



**BID DESCRIPTION** : **APPOINTMENT OF A PANEL OF LEGAL FIRMS FOR THE PURPOSE OF PROVIDING LEGAL SERVICES TO THE IRBA**


**BID NO.** : **IRBA003/2019/RFT**

**CLOSING DATE** : **6 DECEMBER 2019 AT 12H00**

**COMPULSORY BRIEFING SESSION** : **22 NOVEMBER 2019 AT 14H30**

**RE: RESPONSES TO ENQUIRIES RECEIVED IN RESPECT OF THE BID**

1. The IRBA confirms receipt of enquiries from five firms post the publication of the bid.
2. In line with paragraph 2.4 of the bid document, the IRBA has consolidated the questions emanating from the enquiries. Herein and below are the IRBA's responses thereto for all bidders that attended the briefing session and those with an interest to submit a bid.
3. Bidders are reminded that the bid document must be hand-delivered and placed in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00 (South African time) on **6 December 2019.**

  
**DIRECTOR: OPERATIONS**  
**DATE:** *3/12/19* .....

## RESPONSES TO QUESTIONS RECEIVED POST THE BID ADVERTISEMENT

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**Question:** Paragraph 4.1.3 on page 15 requires the bidder to complete Table A of Annexure 1. It also requires the bidder to provide details of two recent matters that the bidder handled for each service category. However, Table A does not provide a column for the recent matters. Should the two recent matters be added onto Table A?

**Answer:** *There is a note at the bottom of Table A that indicates that the information in that table will be verified against the information provided in Table B. Therefore, Table A, which requires quantitative data in respect of the service categories, will be read together with Table B, which requires actual details of the matters.*

**Question:** Paragraph 5.4 on page 17 stipulates the following: "The bidder must provide a minimum of three (3) positive reference letters from clients where the bidder provided services for each service category for which the bidder is bidding." Please clarify whether we are required to submit three reference letters for each service category.

**Answer:** *No, you are NOT required to submit three reference letters for each service category. Three is the overall minimum number of references that should be provided. What is important is that the references provided should confirm the firm's experience in all service categories for which it is bidding. Whether a service category only appears in one or all reference letters is irrelevant, as long as it is covered in one of the reference letters provided.*

**Question:** Paragraph 5.3 on page 17: Are we required to submit only a litigation strategy or a strategy for each service category?

**Answer:** *No, you do NOT need to submit a litigation strategy for each service category. In essence, what is required herein is a litigation strategy framework, i.e. how your litigation strategy is framed. Therefore, what is important is that the document provided should cover the aspects set out in paragraph 6.3.3.*

**Question:** With respect to Table C on page 24, are we required to provide two opinions in each service category or only two opinions previously rendered?

**Answer:** *If you are bidding for service category 6, then, in addition to completing Table C, you will need to provide two previously rendered legal opinions on any of the legal areas for which you are bidding under service category 6. So, if you are bidding for 6.1-6.4, you do NOT need to provide four legal opinions covering 6.1-6.4; you just need to provide two opinions on any of the legal areas in 6.1-6.4. However, Table C will still have to contain sufficient information to demonstrate the bidder's experience in all the legal areas for which they are bidding under service category 6.*

**Question:** Paragraph 5.2 on page 16: Please confirm whether we should submit physical copies of qualifications for the proposed team.

**Answer:** *Yes, actual qualification copies are required.*

**Question:** IRBA Supplier Information Form: Are service providers required to complete the vendor registration form, if they are already on the IRBA database?

**Answer:** *Yes, you need to complete the form as requested in the tender document.*

**Question:** Will it be sufficient for the director of the firm to sign a Delegation of Authority authorising a relevant individual to sign all procurement documents and then attach a declaration to the bid?

**Answer:** *Yes, a declaration of authority will suffice.*

**Question:** Please advise whether it will be acceptable for newly formed companies to provide signed letters from auditors confirming they have been appointed as auditors. This is in respect of a newly formed company that does not have audited financial statements as yet.

**Answer:** *A signed letter from the auditors will suffice. However, it is advised that such a company should attach the latest statement of its management accounts.*

