

LEGAL SERVICES PANEL RFP

Questions and Answers (Q&A)

Q1: Please provide us with a copy of the RFP by email as it is not available on the website.

A: The RFP can be accessed on the Fund's website by following the following link:
https://www.eppf.co.za/uploads/eppf_resources/Procurement_Committee_RFP_Request_for_Proposals_Legal_Services_Panel.pdf

Q2: I would like to ask if you are based in other Provinces we have to submit at Isivuno House or to our local offices in each province

A2: As per paragraph 4.4 of the RFP, responses must be submitted at the address stipulated in the RFP. The address is as follows:

Isivuno House,

EPPF Office Park,

24 Georgian Crescent East,

Bryanston East,

2191.

Q3: Kindly confirm the province/region where the services of the following request for proposals is required: Panel of Legal Services Providers, Closing date and time: 19 October 2018 at 12:00

A3: The Fund is based in Bryanston, Johannesburg, Gauteng. However, the services of the successful firms may be required in any area within South Africa.

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Q4: On this tender do we have SBD forms to fill in? Or it's just the proposal and supporting documents. Are we supposed to download the SBD forms from the tender's website or we simply compile and send the documents as requested in this tender? How many copies do we need to submit?

A4: There are no SBD forms to complete. Refer to the RFP for guidance on how responses to the RFP must be prepared. As per paragraph 4.6.3 of the RFP, one original and five copies must be submitted.

Q5: We would like to query if a Compulsory Briefing Session will be held regarding the Panel for Legal Panel Member Tender, and if there will be, please provide us with the relevant information such as Dates, Times and Venue of such.

A5: No briefing session will be held regarding the legal services panel RFP.

Q6: I just want to find out if the RFP on your website is a full document? Kindly email the Bid Document

A6: The RFP on the website as per the link above is a full document.

Q7: I would like more information in terms of where to get the document (RFQ) and processes

A7: The RFP is available on the Fund's website on the link above. Please refer to the RFP for process of submission of responses.



Q8: Please may you provide clarity in respect of the following:

In the RFP document in section 4.8 Supporting documentation we are required to provide Fidelity Fund Certificates for all partners in the firm. We have a large firm with over 150 partners in the firm, as such are we able to include only the proposed team partners certificates in this case? We will also include a full partner list with our submission which indicates all the partners in the firm their BEE status and ID numbers?

A8: As per the RFP, the Fidelity Fund certificates of all the partners in the firm are required.

Q9: Please may you provide clarity in respect of the following:

In the RFP document in section 4.7.2 Fee structure we would like to check if there's an actual form of yours that we need to complete or may we put one of our own together?

A9: There is no actual form of the Fund to be completed in respect of the fee structure. Responses must include the fee structure which you compile for yourself.

Q10: Please confirm the BEE requirement for the legal services pitch, i.e. BEE level scoring - level 1 or level 2?

A10: As stipulated in paragraph 4.7.3 of the RFP, the Fund is committed to advancing the objectives of BBBEE and details of respondents' BBBEE credentials, supported by a copy of a rating certificate from a SANAS or IRBA accredited rating institution, and where applicable, an affidavit in the prescribed format, with details of the relevant company profile must be provided. BBBEE is one of the factors to be taken into account by the Fund.



Q11: This is email is with regards to the Eskom pension and provident fund tender. There is no bid number in the RFP form. Can you please assist us with the procedure to obtain same.

A11: There is no bid number for this RFP.

Q12: Please provide clarity on the following:

- **In respect of the RFP pg 10 requests Fidelity Fund certificates but does not mention them being certified, pg 17 requires them to be certified, do they have to be certified?**
- **We understand that you require 1 original and 5 copies, as we have 149 partner fidelity fund certificates to include in both the copy and original and at the same time the proposal cannot exceed an A4 arch file in respect of the tender box slots please advise what we should do?**

A11: Yes, the certificates must be certified. Each required copy may be divided into two lever-arch files where necessary.

