provincial economy.

The purpose of these terms of reference is to set up a legal panel to provide external legal services, mainly litigation in civil and labour matters on behalf of MKRI as may be required from time to time.

### **2. SCOPE OF WORK**

The panel will be required to institute and or defend MKRI in litigations matters (civil and labour), including but not limited to the following:

- a) Draft court proceedings.
- b) Correspondence with the opposition.
- c) Liaise with the internal legal advisors.
- d) Consult with the relevant personnel within MKRI.
- e) Brief Counsel and or Expert witnesses (where necessary).
- f) Provide legal opinions where required.
- g) Attend to litigation related functions.

**NOTE:** A fixed rate of R1380.00 per hour, inclusive of Vat, exclusive of disbursement, expert fees as Counsel (Advocates) and other relevant Experts that may be required to deliver the services effectively.

### **3. SPECIAL CONDITIONS**

**The following are the special conditions applicable to this procurement.**

- a) The appointment of panel of attorneys will be for a period of 36 months from the date of appointment.
- b) Successful panel of attorneys may be expectation of any legal assignment as and when required on a rotation basis (i.e there is no expectation of any work or any minimum of amount of work allocations).

- c) For every assignment, a service level agreement will be issued to the assigned legal service provider.
- d) The assigned legal service providers shall report directly to the Manager Legal Services or any person delegated by MKRI in respect of any engagement and for the receipt of and handling of all forms of reports and administration pertaining to any assignment.

**4. Key qualifying requirements for company and of the human resource (s) proposed to handle MKI matters:**

**4.1. Human resource**

- a) Qualifications in support of which a CV is required:
- b) LLB or equivalent.
- c) Current and valid registration with the Legal Practice Council as required in terms of the Legal Practice Act of 2014.
- d) Right of appearance in the High Court of South Africa.
- e) Minimum of five years post admission experience.
- f) Experience and qualifications in corporate law will be an added advantage.
- g) Location – the human resource (s) proposed to handle this project, should be based in KwaZulu-Natal.

**4.2. Company**

**Mandatory compliance requirements:**

- a) Proof of current and valid registration with Legal Practice Council as required in terms of the Legal Practice Act of 2014.
- b) Right of appearance in the High Court of South Africa.
- c) Valid and current Fidelity Fund certificate.

## 5. EVALUATION CRITERIA

The evaluation criteria will consist of the following two stages

### 5.1. Stage 1 (Part A) – Administrative Compliance

		Tick to indicate submission
A)	EXPESSION OF INTEREST BY OFFEROR	
B)	DECLARATION OF INTEREST	
C)	CENTRAL SUPPLIER DATABASE FULL REPORT	
D)	BBBEE CERTIFICATE OR SWORN AFFIDAVIT	
E)	TAX CLEARANCE CERTIFICATE	

#### A) EXPRESSION OF INTEREST BY OFFEROR

OFFEROR'S BUSINESS PARTICULARS AND CONTACT DETAILS	
Company Name:	
Business Address:	
Contact Person:	
Contact number:	
E-mail Address:	
Entity Reg. No (if applicable):	

**B) DECLARATION OF INTEREST**

1.	If Offeror is a Sole Proprietor: Are you (or your spouse, child or parent) currently employed by MKRI?	Yes	No
1.1	If yes, provide particulars: ..... ..... .....		
2.	If Tenderer is a Sole Proprietor: Have you (or your spouse, child or parent) been employed by MKRI in the past 12 months?	Yes	No
2.1	If yes, provide particulars: ..... ..... .....		
3.	If Offeror is a Sole Proprietor: Do you (or your spouse, child or parent) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Bid?	Yes	No
3.1	If yes, provide particulars: ..... ..... .....		
4	If Offeror is a company, close corporation, partnership, trust or association: Are any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) currently employed by MKRI?	Yes	No
4.1	If yes, provide particulars: ..... ..... .....		
5.	If Offeror is a company, close corporation, partnership, trust or association: Have any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) been employed by MKRI in the past 12 months?	Yes	No
5.1	If yes, provide particulars: ..... ..... .....		
6.	If Offeror is a company, close corporation, partnership, trust or association: Do any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Bid?	Yes	No
6.1	If yes, provide particulars: ..... ..... .....		

I, \_\_\_\_\_ (full names), certify that the information furnished in this declaration of interest is true and correct.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

Signed by or on behalf of **THE OFFEROR**

If signed on behalf of the offeror, the signatory hereby warrants that (she/he) is duly authorised to sign this declaration on its behalf.

**Signature:**

\_\_\_\_\_

**Designation:**

\_\_\_\_\_

## 5.2. Stage 1 (Part B) – Mandatory requirements (submit proof for each requirement)

Failure to submit the mandatory requirements will lead to disqualification

Requirement	Tick to indicate submission
<b>Human resource</b> <ul style="list-style-type: none"> <li>• LLB or Equivalent</li> <li>• Right of appearance in the High Court of South Africa</li> <li>• 2026 valid letter of good standing with legal practice council</li> </ul>	
<b>Legal Firm</b> <ul style="list-style-type: none"> <li>• Proof of current and valid registration with the Legal Practice Council as required in terms of the Legal Practice Act of 2014.</li> <li>• Valid and current Fidelity Fund Certificate</li> <li>• Legal firm must be located in KwaZulu-Natal (Submit proof of address)</li> </ul>	

## 5.3. Stage 2 – Functional Evaluation

Bidders are required to achieve a minimum score of 70 points on below evaluation criteria.

FUNCTIONALITY EVALUATION			
No	Evaluation Criteria	SUB EVALUATION CRITERIA	WEIGHT
1	<b>Company Experience</b>		
	<b>Reference Letters</b> At least five (5) signed reference letters on the client's company letterhead, issued within the last ten (10) years, confirming delivery of legal services, including scope of work and contactable references to public and private sector. <b>(Submit reference letters with application and complete Annexure A)</b>	- Each letter = 10 pts	50
2	<b>Legal Expert Experience</b> A minimum of 5 to 10 years of Legal experience in labour and civil law <b>(Complete Annexure B, reflecting experience in labour and civil law.</b>	- 10 years or more experience = 50 - 5- 9 years =30 - Below 5 years = 0	50
<b>TOTAL</b>			<b>100</b>

**Annexure A**

No	Client Name	Description of project	Contact details (contact person, contact numbers and email address)	Contract amount	Contract start date	Contract end date

## Annexure B

CURRICULUM VITAE TEMPLATE OF KEY PERSONNEL					
DESIGNATION.....					
Name:			Date of birth:		
Profession:			Nationality:		
<b>Formal Qualifications:</b>					
Qualification	From: Name of Institutions	Year Obtained			
1					
2					
3					
4					
5					
<b>Professional Registrations/ Designation:</b>					
	Professional Registrations/ Designation	Professional Body/Council	Registration Number		
1					
2					
3					
4					
5					
Name of Employer (firm):			Full Time:	Yes	No
Current Position:			Years with Firm:		
<b>Employment Record:</b>					

