

**RFP 01/2026 – Panel of Legal Service Providers**  
**Briefing Session**

## Q&A Register

This Q&A Addendum must be read together with the RFP document.

Responses provided herein **take precedence over any verbal explanations** given during the briefing session

Q No.	Thematic Area	Question Raised	Response
1	Submission Format	Is it acceptable for bidders to bind their documents instead of submitting them in an arch lever file?	<p>Yes. The use of an arch lever file is recommended to facilitate ease of evaluation and document navigation</p> <p>While the use of an arch lever file is recommended, bound documents will not be rejected provided they are easy to page through and clearly structured in accordance with the prescribed submission format.</p>
2	Submission Format	Would it be preferable for bidders to index and paginate arch lever file submissions to ensure completeness?	Yes. Indexing and pagination are encouraged as good practice to ensure completeness of the submission and to assist evaluators in easily locating documents.
3	Submission Format	Must the electronic (USB) submission be an exact replica of the hard copy submission?	Yes. The electronic submission must be a duplicate copy of the hard copy submission. The evaluation will be conducted on the hard copy, with the electronic copy used only as a reference where required.
4	Submission Format	Can pre-qualification documents be scanned and submitted as one consolidated document, or must they be submitted separately	Pre-qualification documents may be scanned and submitted as one consolidated document, provided all required documents are clearly identifiable and complete.

5	Closing Date	The bid document refers to a closing date of 8 May, while 14 May was mentioned during the briefing. Which is the correct closing date?	The closing date is extended to <b>14 May 2026 at 11:00</b> . A formal notice extending the closing date have been published on the SARS website and the eTender portal.
6	Mandatory Requirements	How must a firm comply with the Fidelity Fund Certificate requirement where FFCs are issued to individuals rather than entities?	Bidders must submit valid Fidelity Fund Certificates for the relevant practitioners forming part of the legal practice, in line with the RFP requirements.
7	Mandatory Requirements	How must a firm comply with the Letter of Good Standing requirement where such letters are issued to individual practitioners?	Letters of Good Standing must be submitted for the relevant practitioners associated with the legal practice, as required by the RFP.
8	B-BBEE / Transformation	What constitutes acceptable evidence of procurement spend with a bidder's top two black-owned enterprises?	Acceptable evidence includes Submission of two top 2 supplier (2) invoices with corresponding proof of payment as required by the RFP.
9	Technical Criteria	Should the right-of-appearance requirement apply to all categories, particularly commercial, banking and finance law where court appearances are not typically required?	Bidders must comply with the technical requirements applicable to each category for which they submit a bid. The requirements as set out in Annexure B (B1–B9) remain applicable.
10	Reference Letters	May firms currently or previously on a SARS panel request reference letters from SARS where SARS is the only client able to provide such references?	Yes. Where SARS is the client in respect of the relevant work, reference letters from SARS may be submitted.
11	Reference Letters	Are reference letters on their own sufficient, or should additional proof such as court cases, arbitration awards or similar evidence be submitted?	Reference letters are the primary requirement. Additional supporting information may be included, but reference letters remain mandatory.
12	Reference Letters	May bidders submit both reference letters for ongoing matters and concluded matters, or must they choose only ongoing matter	Yes. Reference letters may relate to either ongoing or concluded matters, provided they meet the requirements set out in the RFP.

13	Contracting	Are bidders required to sign or merely initial the draft Master Service Agreement included in the tender pack?	Bidders must acknowledge the draft Master Service Agreement by initialling it. The initialled draft Master Service Agreement must be included as part of the bid submission in accordance with the pre-qualification requirements.
14	Technical Submission	Must a company profile be submitted once only, or separately for each category for which a bidder tenders?	The company profile must be submitted once only. The score achieved will apply across all categories for which the bidder tenders
15	Categories	Where must bidders indicate the legal service categories they are bidding for?	Bidders must clearly indicate the categories they are bidding for in <b>Annexure B0</b> .
16	Categories	Must mandatory and pre-qualification documents be duplicated for each category, or submitted once only?	No. Mandatory and pre-qualification documents must be submitted once only and will apply across all categories bid for
17	Eligibility	Is the tender national in scope, and may firms located outside the immediate geographic area submit bids?	Yes. The tender is national in scope and bidders from all geographic locations within South Africa may submit bids.

### Email Enquiries

Q No.	Thematic Area	Question Raised	Response
1	Mandatory Requirements	Is it possible to submit Fidelity Fund Certificates and Letters of Good standing for only those Directors who are to be included in our submission as our proposed core team, or if we are bound by this requirement and as such, would have to provide for all directors responsible for the trust account.	all potential bidders must adhere strictly to the requirements set out in the bid documentation. It is important that you provide the necessary certificates and letters as stipulated. However, we do appreciate your effort to clarify your proposed core team. It would indeed be helpful for your submission to 2clearly

			indicate which directors form part of your core team, along with the relevant supporting documents for these individuals. This will assist in ensuring transparency and alignment with the bid specifications.
	Eligibility	<p>I am currently a practicing advocate of the High Court and in the process of converting to a Trust Account Advocate.</p> <p>The LPC Bookkeeping exam results will be issued on the 24th April 2026, thereafter, I can start the conversion process which does not take long.</p> <p>Am I eligible to apply now considering that by the time the selection process is complete I will be having a Trust Account?</p>	In order to be considered for this tender, all potential bidders must meet the requirements by the official closing date of the tender. Only those who fulfil all the criteria at the time of closure will be evaluated for consideration.
	Eligibility	Kindly advise if electronic signatures/initials are allowed on the tender documents.	Electronic signatures are accepted. It remains the responsibility of the submitting entity to ensure the authenticity of any electronic signatures provided.
	Technical Submission	<ol style="list-style-type: none"> <li><b>Case Management System (CMS):</b> Should bidders provide <i>screenshots from the application currently in use</i> to demonstrate functionality (opening, tracking, reporting, closing of matters), or would a <i>confirmation letter from the system developer/provider</i> be acceptable as proof?</li> <li><b>Back-up and Disaster Recovery Plans:</b> Is it sufficient to submit our</li> </ol>	Potential bidders are expected to respond directly to the technical criteria outlined in the requirements. Any additional information that bidders can provide to support their responses will certainly be helpful in the evaluation process

		<p><i>Business Continuity Plan document as evidence, or do you require a formal confirmation letter from our IT service provider verifying the back-up and disaster recovery measures?</i></p>	

## IMPORTANT NOTICE

Bidders are reminded that:

- The RFP document remains the **primary source of information**.
- All addenda and clarifications published by SARS form an integral part of the RFP.
- Late submissions will **not** be accepted.

1.1. sensitive information or knowledge concerning SARS or clients of SARS.