

# 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-2022-001(a)	ADMINISTRATIVE LAW	8 December 2022 at 12H00
RFP-LEG-2022-001(b)	COMMERCIAL LAW	8 December 2022 at 12H00
RFP-LEG-2022-001(c)	LABOUR LAW	8 December 2022 at 12H00

### BRIEFING MEETING:

**Note:** There will be no briefing session. Tenderers are encouraged to submit written questions by email to Zandile Mtebele via e-mail to [zandile@elidz.co.za](mailto:zandile@elidz.co.za) on/or before **2 December 2022 at 16:00.**

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderer must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided.
- Tenderers should submit a Valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.
- Tenderers to provide certified copy of Company Registration Certificate.
- Tenderers must submit technical and financial proposals in two separate proposal 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-signed "Form of Offer" in the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.

### 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 **11 November 2022 from 12:00 (Noon)** at [www.elidz.co.za](http://www.elidz.co.za) under **Opportunities >> Tenders.**

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00 on the 14 November 2022. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No late tenders or hard copy documents submissions will be accepted.

### TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until **16h00 pm on 2 December 2022 with responses by 5 December 2022.** Queries relating to this tender may be addressed to:

Ms Z. Mtebele      **T:** +27 43 702 8200 | **E:** [zandile@elidz.co.za](mailto:zandile@elidz.co.za)



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