

TENDER SUMMARY

Issuer : SACNASP
Tender Reference : Panel of Attorneys - SACNASP
Sector : Legal
Closing Date : 11:00, 17 September 2021
Issue Date : 2 September 2021
Region : Gauteng

TENDER DESCRIPTION

Appointment of a panel of Attorneys to provide legal services to SACNASP

Tender number: : DF1104
Closing date and time : 11:00, 17 September 2021
URL: : www.sacnasp.org.za/tenders

1. INTRODUCTION AND BACKGROUND

1.1 The South African Council for Natural Scientific Professions (SACNASP) hereby invites suitably qualified firms of Attorneys to submit proposals to be part of the entity's panel of Attorneys. The Panel will render legal services to SACNASP as and when required for a period of three years.

- a) SACNASP was established in terms of the Natural Scientific Professions Act, 27 of 2003 as amended, by the Science and Technology Laws Amendment Act (7 of 2014).
- b) SACNASP is a registration and regulatory body for natural science professionals.
- c) Due to the specialised nature of the legal services required, it is necessary to appoint a panel of Attorneys to advise the Council with the execution of its work and statutory functions and powers.

1.2 The service provider will:

- a) Attend to matters, including, but not limited to, providing advice, legal risk mitigation relevant to the execution of the mandate and operations of SACNASP.
- b) It is noted that all bidders should anticipate that the matters related to the areas of work may lead to litigation and drafting of pleadings, notices and legal documents pertaining to the mandate of SACNASP, and related matters, which will fall within the natural course of managing and handling legal proceedings within that area of specialisation, as the case may arise.
- c) It is further noted that advising and representing SACNASP in litigation matters which may include, but are not limited to, the appearance at the Magistrates' Court, the High Court, the Supreme Court of Appeal, the Constitutional Court, the Competition authorities and / or other dispute resolution authorities, in the execution of its mandate, protection of its goodwill and/or acting in the best interest of SACNASP, would be anticipated.
- d) The bidder must acknowledge that a physical presence in Pretoria or Johannesburg to attend meetings as and when required, is a pre-requisite.
- e) It is further expected that bidders fully understand the regulatory framework within which the SACNASP operates when providing advice and managing / handling matters related to any of the below areas of specialisation.

- f) The service provider should be able to provide legal services under any of the following areas of law listed in the scope of work below.
- g) The service provider will be expected to sign a service level agreement regarding billing rates/charges.
- h) SACNASP reserves the right to request presentations/demonstrations from the shortlisted bidders as part of the bid evaluation process.

2. SCOPE OF WORK

The Bidders will be required to provide effective and competent legal services as and when instructed by SACNASP in the following, but not limited to the below mentioned areas of law.

Field of Law		Please indicate Capacity
1.	Regulatory Law	
2.	General Civil Litigation	
3.	Public Law	
4.	Corporate/Commercial Law	
5.	Competition Law/Antitrust	
6.	Administrative Law	
7.	Constitutional Law	
8.	Labour Law	
9.	Technology, Media and Telecommunications Law (TMT Law)	
10.	Criminal Law	
12.	Any other specialised areas (please list experience, i.e. Environmental, Health and Safety, etc)	

3. EVALUATION CRITERIA

Proposals will firstly be evaluated in terms of functionality and then in respect of the preferential points system as provided for in the Preferential Procurement Policy Framework Act and its Regulations of 2017, using the 80:20 Points system. 80 Points will be allocated for price and 20 Points will be allocated for BBBEEE level contribution. Only bidders who score 70 points or more on functionality will be able to proceed to be evaluated further.

3.1 Functional /Technical evaluation

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 75 points (out of the 100 points), i.e. 75%, for Functionality in order to qualify to proceed to Stage 3 of the evaluation process.

Criteria	Scoring	Weighted Score
Methodology for each area of specialisation		
<p>The bidder must provide a clear statement (methodology) on how a typical legal instruction relating to the selected practice area(s) will be carried out (e.g. how a litigation or legal opinion service will be provided, including resources to be allocated, applicable timelines, engagements with SACNASP, etc.).</p> <ol style="list-style-type: none"> 1) SACNASP will be looking for the following in the proposal per area: <ol style="list-style-type: none"> a) How the service provider provides legal support, advice, managing litigation, case management, b) Engagement with SACNASP, legislative compliance, risk management. c) Demonstrates effectiveness, and efficiency to mitigate legal risk exposure in the current matter and in the future. 	<p>The methodology is tailored to suit the requirements and needs of SACNASP:</p> <ol style="list-style-type: none"> 1) Shows effective and efficient project management (including communication strategies, timeframes, budget and risk management), and case management = 20 – 30 points. 	

Criteria	Scoring	Weighted Score
<p>2) Evaluation will be based on various aspects including consultation, effective and efficient budget and case management.</p> <p>3) Bidders are expected to go an extra mile in terms of demonstrating their understanding of these requirements</p>	<p>2) Shows partially effective and efficient project management (including communication strategies, timeframes, budget and risk management), and case management = 10 – 19 points.</p> <p>3) Approach is generic and does not suit the requirements and needs of the Council = 1 – 9 points.</p> <p>4) No submission = 0 points</p>	30
Reference Letters		
Reference letters from different clients as evidence of related services in the above scope of work.	<p>Reference letters</p> <p>1) 5 points for each reference letter (Maximum 4 letters)</p> <p>2) Additional 5 points - Experience in working with Regulators or similar services</p> <p>3) Additional 5 Points for working with the National Government</p> <p>4) No reference letters attached/unsatisfactory services rendered = 0 points</p>	30
Company profile		
<p>The company profile should indicate the following:</p> <p>1) Services rendered</p> <p>2) Bidder's years of experience</p> <p>3) Organisational Structure and expertise</p> <p>4) Experience and Qualifications of the Project Team</p>	<p>1) Services rendered by the service provider = 10 points</p> <p>2) Company's years of experience (at least 5 years) = 10 points</p> <p>3) Organisational Structure and expertise = 10 points</p> <p>4) Experience and Qualifications of the Project Team = 10</p>	40

4. SUBMISSION OF PROPOSAL DOCUMENTS

A completed and signed TENDER document (tender) must be submitted with one Original of the tender. Tenders must be submitted in one A4 arch lever files and properly paginated with the Annexures. The schedules and annexures must be in the form and numbered according the numbering stated above and below. That is:

SCHEDULE	DETAILS
1	A detailed Company Profile
2	A valid tax clearance certificate
3	CSD Registration Certificate
4	A certified copy of a valid Fidelity Fund Certificate(s) for Directors / Partners
5	Certified Copy of BBBEE Certificate
6	Certified copies of admission certificates issued by the Legal practice Council of Attorneys in the firm or relevant department(s)
7	List of matters over the last year (2020) – a brief description of the issues and findings of each principal area of practice.
8	Reference Letters
9	Compliance <ul style="list-style-type: none"> a) Employment b) Workplace Skills Development Plan /Evidence c) CSI – Pro Bono Matters

5. ENQUIRIES

All enquiries will be attended to telephonically on 083-676-3998 during office hours (08:00 to 17:00) or via email addressed to Mrs D Fisher at dfisher@sacnasp.org.za. The email must be referenced Panel of Attorneys for SACNASP – Tender No DF1104. Bidders should not expect personalised responses. A hard copy of the final bid document must be delivered to SACNASP U13 Enterprise Building, Innovation Hub, Mark Shuttleworth Street, Pretoria 0087, for the attention of **Ms Aviwe Khewana** by no later than **11:00 AM on 17 September 2021**. Please note that in compliance with COVID-19 protocols, all deliveries must be made by appointment with Ms Khewana on sacnasp@sacnasp.org.za or 0127486500 and masks must be worn at all times. An ID will be required at the entrance.