**RFP 13/2025: Panel of Insolvency Practitioners**

**Question & Answers**

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| **#** | **Question** | **Answer** |
| 1. | Following up on the briefing session, it was advised that individuals should apply and not the company.  We have noted that CSD is one of the requirements and only companies are allowed to register on CSD.  Kindly clarify how will the individual trustee/liquidator be able to submit the CSD requirement if they are not the director of the company but only the employee. | SARS has confirmed with National Treasury that anyone (natural person and company) can register on the CSD except a government employee.  An Insolvency Practitioner will have to use their own savings/cheque account when registering on CSD in their personal capacity.  Please see link below:  [**Registration Process - Central Supplier Database Application**](https://secure.csd.gov.za/Home/RegistrationProcess) |
| 2. | a) Is it the individual or company or firm that must bid for this tender?  b) Who will be awarded the tender? Will it be the liquidator or will it be the company that is awarded the tender? | a) An individual (Insolvency Practitioner) must bid for this tender.  b) An individual (Insolvency Practitioner) will be appointed to SARS panel of Insolvency Practitioners. |
| 3. | I am writing on behalf of six Insolvency practitioners that is associated with our firm. The six practitioners are all covered by the firm's Professional Indemnity insurance concerning Insolvency negligence.  My question:  Do we have to submit a bid in each practitioner's name separately, or can we combine it in one bid and specify each individual's capabilities and qualifications  The company provide extended support services to the insolvency practitioners that SARS requires to qualify | Submit a bid in each practitioner’s name separately. |
| 4. | We are attorneys in the litigation department who would be instituting business rescue and liquidation applications. So, when we noticed the technical criteria, we just wanted to check whether we should still be bidding in this tender in circumstances where we won't be able to produce the documents that are required for liquidators and business rescue practitioners. For instance, the CV’s of administrators or agents with experience in the administration of estates and we certainly won't be able to produce any certificates of appointment. I don't know whether that is what SARS required or whether we should still bid in circumstances where we may be instructed to institute liquidation and business rescue applications. | This bid is for any individual (Insolvency Practitioner) that meets SARS requirements as stipulated in the bid documents.  If you are not a practising Insolvency Practitioner, you should not apply. |
| 5. | May you kindly advise whether we can join-bid with an ad hoc consultant(liquidator) who is not a practising attorney? Or whether the tender is strictly looking for practising attorneys (in respect of the legal field) who are insolvency practitioners/liquidators? | No, bidder (Insolvency Practitioner) should be a practising Insolvency Practitioner and must meet SARS requirements in their individual capacity. |
| 6. | a) How many law firms will be appointed to the panel?  b) Skills Summary Format: Discuss and clarify the format required for submitting the skills summary, including whether it should be a technical proposal or a simple summary. | 1. There is no limit to the number of individuals (Insolvency Practitioners) to be appointed to the SARS panel of Insolvency Practitioners. 2. An individual (Insolvency Practitioner) must submit a detailed summary of their core skills. This can include practical examples of how and where these skills were acquired and or demonstrated. |
| 7. | Administrator CV Submission: Clarify if a single administrator's CV can be used for multiple liquidators within the same firm and ensure this does not result in penalties during evaluation. | Yes, a single administrator, agent or secretary CV can be used for multiple liquidators within the same firm. |
| 8. | Conflict of Interest: Provide detailed guidelines on how to address potential conflicts of interest for partners within the same firm when submitting bids. | There is no conflict of interest because SARS is establishing a panel of insolvency practitioners and each Insolvency Practitioner would be evaluated individually. |
| 9. | Document Completion Method: Confirm whether documents can be completed using PDF software and duplicated for multiple submissions or if they must be handwritten. | Documents can be completed using PDF software and duplicated for multiple submissions. Please note that each individual Insolvency Practitioner will be evaluated individually. |
| 10. | Table 6 Technical evaluation criteria References 5.1  Please clarify the description of services. As a liquidator we do no get reference letters once a matter is closed.  Would you require a reference letter for other services. Also, can we submit a purchase order for other services? | SARS requires testimonials from creditors in order to establish the services/duties performed in winding up estates.  Example of description of services; Insolvency enquiries, Investigation of assets and money transfers, maximizing the dividends awarded to creditors etc.  A purchase order is not acceptable.  . |
| 11. | We would like to enquire whether the experience listed below forms part of the requirements listed in paragraph 7.3.3. Table 6, item 1.1.7:  1. Insolvent estate administration  2. Deceased estate administration  3. High Court Forfeiture Applications | Insolvent estate administration – Yes, forms part of the requirements listed in paragraph 7.3.3. Table 6, item 1.1.7  Deceased estate administration – No, does not form part of the requirements listed in paragraph 7.3.3. Table 6, item 1.1.7  High Court Forfeiture Applications – Yes, forms part of the requirements listed in paragraph 7.3.3. Table 6, item 1.1.7 |
| **General and Important** | | |
| 7. | Bidders must carefully read the RFP document. | |
| 8. | Bidders are advised to regularly visit the SARS website for any updates. | |