

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**.

| Tender Reference No. | Tender Description / Name | Closing Date / Time |
|----------------------|---------------------------|--------------------------|
| RFP – LEG – 20(a) | Administrative Law | 7 December 2020 at 12H00 |
| RFP – LEG – 20(b) | Labour Law | 7 December 2020 at 12H00 |
| RFP – LEG – 20(c) | Commercial Law | 7 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 “Envelop A - Technical Proposal” and “Envelop B – Financial Proposal”. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- ☐ Non- written and non-signed ELIDZ Price Schedule of the financial proposal in “Envelop B” submission will result in the disqualification of the tender.
- ☐ Inclusion of Price Offer and/ or any price details in “Envelop 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.

TENDER DOCUMENT & SUBMISSION

The RFP document will be available for free online on 16 November 2020 from 12h00 (Noon). At East London Industrial Development website www.elidz.co.za

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:

FOR OFFICE USE ONLY

Media Coverage:

| Form of Advertisement | Name of Media |
|-----------------------|----------------|
| Regional Newspaper | Daily Dispatch |

Between R 500 000 up to R 2 500,000 Regional Newspaper

Above R 2 500,000 Regional and/or National newspapers

Construction and Engineering tenders above R 200 000 must also be registered with CIDB

The above is in accordance with the organization's procurement policy section 8.5.2-8.5.4

Advert Prepared by:Name & Surname: Michelle Botha

Signature: _____

Position: Manager: Human Capital and
Legal servicesDepartment: Corporate Affairs

Date: _____

Endorsed by:Name & Surname: Mr Fariet Titus

Signature: _____

Position: Manager: Supply Chain
ManagementDepartment: Finance

Date: _____

Endorsed by:Name & Surname: Mr Gift Matengambiri

Signature: _____

Position: Chief Financial OfficerDepartment: Finance

Date: _____

Approved by:Name & Surname: Mr Simphiwe Kondlo

Signature: _____

Position: Chief Executive OfficerDepartment: Office of the CEO

Date: _____