

RFP 01/2026 – Panel of Legal Service Providers

Email Enquiries

Q&A Register - 2

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.

Bidders are required to also refer to the first set of Q&A published on the website.

No.	Thematic Area	Question Raised	Response
1	Reference letters	With regards to reference letters required for each category, must they be from different clients, and does it matter whether the matter is completed or no?	Categories will be evaluated separately. The same reference letters may be used in the different categories
2	Categories	With regard to high profile matters required for each category, must it be strictly from different clients?	Categories will be evaluated separately. The same high-profile matter may be used in the different categories
3	Pricing template	In respect of pricing, for now is it only required that Ann C be completed and signed, submitted for now?	No action is required on the Pricing template.
4	Technical Submission	Are required to only initial and sign documents where indicated and CVs and the whole Bid response to be initialled and sign were indicated in forms?	Signatures are only required on the documents as per the requirements
5	Financial requirements	Are financial statements required?	No
6	Technical Submission	Is there a specific amount of personnel/support staff required for each category besides the lead key personnel?	No
7	Categories	As each category be evaluated separately, does this mean that it is possible if we bid for an eg 4 categories, we can be awarded maybe 3 out of the 4 as per our score?	Yes

8	<u>Format</u>	Kindly advise whether each category requires its own proposal with supporting documents. For example, are we required to repeat a director's CV, qualifications, right of appearance etc for each category even where the director will be the key personnel for all categories.	Yes
8	Technical Submission_	We refer to clause 3.3 of Annexure A. Our standard reference letters confirm the area of law in which services were rendered, but do not provide a narrative description of the services. Will SARS accept such references, provided they include the required details (company name, contact person, business address, contract duration and area of law) or must bidders obtain letters that also include a brief description of all services provided?	Reference letter should meet the requirements set in Annexure A1 – A9. It is generally expected that a reference letter will include a brief description of the services rendered.
9	Technical Submission	Under Library/ research facilities a point is awarded for ' <i>access to any equivalent facilities</i> '. Does this mean that in addition to Jutastat and Lexis Nexis, the bidder will be given one more point for an additional facility?	Yes Max 3 points under the requirement
10	Technical Submission	Professional qualifications – please advise whether admission as an attorney is counted when allocating points in this section.	No.
11		Please confirm whether the relevant qualifications / certificates etc. are assessed collectively for the team or one professional;	Qualifications / certificates for the Key Personal will be assessed
12		The points for Category 1 – 9 (Annexures B1 to B9) is recorded as 65 points on page 14 of the main RFP document.	35 Points will be from Annexure B. Please refer to section 7.4 of the main RFP document

		Kindly clarify how this will be calculated, considering that each category will be evaluated out of 65 points. Therefore, are the overall points taken to an average of all categories or are we evaluated for each category out of those 65 points.	
13		With regards to staff members who will assist the key personnel, please advise whether we are required to attach CVs and qualification for Candidate Attorneys and further please clarify whether ' <i>3 relevant experience</i> ' means number of <u>years</u> of experience, number of <u>resources</u> or number of <u>matters</u> relevant to category.	Yes 3 Years relevant experience
14		Relevant courses/seminars – please advise whether enrolment/registration suffices, under circumstances where the course is not complete. Kindly also advise whether this will be assessed collectively (for 4 points for all seminars/courses by professionals or whether it will be assessed for only one professional i.e. Key personnel and not the team who will assist the key personnel); and	NO Refer to Annexures A1-A9. Under section 1 of these Annexures the Assessment is for the Key Personal Under section 3 of these Annexures the assessment is for the supporting staff.
15		List of high-profile matters – do these need to be specific to the category? For eg. If we have represented clients in high profile matters in administrative and constitutional law, can these matters be listed under 'Commercial Law'.	No
16	Company profile	Are we required to submit Curriculum Vitae for all support staff, including the Secretary, Messengers, Filing Clerks, and Candidate Attorneys?	Under Annexure B – No CVs are required for this criterion Under Annexure B1 -B9 – Yes -CVs is required for this criterion
17	Company profile	Kindly assist with clarification on Annexure B items 2, 3, 4, 5, and 7. We	The question comprises different requirements in one.

		<p>would like to confirm whether screenshots or proof of payment would be sufficient to meet the tender requirements. The reason for this is that these services and devices are subscription-based, with access managed manually, and therefore we do not have certificates for the services.</p> <p>Additionally, these services are provided by a company that is ISO-certified for security. Please advise whether submission of their ISO certification would be required as supporting documentation.</p> <p>If the above-mentioned documents do not meet the requirements, kindly advise what form of proof would be acceptable.</p>	<p>Evidence that demonstrates that the bidder meets the set requirements needs to be provided as indicated e.g. Screenshots, Certificates, motivation, ect. Refer to Annexure B.</p> <p>Evidence will be looked for during the scoring process.</p>
18	Technical Submission	<p>I refer to Annexure B1–B9, specifically the requirements relating to the written reference letter.</p> <p>Regarding the turnaround time assessment, should the reference letter explicitly include wording such as:</p> <ul style="list-style-type: none"> • Always met tight deadlines • Consistently delivered within the agreed timelines • Urgent matters handled promptly <p>Alternatively, would it be acceptable for the client to simply provide a rating based on these criteria?</p>	<p>Clients can provide an explanation or rating, however it is required for all four points under the references.</p>
19	Mandatory	<p>Section 7.3.1 on page 11 of the main RFP document (Mandatory Evaluation Criteria) requires that a bidder submit a valid Fidelity Fund Certificate (FFC) – in the case of a firm, both the certificate of the firm and those of the directors of the firm.</p> <p>We note that the Legal Practice Council (LPC) does not issue FFC to law firm</p>	<p>The Certificate of the Directors that are responsible for the Trust Account.</p>

		<p>as entities, but only to individual directors of the firm. Accordingly, we are only able to submit the FFCs of the relevant directors.</p> <p>In this regard, kindly confirm:</p> <p>a) whether only submission of the director's FFCs will be deemed sufficient to meet this mandatory requirement.</p> <p>b) whether FFCs are required for all directors of the firm or only those directors that are proposed in the RFP submission.</p>	
20	Company profile	<p>Kindly advise with regard to the Company Profile, wherein information about resources and infrastructure is required, please advise if we should attach proof of the said resources and infrastructure mentioned as well e.g. regarding tools as internet, telephones systems, scanners, backup systems, security systems – license certificates from IT etc.</p>	<p>The question comprises different requirements in one.</p> <p>Yes, as set in the different criteria's</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.
- The revised pricing template is herewith attached in the tender pack.