

## RFP 13/2020 Appointment of A Panel of Attorneys

### Question and Answers received via Email

	Question	Answer
1	Kindly advise whether the spaces must be filled on the pricing schedule Annexure C or not.	Yes
2	The abovementioned matter refers. Table 12B of the RFP documents dictate that bidders are required to submit valid Letters of Good Standing issued by the Legal Practice Council of South Africa for <b>all</b> Attorneys of the bidding entity.  Kindly advise whether this is indeed the case, or whether it is sufficient to submit Letters of Good Standing for all Directors?	Letters of Good Standing is required for all the attorneys.
3	Please advise if the Oath of Secrecy by Director / Key Personnel is required to be completed now or if after awarded the tender.	Please note the Oath of Secrecy needs to be fully complete and submitted with the tender proposal before the closing date
4	We obtained reference letters from our clients and letter of good standing from the Legal Practice Council during February 2020. Would these still be acceptable to SARS to submit for the tender?	Yes
5	Please advise if each category will be treated as its own submission and accompanied by its own SBDs?	Please note that the information for the Prequalification, mandatory and Annexure A only needs to be submitted once and will apply to all the categories the entity is bidding for.
6	As per our email below, kindly advise if we allowed to use reference letters from SARS as we are currently providing professional legal services to SARS	Please note a reference letter from SARS is acceptable but should not be the only organisation providing a reference letter.
7	<b>Post-article experience</b> - does it include experience acquired while working as legal advisor (non-practising attorney) in the relevant category? For example as a legal advisor for SARS or other government entity in disputes areas.	Experience should be relevant to this request that is for practicing Attorneys.
8	<b>Valid Fidelity Fund Certificates</b> - such certificates are issued on an annual basis and are valid for a period of 1 (one) year. All 2020 Fidelity Fund Certificates expire on 31 December 2020. We have made enquiries at the Fidelity Fund and they have confirmed that the portal for applications for next year will open at the end of the month / beginning of December. Bearing in mind that the closing date for the aforementioned tender is 2 December, bidders may only be able to submit their 2020 Fidelity Fund certificates, but provide you with same for the 2021 period during the course of December. Please confirm that this is suitable and acceptable to SARS.	Bidders should submit a certificate that is valid at the close date and could also submit and evidence that they have already made the application for the renewal if available. SARS will contact the bidders for the updated certificate before the contracting stage.
9	<b>Reference Letters</b> If the lead lawyer for category recently joined the firm, is reference to that lawyer's name in the reference letter from the client sufficient?	Yes
10	<b>CVs of Key Personnel</b> <ul style="list-style-type: none"> <li>o Seminars/Courses           <ul style="list-style-type: none"> <li>▪ Does this include seminars the key personnel have presented?</li> </ul> </li> </ul>	CVs should be brief and highlight only relevant experience including courses and seminars for the categories that they are bidding for.

	<ul style="list-style-type: none"> <li>▪ Does this include training seminars conducted internally as part of our CMS development program?</li> <li>○ Mag Court &amp; High Court; AND Tax Court / CCMA / Labour Court</li> <li>▪ Is there a time period restriction or can we list forums appeared in over legal careers?</li> </ul>	
11	<p>For clarity please advise further for A1 – A8 more in particular, clause 1 c) respective fields of specialisation indicates we must choose between first group of categories and second categories.</p> <p>Do we answer as to which categories we are specialising or bidding for from either group 1 or 2, We are specialising in following categories 1,2,3,7 &amp; 8</p>	<p>Information for each category of the 5 categories you intend to bid for should be submitted in different section of File 1, Exhibit 2. .</p> <p>Category 1, 5,7 and 8 only have one requirement and category 2 ,3 ,4 and 6 have 2 requirements. Evidence according to these requirements should be submitted.</p>
12	<ul style="list-style-type: none"> <li>• Do we fill in the annexures for the evaluation matrix or the SARS Evaluators do</li> <li>• If filled by the bidders, How do we fill It (By hand or fill it using spreadsheet)?</li> <li>• Are we supposed to print them (spreadsheet annexures) and attach them on rfp documents?</li> </ul>	<p>No, Bidders do not complete the technical evaluation matrix</p> <p>Annexures is provided to give bidder guidance in submitting the relevant the evidence</p>
13	<p>We are a level 4 BEE Company, I read your request for proposals by minimum Level 3 companies.</p> <p>Will there be any point for us to submit a proposal to be considered in the event you do not a have sufficient number of attorneys qualifying with level 3 status?</p>	<p>Please refer to section 12.2 of the RFP document</p>