

REQUEST FOR PROPOSALS (RFP)

PROVISION OF LEGAL SERVICES

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

SCOPE OF WORK:

The ELIDZ invites suitably qualified and competent professional service providers to respond to the Request for Proposals (RFP) for the provision of legal services on the following disciplines at the **East London Industrial Development Zone**.

Reference No.	Description / Name	Closing Date / Time
RFP-LEG-20(a)	Administrative Law	07 December 2020 at 12H00
RFP-LEG-20(b)	Labour Law	07 December 2020 at 12H00
RFP-LEG-20(c)	Commercial Law	07 December 2020 at 12H00

BRIEFING MEETING:

Note: No compulsory Briefing or Site Clarification Meeting will not take place. Questions relating to the RFP will be accepted until **12h00 on the 30 November 2020**. All questions must be submitted to Zandile Mtebele via e-mail to zandile@elidz.co.za

BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender.
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "**Envelope A - Technical Proposal**" and "**Envelope B - Financial Proposal**". Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-written and non-signed ELIDZ Price Schedule in the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any price details in "Envelope A - Technical Proposal" will result in the disqualification of the tender.
- Tenderers are required to submit company registration documents and ELIDZ procurement handbook with their tender.
- Tenderers should be registered on CSD database from Treasury and in possession of a MAAA number.

EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBBEE.

Score breakdown:

- 80 Points for Price
- 20 Points for BBBEE

All tenders with functionality less than **70%** of the total functional requirements will not be considered for the next stage of tender evaluation.

PROPOSAL DOCUMENT & SUBMISSION:

The RFP document will be available for download on **16 November 2020 12h00 (Noon)**, at www.elidz.co.za under **Opportunities >> Tenders**.

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in **ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyside, East London**.

ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.

TENDER ENQUIRIES:

Queries relating to this tender may be addressed to: Ms Zandile Mtebele

T: +27 43 702 8200 | **E:** Zandile@elidz.co.za

