

QUESTIONS AND ANSWERS

SPECIAL INVESTIGATING UNIT (SIU)

RFP:002/07/2021

**APPOINTMENT OF A PANEL OF LEGAL EXPERTS FOR GENERAL ASSISTANCE, ADMINISTRATIVE LAW AND CIVIL LITIGATION
FOR A PERIOD OF 36 MONTHS.**

Date : 13 August 2021

Issued by:

Special Investigating Unit (“UNIT”)

Closing date : Friday 17 August 2021

Closing time: 11:00am

No	Questions from Bidders	Answers
1.	<p><i>The SIU requires that all tenderers must register on its website and obtain an MMA number prior to the deadline for submissions of the tender.</i></p> <p>Please advise if you are referring to our Central Supplier Database registration and our MAAA number?</p>	<p>Yes, MAAA number is the unique supplier number that is assigned to bidder/suppliers after the bidder have completed the registration on the National Treasury Central Supplier Database (CSD).</p>
2.	<p>Are bidders allowed to attach letters from clients that states the nature of matter and dates of appointment only and then attach an annexure with detailed descriptions of matter, outcome and complexity of matter.</p>	<p>All reference letters submitted must indicate the following as stated in page 4 of the bid document.</p> <p>The bidder reference letter must indicate or cover the following ;</p> <ul style="list-style-type: none"> • Dates of appointment and end date of the contract • Mention cause of action • Complexity of the case • Final outcome <p>However, where the case is still under consideration, the bidder must give the detailed status of the case.</p>
3.	<p>Note that we were in attendance of the briefing, kindly advice as to the proof thereof, if is necessary for attachment of same in the document.</p>	<p>The briefing session was non-compulsory, therefore, proof of attendance is not required to be attached upon the submission of bidding documents.</p>

4.	<i>In the tender document with bid number: RFP:002/07/2021, page 16 of 67, there is a portion where you ask for the unique registration number which bears 36 digit. Kindly assist, which number is that?</i>	<p>If the bidder has already registered on the CSD, MAAA number must be provided.</p> <p>The unique registration number which consists of 32 digits is only obtained when the bidder is still in the process of registration.</p> <p>Therefore, bidders must provide either MAAA number or unique registration number which consists of 32 digits.</p>
5.	<p>On page 8 - the first sentence the following Mandatory Condition is stipulated:</p> <p>"The bidder must have proof of a physical office within the Republic of South Africa (in Gauteng) i.e. Rental lease, municipality bills etc."</p> <p>Please advise if bidders outside Gauteng are permitted to submit bids.</p>	<p>Bidders in other provinces can submit their proposal if they have offices in Gauteng and the proof of such physical office within Gauteng, must be submitted as per the mandatory requirement.</p> <p>Page 18 should read as follows, "<i>The SIU intends to appoint four (4) bidders to be in the panel of legal experts represented in the SIU Gauteng office</i>".</p>
6.	Where can they obtain the SBD forms ?	SBD forms are part of the bid document and they are customized which allow the bidder to initial each page and sign at the end of the bid document.

7.	Please advise if the prices will be firm for the period of three (3) years ?	Prices will be acceptable as firm for a period of three (3) years, subject to price review of the rates based on the Rules of the High Court Document.
8.	Bidders are they allowed to submit different percentages ?	No. Only one percentage, applicable to all listed items, will be acceptable and will be used to calculate bidders price.
9.	Can the bidder submit the letter that is less than a year ?	Scoring is based on the number of reference letters submitted not years.
10.	Can bidders submit document with electronic signatures ?	All proposals must be hand delivered, However, it would be acceptable for bidders to attach the electronic signatures to the relevant documents if practical circumstances require such. These electronic signed documents must be printed out in hard copy and hand delivered to the SIU.
11.	Bidders are required to submit the Audited financial statements and if yes for how many financial years ?	Audited Financial Statements are part of the award criteria, therefore, only recommended service providers are required to submit. If the service provider goes through to this stage, at least 3 years audited Annual Financial Statements would be required.
12.	It has been noted by our cost consultant that the tariffs that are used for this tender are not the latest.	The SIU is aware that an old version of the Uniform Rules of Court were mistakenly used in the Terms of Reference (ToR), and that the tariffs have increased in the meantime. However, in order to ensure consistent bid submissions (i.e. to enable the SIU to compare apples with apples), the SIU has decided to continue working off the old tariffs, as set out in the ToR, and the bidders must ensure that they prepare their bid submissions based on a percentage increase to such old tariffs. Bidders must not use the newer tariffs as set out in the updated Uniform Rules of Court.

		<p>After bid evaluation and adjudication, and at contract stage, the SIU will ensure that the successful bidders' percentage(s) (as prepared in respect of the old tariffs) are calculated against the newer tariffs (i.e. those set out in the Uniform Rules of Court last updated on 30 October 2020), which will continue to be adjusted as and when newer tariffs are published in the Uniform Rules of Court. As indicated in question 7 prices are subject to price review of the rates based on the Rules of the High Court Document.</p>
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