REQUEST FOR PROPOSALS (RFP)

PROVISION OF LEGAL SERVICES FOR ADMINISTRATIVE LAW, COMMERCIAL LAW AND LABOUR LAW

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.	Tender Description / Name	Closing Date
RFP-LEG-2026-001(a)	ADMINISTRATIVE LAW	6th April 2026 at 12H00
RFP-LEG-2026-001(b)	COMMERCIAL LAW	
RFP-LEG-2026-001(c)	LABOUR LAW	

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

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" the financial proposal in "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 Specific Goals.

Score breakdown:

- 80 Points for financial offer
- 20 Points for Specific goals

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 documents will be available for download on **9th March 2026 at 12h00 (Noon)** at **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, 6th April 2026. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted. Hard copy document submission will not be considered.

TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until **16h00 pm on the 27th March 2026 with responses by 31st March 2026.**

Queries relating to this tender may be addressed to: Ms Z. Mtebele
T: 043 702 8200 **I** **E:** zandile@elidz.co.za