



Expression of Interest (EOI)

The Appointment of a Panel to Provide Legal Services to the CSIR

EOI No. 8006/28/03/2019

Date of Issue:	Monday, 11 March 2019	
Closing date and time:	Thursday , 28 March 2019	
Place:	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR Business Hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

1. INTRODUCTION	3
2. BACKGROUND	3
3. INVITATION AND SCOPE OF WORK	3
4. PRE-QUALIFYING CRITERIA TO ADVANCE CERTAIN GROUPS	8
5. ELIMINATION CRITERIA	8
6. FUNCTIONAL EVALUATION CRITERIA	9
7. VENUE FOR SUBMISSION OF EOIS	10
8. EOI PROGRAMME	10
9. SUBMISSION OF RESPONSES	10
10. DEADLINE FOR SUBMISSION	11
11. EVALUATION PROCESS	11
12. VALIDITY PERIOD OF RESPONSES	11
13. ENQUIRIES AND CONTACT WITH THE CSIR	11
14. MEDIUM OF COMMUNICATION	11
15. COST OF EXPRESSION OF INTEREST	12
16. CORRECTNESS OF RESPONSES	12
17. VERIFICATION OF DOCUMENTS	12
18. ENGAGEMENT OF CONSULTANTS	12
19. TRAVEL EXPENSES	13
20. ADDITIONAL TERMS AND CONDITIONS	13
21. INTELLECTUAL PROPERTY RIGHTS	14
22. CSIR RESERVES THE RIGHT TO	14
23. DISCLAIMER	15
DECLARATION BY TENDERER	16
PRICE PROPOSAL	17
ANNEXURE A	18

1. INTRODUCTION

The Council for Scientific and Industrial Research (CSIR), an organ of state, is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2. BACKGROUND

The CSIR Legal Services Department ("the Department"), situated at the Pretoria campus provides in-house legal services to the organization. The Department is made up of a small team of legal advisors, all of whom are admitted attorneys with experience in different areas of law.

From time to time, the Department requires the assistance of external legal services providers to assist it in discharging its legal services mandate to the CSIR.

3. INVITATION AND SCOPE OF WORK

- 3.1 The Department is embarking on a process to identify a limited number of external firms of attorneys to appoint to its panel to provide *ad hoc* specialised services for a period of five (5) years, as and when the need arises.
- 3.2 Firms of attorneys are invited to send expression of interest to the CSIR for consideration to render legal services to the CSIR in one or more of the following areas of law-
 - 3.2.1 Aviation Law;
 - 3.2.2 Building and Construction Law;
 - 3.2.3 Corporate and Commercial Law (negotiating, drafting, vetting of contracts; research and providing appropriate legal advice, etc.);
 - 3.2.4 Corporate Governance and Compliance;
 - 3.2.5 Competition Law;
 - 3.2.6 Constitutional, Administrative and International law;
 - 3.2.7 Custom and Excise law;
 - 3.2.8 Debt recoveries and collections;
 - 3.2.9 Energy Mining and Petroleum Law;
 - 3.2.10 Environment, Natural Resources and Climate Change Law;

- 3.2.11 Information Communication Technology (ICT) Law;
 - 3.2.12 Insurance Law;
 - 3.2.13 International Trade Law
 - 3.2.14 Labour and Employment Law;
 - 3.2.15 Pension Law and Medical Aid Schemes Law;
 - 3.2.16 General Litigation (Civil law);
 - 3.2.17 Privacy Law;
 - 3.2.18 Public Procurement law;
 - 3.2.19 Property Law Conveyancing, and Notarial Practice
 - 3.2.20 Tax Law;
 - 3.2.21 Criminal Law; and
 - 3.2.22 Any other field that the firm of attorneys has expertise in, relevant to the working environment of the CSIR.
- 3.3 It is expected that the prospective bidders should have thorough working understanding of the Preferential Procurement Policy Framework Act (PPPFA) and its Regulations, the Public Finance Management Act (PFMA) and other legislation or standards applicable to organs of state.
- 3.4 Interested firms of attorneys should select not more than 3 (three) areas of specialisation for consideration to the panel, clearly indicating, by means of a cover letter or otherwise, the area(s) of specialisation in respect of which their specific expression of interest (EOI) applies.
- 3.5 A covering letter clearly indicating the areas of specialisation the bidder is tendering for must be submitted.**
- 3.6 CSIR will appoint not more than five (5) law firms per area of specialisation.
- 3.7 All firms are to ensure that all Attorneys have a minimum recognised Bachelor of Laws (LLB) degree or equivalent and must be admitted in terms of the applicable legislation.
- 3.8 Prospective bidders must submit detailed curriculum vitae and/ or resume of Attorneys and/ or Directors and junior attorneys to be utilised for CSIR related instructions, for the area(s) that the bidder is tendering for, (in case the firm is appointed into the panel) with certified copies of their respective qualifications.

SCOPE OF WORK

The CSIR has provided a table of scope of work below, which the bidders need to comply with as provided:

Area of Work	Scope of Work	Skills required
Constitutional, Administrative & International Law	<ul style="list-style-type: none"> • Provide legal opinions in respect of constitutional, administrative and international law matters. • Assist in drafting of public or private international law agreements to be entered into by the CSIR. • Ensure technical quality, adherence to best practice and consistency with the Constitution and other Act of Parliament. • Advise on the legal interpretation and legal implications of existing or proposed public or private international agreements to be entered into by the CSIR. 	<ul style="list-style-type: none"> • Experience in providing opinions in constitutional, administrative and international law matters. • Extensive knowledge of international law. • Extensive experience in the drafting, vetting and interpretation of public and private international law. • Understand regulatory framework governing international dispute resolution
Building and Construction Law	<ul style="list-style-type: none"> • Provide guidance and advise on building and construction law 	<ul style="list-style-type: none"> • Experience in rendering advise and court representation on building and construction law • Understanding the regulatory framework governing building and construction law
Criminal Law	<ul style="list-style-type: none"> • Provide guidance and representation on criminal proceedings • Render advise on matters with a possibility and aspects of criminal law 	<ul style="list-style-type: none"> • Ability to understand and interpret criminal law legislation • Experience in practical criminal court proceedings
Debt recoveries and collections	<ul style="list-style-type: none"> • Collect debt for and on behalf of the CSIR • Provide advice on the recoverability of debt owed to the CSIR 	<ul style="list-style-type: none"> • Have an established debt collection office with a functional call center

Labour and employment Law	<ul style="list-style-type: none"> • Provide legal opinions on labour, employment benefits and employment law related matters. • Assist in disciplinary hearings, arbitrations and other dispute resolution • Assist in the facilitation of recruitment and retrenchment processes. 	<ul style="list-style-type: none"> • Experience in labour and employment law litigation. • Understand the regulatory framework governing public service employment. • An understanding of labour law and employment law jurisprudence for purposes of providing legal opinions. <ul style="list-style-type: none"> • Knowledge of Bargaining Council and other dispute resolution forum.
General Litigation (Civil Law)	<ul style="list-style-type: none"> • Conduct litigation on behalf of the CSIR (e.g. handling of pleadings etc.). • Ensure effective and efficient litigation process is followed. • Provide custody of all pleadings and documents in litigation matters. • Provide oral and written legal advice throughout litigation process. • Avoid prescriptions, barring and default judgments. 	<ul style="list-style-type: none"> • Experience in providing opinions in matters. • Knowledge of litigation processes and procedures in various forums including but not limited to the High Court, SCA, Constitutional Court and Magistrate Court. • Comprehensive and coherent understanding of all laws and regulations.
Corporate Governance and Compliance	<ul style="list-style-type: none"> • Advise on governance related issues. • Advise on regulatory and compliance related issues. 	<ul style="list-style-type: none"> • Extensive knowledge of compliance in entities similar to the CSIR. • Understanding regulatory framework governing the CSIR and public entities in general.
Insurance Law	<ul style="list-style-type: none"> • Provide legal opinions on insurance. 	<ul style="list-style-type: none"> • Comprehensive and understanding on insurance matters.
Aviation Law	<ul style="list-style-type: none"> • Provide legal opinions and aviation issues. 	<ul style="list-style-type: none"> • Comprehensive and understanding on aviation matters.
Public Procurement Law	<ul style="list-style-type: none"> • Provide advice on public procurement. • Assist where necessary with public procurement process. 	<ul style="list-style-type: none"> • Comprehensive and understanding on public procurement matters.
Privacy Law	<ul style="list-style-type: none"> • Provide advice on privacy law requirements. • Assist in drafting the required and/or necessary privacy policies and/or documents. 	<ul style="list-style-type: none"> • Comprehensive understanding of South African and international privacy law requirements and application.

Corporate and Commercial law	<ul style="list-style-type: none"> • Advise on projects, transactions of corporate law nature; • Provide legal opinions of a corporate law nature; • Drafting, review and advice on commercial agreements etc. • Advise on legal issues arising from asset, risk and debt management. 	<ul style="list-style-type: none"> • Experience in working with transactions of corporate law nature; • Excellent research and drafting skills, for purposes of preparing legal opinions of a corporate law nature. • Ability to work and delivery of specific outputs on time • Experience in providing advice in general commercial.
Custom and Excise	<ul style="list-style-type: none"> • Provide legal opinion on custom and excise matters. 	<ul style="list-style-type: none"> • Understanding on custom and excise legislation. • Knowledge on custom and excise legislation.
Energy, mining and petroleum Law	<ul style="list-style-type: none"> • Provide legal opinions on energy law. 	<ul style="list-style-type: none"> • Comprehensive and understanding on energy law matters.
Environment, Natural Resources and Climate Change Law	<ul style="list-style-type: none"> • Provide legal opinions on environment, natural resources and climate change. 	<ul style="list-style-type: none"> • Comprehensive and understanding on environment, natural resources and climate change.
International Trade Law	<ul style="list-style-type: none"> • Provide legal opinions on international trade. 	<ul style="list-style-type: none"> • Comprehensive and understanding on international trade matters.
Pension Law and Medical Aid Schemes	<ul style="list-style-type: none"> • Provide legal advice on pension law and medical aid schemes. 	<ul style="list-style-type: none"> • Understanding pension fund law legislation and administration of pension funds • Understanding medical aid schemes related issues.
Property Law, Conveyancing and Notarial Practice	<ul style="list-style-type: none"> • Provide legal opinions on property law and conveyancing notarial practice. 	<ul style="list-style-type: none"> • Comprehensive and understanding on property law, conveyancing and notarial practice matters.
Tax Law	<ul style="list-style-type: none"> • Advise on tax issues. 	<ul style="list-style-type: none"> • Knowledge and understanding of South African tax regime, including but not limited to principles of taxation, forms of taxation and tax reforms. • In some cases, understanding specialized areas of tax legislation, such as insurance taxation, environment taxation, financial products and trusts. • Knowledge of Customs and Excise legislation. • Understanding international tax.

		<ul style="list-style-type: none"> • Knowledge of tax specific legislation.
Information Communication Technology Law	<ul style="list-style-type: none"> • Advice on all aspects of IT law, such as inter alia, service level agreements pertaining to system integration, software, website development etc. 	<ul style="list-style-type: none"> • Experience in IT law and communication, including cyber law.
Competition Law	<ul style="list-style-type: none"> • Advice on all aspects related to Competition Law. 	<ul style="list-style-type: none"> • Experience in Competition in Competition Law.

4. PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

- 4.1 Only Law firms that are Level 1, 2 or 3 B-BBEE Contributors will be considered.
- 4.2 Law firms that fail to meet the pre-qualification criteria stipulated in paragraph 4.1 will not be considered.

5 ELIMINATION CRITERIA

Bidders will be eliminated under the following conditions-

- 5.1 Submission after the deadline;
- 5.2 Proposals submitted at incorrect location;
- 5.3 Failure to provide proof of Fidelity Insurance Cover for the Law Firm;
- 5.4 Failure to submit proof of minimum required qualification (LLB or equivalent) and proof of admission for the proposed resources; and
- 5.5 Failure to meet the pre-qualification criteria to advance certain groups. A valid certified copy of the law firm's B-BBEE Certificate or sworn affidavit must be submitted.

6. FUNCTIONAL EVALUATION CRITERIA

EVALUATION CRITERIA FOR MEASURING FUNCTIONALITY	WEIGHT %
<p>Proposal:</p> <p>The Bidder must demonstrate expertise and knowledge of the area of specialisation that the bidder is tendering for:</p> <ul style="list-style-type: none"> • Expertise • Knowledge • Structure of proposal 	40
<p>Law Firm Experience:</p> <ul style="list-style-type: none"> • The law firm must have demonstrable experience in the area of specialisation that they are tendering for, as set out in the specification requirements. • A minimum of 3 reference letters with details of the service rendered are to be submitted. 	30
<p>Resources Experience – Detailed CVs indicting work done and years of experience must be submitted:</p> <ul style="list-style-type: none"> • Lead Partner/Director <ul style="list-style-type: none"> - The lead partner or director can be proposed in more than one area of expertise if they possess such experience. - Minimum 10 years’ experience of post admission as an attorney for the area of specialisation. • Junior Attorney <ul style="list-style-type: none"> - The Junior Attorney can be proposed in more than one area of expertise if they possess such experience - Minimum 3 years’ experience post admission as an attorney for the area of specialisation. 	30
Total	100

6.1 Proposals with functionality/technical points of less than the pre-determined minimum overall percentage of 70% and less than 70% on any of the individual criteria will be eliminated from further evaluation.

6.2 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

SECTION B – TERMS AND CONDITIONS

7. VENUE FOR SUBMISSION OF EOIs

All EOIs must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
627 Meiring Naudé Road
Brummeria
Pretoria

8. EOI PROGRAMME

The Programme, as currently envisaged, incorporates the following key dates:

- Issue of EOI documents: Monday, 11 March 2019
- Last date for submission of queries: Monday, 18 March 2019
- Submission closing date and time: Thursday, 28 March 2019

9. SUBMISSION OF RESPONSES

- 9.1 All Expression of Interests are to be sealed. No open proposals will be accepted.
- 9.2 All Expression of Interests are to be clearly marked with the EOI number and the name of the tenderer on the outside of the main package. Expression of Interests must consist of two parts, each of which is placed in a separate sealed package clearly marked:
PART 1: Technical Proposals **EOI No.: EOI No. 8006/28/03/2019**
PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
EOI No.: 8006/28/03/2019
- 9.3 Expression of Interests submitted by law firms must be signed by a person or persons duly authorised.
- 9.4 Expression of Interests submitted by law firms must be clearly annexure for ease of reference.

10. DEADLINE FOR SUBMISSION

Expression of interest should be submitted at the address mentioned above no later than the closing date of **Thursday, 28 March 2019** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

11. EVALUATION PROCESS

The EOI evaluation process will include a functionality/technical evaluation.

Price (Rates provided) and B-BBEE evaluation will be done for the purposes of shortlisting the panel to at most five (5) law firms per area of specialisation. *The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status*

12. VALIDITY PERIOD OF RESPONSES

Each expression of interest shall be valid for a minimum period of three (3) months calculated from the closing date.

13. ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with ***“EOI No EOI No. 8006/28/03/2019 – Expression of Interest (EOI) for the Appointment of a Panel to Provide Legal Services to the CSIR”*** as the subject.

Any other contact with CSIR personnel involved in this expression of interest is not permitted during the EOI process other than as required through existing service arrangements or as requested by the CSIR as part of the EOI process.

14. MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English unless otherwise stated.

15. COST OF EXPRESSION OF INTEREST

Law firms are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

16. CORRECTNESS OF RESPONSES

The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

17. VERIFICATION OF DOCUMENTS

- 17.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- 17.2 **ONE HARD COPY AND ONE ELECTRONIC COPY (CD OR USB MEMORY KEY) OF EACH PROPOSAL MUST BE SUBMITTED.** In the event of a contradiction between the submitted copies, the hard copy shall take precedence.
- 17.3 Pricing schedule and B-BBEE credentials should be submitted with the EOI, but as a separate document and no such information should be available in the technical proposal.
- 17.4 If a courier service company is being used for delivery of the proposal document, the EOI description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the **stipulated due date**.

18. ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 18.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- 18.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 18.3 Prescribed by the body - regulating the profession of the consultant.

19. TRAVEL EXPENSES

All potential service providers need to note that travel expenses will be managed as follows should they need to travel on behalf of the CSIR in future:

- 19.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imbursements, must be in line with the CSIR's travel policy. The following will apply:
 - 19.1.1 Only economy class tickets will be used.
 - 19.1.2 A maximum of R1 300 per night for accommodation, dinner, breakfast and parking will be allowed.
 - 19.1.3 No car rentals of above a Group B will be accommodated.

20. ADDITIONAL TERMS AND CONDITIONS

- 20.1 Only legal practices established in accordance with the provisions of the Attorneys Act, 1979 (Act 53 of 1979 as amended) will be considered for this expression of interest.
- 20.2 The firms of attorneys will be required to sign confidentiality and indemnity agreements with the CSIR.
- 20.3 The cost of every assignment will be negotiated with the respective firms of attorneys.
- 20.4 The basis for engaging firms of attorneys will be on an assignment basis.
- 20.5 The CSIR reserves itself the right to interview panel members that are shortlisted for specific assignments as a precondition for any assignment.
- 20.6 The CSIR may, at its sole discretion, award assignment or any part thereof to more than one panel member.
- 20.7 The CSIR may at its own discretion vary any instruction to include more work or to exclude work areas. In the case of the latter the firm of attorneys will not be entitled to claim for loss of earnings or costs of the work reduced.
- 20.8 Save as otherwise provided herein i.e., requirement for pre-qualification to advance certain groups, the firms of attorneys may not cede or assign any part of the agreement with the CSIR nor subcontract any part of the work assigned to them without the prior written consent of the CSIR.
- 20.9 Incomplete or open assignments at the end of the five (5) year contract period will be allowed to continue after the expiry of the contract entered into pursuant to the expression of interest.
- 20.10 A firm of attorneys must declare any interest it has in an assignment as well as declare any possible conflict of interest with the CSIR in pursuance of the proposed assignment.

- 20.11 In the event that any conflict of interest is discovered during the assignment, the CSIR reserves the right to summarily terminate the agreement and demand that all information, documents and property of the CSIR be returned forthwith.
- 20.12 The prices quoted for assignments should be VAT and disbursement inclusive.
- 20.13 Service providers shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 20.14 Copies of any affiliations, memberships and/or accreditations that support the law firm's submission must be included in the response.
- 20.15 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.
- 20.16 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response and/ or may lead to the removal of the law firm from the panel of attorneys.
- 20.17 The CSIR reserves the right, at its discretion, to source appropriate legal services outside the panel of attorneys, depending on business requirements.

21. INTELLECTUAL PROPERTY RIGHTS

- 21.1 All copyright and intellectual property rights that may result as a consequence of the work to be performed will become the property of the CSIR.
- 21.2 Firms of attorneys must hand over all documents and information in any format, including copies thereof, that they received from the CSIR or that they had access to during the assignment immediately after completion of the assignment to the CSIR.
- 21.3 Firms of attorneys shall deliver to the CSIR, on completion of any assignment, any security devices, passwords or protective mechanisms to the soft versions of documents that were written and the CSIR will have the right to amend and change these without any obligation whatsoever to the firms of attorneys upon completion of the assignment.

22. CSIR RESERVES THE RIGHT TO

- 22.1 Extend the closing date;
- 22.2 Verify any information contained in a response;
- 22.3 Request documentary proof regarding any tendering issue;
- 22.4 Cancel or withdraw this EOI as a whole or in part; and
- 22.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

23. DISCLAIMER

This EOI is an expression of interest only and not an offer document. Answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

EOI No: 8006/28/03/2019

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives/proposal specifications stipulated in **EOI No. 8006/28/03/2019** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness of my proposal.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

PRICE PROPOSAL

The proposal must include the following information regarding the pricing in respect of the services:
Pricing proposal broken down according to each deliverable and/or task to be performed as part of the services or assigned work.

The price proposal must clearly indicate the rate per hour for a partner, junior and senior attorneys, associate and candidate attorneys and other expenses. Should the firm wish to indicate any other form of billing, they should reflect this.

The price proposal must be submitted separately and clearly marked as such.

The pricing must be clearly indicated by using the following table:

Attorney's experience	Rate per hour (Incl. VAT)
Candidate attorney: 0 – 2 years	R.....
Junior attorney: 1- 5 post admission experience	R.....
Practitioner/Associate: 6- 10 years post admission experience	R.....
Lead or senior attorney: 10 years or more post admission experience	R.....
Other costs	R.....

ANNEXURE A

No.	Criteria	Proof required	Points allocation	Weight
1	<p>Law Firm’s Proposal</p> <p>The Law firm must demonstrate expertise and knowledge of the area of specialisation that they tendering for.</p>	Detailed proposal	<ul style="list-style-type: none"> • Proposal is of poor quality or No information was submitted – 0 points • Only the method and approach of delivering on assignment has been provided. Bidder has not demonstrated knowledge and experience of area of specialisation that they are tendering for – 5 points. • Method and approach of delivering on assignments as well as demonstrated knowledge and experience in the area of specialisation were provided,.Bidder has clearly demonstrated ability to respond to emergency requests – 7 points. • Clearly outlined method and approach on how assigned work would be handled. Clearly demonstrate in-depth knowledge of area of specialisation that the Bidder is tendering for. Bidder has clearly demonstrated ability to respond to emergency requests – 10 points 	40%
2	<p>Law Firm Experience</p> <p>A minimum of 3 reference letters per area of specialisation that the bidder is tendering for with details of the service rendered are to be submitted.</p>	Client reference letters	<p>No references or irrelevant references provided – 0 points</p> <p>1 – 2 references provided – 5 points</p> <p>3 to 4 references – 7 points</p> <p>> 4 references – 10 points</p>	30%

3	<p>Experience of key personnel and team competency</p> <ul style="list-style-type: none"> • Lead Partner/Director <ul style="list-style-type: none"> - The Lead partner or director can be proposed in more than one area of expertise if they possess such experience. - Minimum 10 years' experience of the lead partner for the area of specialisation post admission as an attorney. • Junior Attorney <ul style="list-style-type: none"> - The Junior Attorney can be proposed in more than one area of expertise if they possess such experience - Minimum 3 years' experience of the junior attorney for the area of specialisation post admission as an attorney 	<p>Staff CVs, detailing qualifications, years of experience in conducting similar assignments and details of such assignments</p>	<p>Lead Partner/Director</p> <p>< 5 years – 0 points 5 – 9 years – 5 points 10 – 14 years – 7 points > 15 years – 10 points</p>	20%
			<p>Junior Partner</p> <p>< 1 years – 0 points 1 – 2 years – 5 points 3 – 5 years – 7 points > 5 years – 10 points</p>	10%
TOTAL				100%