



12 June 2026

Dear Tenderer

RFB NO. 00465/2026: APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR A PERIOD OF THREE (3) YEARS

SUBJECT:

You are hereby invited to tender for the abovementioned Services in accordance with the documents of enquiry contained herein.

Elucidation of the Enquiry

Should any part or parts of the enquiry require further explanation, be ambiguous or contradictory, elucidation prior to submission of your proposal, and is to be obtained from:

All Commercial and Technical queries:

Lerato Skhosana Tel: 011 703 7010 and e-mail: lerato.skhosana@nbcrlfi.co.za

Submission of Tender

Your tender is to be submitted in the manner described in the **Instructions to Tenderers** contained in **Section A** and testimonial guide template of the enquiry document by not later than the **09 July 2026 16:30 PM. Questions for clarity on tender will close on 25 June 2026 at 16:30 PM.**

Further to note that the intention to tender closing date is 25 June 2026 at 16:30 PM. Failure to respond to intention to tender will result in disqualification of your submission.

Yours faithfully

Lerato Skhosana

Acting Procurement Manager

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS
INDUSTRY**

RFB NO. 00465/2026

**APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR A PERIOD OF THREE
(3) YEARS**

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SECTION A

**APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR PERIOD OF THREE
(3) YEARS**

INSTRUCTIONS TO TENDERERS

**APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR A PERIOD OF THREE
(3) YEARS**

RFB NO. 00465/2026

INSTRUCTIONS TO TENDERERS

THE TENDER THAT CONSISTS OF ONE ORIGINAL MUST BE SENT VIA A LINK THAT WILL BE PROVIDED BY THE TIME AND DATE STIPULATED IN THIS ENQUIRY.

NB: TENDERS MUST NOT BE ADDRESSED OR DELIVERED TO INDIVIDUALS.

1. CLARIFICATION OF ENQUIRY DOCUMENTS

Should there be doubt as to the meaning of the enquiry document; the Tenderer shall seek clarification before submitting a tender. All additional information supplied shall be made available to all other Tenderers. All queries shall be submitted by not later than **25 June 2026**.

2. AGREEMENT CONDITIONS

The Conditions of the Contract will remain the same as contained in the enquiry document. The Tenderer may submit a tender containing proposed variations or qualifications to the Contract Conditions.

3. MAIN OFFER AND ALTERNATIVE PROPOSALS

Tenderers shall submit a main offer on the forms provided in accordance with the requirements set out in the enquiry. Tenderers may in addition submit alternative offers, which shall clearly indicate either technical and/or financial advantages to the NBCRFLI.

4. SUFFICIENCY OF TENDER

No alterations will be allowed once a tender has been submitted. In the event of any discrepancies occurring between the prices and particulars detailed by the Tenderer in the forms provided with the enquiry and those contained in any additional letter or document by the Tenderer, the former shall prevail.

5. TENDERER TO INFORM THEMSELVES FULLY

The Tenderer is to examine the scope of services provided. Should there be any doubt as to the meaning of the scope of services, or ambiguity as to the scope of the enquiry, the Tenderer is to immediately notify the NBCRFLI and have the matter clarified, otherwise it will be taken that the enquiry is fully understood, and no liability for errors will be admitted due to the foregoing.

6. EXTENSIONS TO TENDER CLOSING DATE

Under no circumstances will requests for extensions to the tender closing date be considered unless there are delays in providing additional information that is due from the NBCRFLI.

7. REJECTION OF TENDERS

A tender may be rejected if: -

- 7.1 It is received after the time and closing date stipulated in the enquiry or a subsequent official amendment thereto.
- 7.2 It contains any omission, erasure, alteration, text addition or irregularity.
- 7.3 It does not include the required information necessary for proper comparison and evaluation.
- 7.4 It is not in accordance with the commercial and technical requirements of the evaluation.

8. CONFIDENTIALITY OF ENQUIRY DOCUMENTS

The enquiry document shall be treated as strictly confidential by the Tenderer. Tenders received will be treated as confidential and no aspect of any tender will be disclosed to third parties by the NBCRFLI.

9. ACCEPTANCE OF TENDERS

The NBCRFLI reserves the right to reject any tender, or accept portions of tenders received, without being obliged to give reasons.

10. VALIDITY

Tenders shall remain open for acceptance for 120 (hundred and twenty) days from the closing date.

11. EXPENSE IN PREPARATION OF TENDERS

The NBCRFLI will not be responsible for any expenses or losses, which the Tenderer may incur in the preparation of the tender.

12. CONDITIONS UNDER WHICH TENDERS WILL BE CONSIDERED

No tender will receive consideration unless it is complete and in accordance with the requirements of this enquiry specification. Should the Tenderer wish to offer services which in his opinion is considered an improvement arrangement or selection the Tenderer may submit such an offer as an alternative to the main offer.

13. SUBMISSION OF TENDERS

13.1 Tender - Soft Copy

An online link will be affected by the NBCRFLI specifically for the Service Providers who have submitted their details for the Intention to tender to be submitted to lerato.skhosana@nbcffi.co.za on the **25 June 2026 @ 16:30 PM**.

RFB NO. : **00465/2026**
DESCRIPTION : **APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR PERIOD OF A THREE (3) YEARS**
CLOSING DATE : **09 July 2026 @ 16:30 PM**

The Tenderer shall prepare one original set and of the documents comprising the Tender and supplementary information.

14. EVALUATION

14.1 All tenders will be evaluated by a bid evaluation committee.

14.2 The evaluation of the bids will be done in a two-stage process:

14.2.1 The **first stage** will be the evaluation of bids on functionality.

14.2.2 The **second stage** of evaluation will be on the 80/20 principle, where 20 points are allocated for preference and 80 points for price only.

STAGE 1: FUNCTIONALITY – 100 POINTS

- A total point of **100** is allocated for Functionality

- Tenders shall score a minimum of **70 points** on functionality from the submitted document.

15. EVALUATION CRITERIA

15.1 Functionality

The bidders will be evaluated in accordance with the criteria set out in the table below.

CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<p>The requirements will be evaluated on a scale of 1-5 in accordance with the criteria below. The rating will be as follows; 0=Non submission; 1= Poor; 2=Average; 3=Good; 4=Very Good and 5=Excellent.</p>							
FUNCTIONAL / TECHNICAL REQUIREMENTS							
<p>1. Registration with the Law Society</p> <p>Bidders and core team members must be registered with the relevant Law Society and must submit proof of such registration, together with a valid Letter of Good Standing issued by the Law Society, prior to any work being allocated.</p> <p>Substantiate:</p> <ul style="list-style-type: none"> • Proof of registration and a valid letter of good standing from the relevant Law Society = 5 Points • Non-submission = 0 Points 						10	
<p>2. Fidelity Fund Insurance</p> <p>Bidders must provide proof of a valid Fidelity Fund Certificate. In addition, the individual who will attend to the NBCRFLI's matters must submit a certified copy of their valid Fidelity Fund Certificate.</p> <p>Substantiate:</p>						10	

<ul style="list-style-type: none"> • Proof of Fidelity Fund Insurance Cover and Fidelity Fund Certificate = 5 Points • Non-submission of Fidelity Fund Insurance Cover and Fidelity Fund Certificate = 0 points 									
<p>3. Proposed Methodology and Approach</p> <p>Bidders must provide a clear methodology outlining how typical instruction relating to the selected area(s) of specialisation will be undertaken (e.g., how litigation, investigations, contract negotiations or legal opinion services will be delivered). The methodology must include the resources to be allocated, applicable timelines, and the proposed engagement and communication approach with the NBCRFLI.</p> <p>Substantiate:</p> <ul style="list-style-type: none"> • The proposed methodology and approach clearly align with the scope of work. The proposed timeframes/project plan and communication strategies are appropriate and well-tailored to meet the project requirements = 5 Points • The proposed methodology and approach partially align with the scope of work. The proposed timeframes/project plan and communication strategies are generally appropriate but may lack sufficient detail or tailoring to the project requirements = 3 Points • The proposed methodology and approach are generic and only minimally meet the requirements of the scope of work = 1 Point • Non-submission of the required methodology and approach = 0 Points 						30			
<p>4. Qualification and Experience of the Legal Practitioner</p>						10			

<p>Experience: The bidder must appoint a Legal Practitioner with at least 10 years' experience or more in related work.</p> <p>Substantiate:</p> <ul style="list-style-type: none"> • 10 years' experience or more = 5 Points • Less than 10 years' experience = 0 Points 						
<p>5. Qualifications: The Legal Practitioner must hold a relevant legal qualification and, in the case of Attorneys, must have the right of appearance in the High Court. The Legal Practitioner must also be registered or accredited with the appropriate professional body. The bidder must attach certified copies of the Legal Practitioner's qualifications not older than 6 months.</p> <p>Substantiate:</p> <ul style="list-style-type: none"> • Minimum relevant degree in related studies (LLB or equivalent) with the right of appearance in the High Court = 5 Points • Non-submission of the relevant degree the right of appearance in the High Court = 0 Points 					10	
<p>6. Curriculum Vitae and Qualifications of Core Team Members (Per Area of Specialisation)</p> <p>The bidder must attach brief CVs of Core Team Members indicating a minimum of 5 years' relevant experience and The bidder must attach certified copies of the qualifications and accreditation for the proposed team, not older than 6 months.</p> <p>Substantiate: Experience:</p>					10	

<ul style="list-style-type: none"> • 3 years' post-articles/post-qualification experience or more = 5 Points • Less than 3 years' post-articles/post-qualification experience = 0 Points <p>Qualifications and Professional Registration:</p> <ul style="list-style-type: none"> • Minimum relevant degree in related studies (LLB or equivalent) = 5 Points • Non-submission of the relevant degree = 0 Points 									
<p>7. Reference Letters</p> <p>Bidders must submit reference letters from different institutions as evidence of related services previously and successfully completed for the area(s) of specialisation applied for, as indicated in the Scope of Work.</p> <p>Bidders must submit 3 or more valid reference letters per area of specialisation. The reference letter(s) must be on the official letterhead of the client previously serviced, reflect the name of the client institution, indicate the title or description of the work conducted, indicate the year the work was conducted and completed, provide contactable reference details, be signed by an authorised representative of the client; and indicate the quality of the service rendered. The NBCRFLI reserves the right to contact references to verify the information contained in the reference letters.</p> <p>Substantiate:</p> <ul style="list-style-type: none"> • 3 or more valid reference letters submitted per area of specialisation= 5 Points • 2 valid reference letters submitted per area of specialisation = 3 Points • 1 valid reference letter submitted per area of specialisation = 1 Point 					20				

<ul style="list-style-type: none"> No reference letters submitted or references indicating unsatisfactory service rendered = 0 Points 							
TOTAL						100	
Minimum Threshold is 70%							

Note: Only bidders who achieve a minimum technical score of **70%** will be considered for further evaluation in terms of price and B-BBEE.

The percentage for functionality will be calculated as follows:

$$Ps = \frac{So \times AP}{Ms}$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bids under consideration

Ms= maximum possible score, i.e. 5x **(a)** 100=

Ap = percentage allocated for functionality (in this bid = 100)

- The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- The scores for each criterion will be added to obtain the total score.
- This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 70 percent of 100 percent on functionality will be evaluated further.
- Bidders not meeting a minimum qualifying score of 70 percent on functionality will be disqualified.

Sub-Contracting

A tenderer will not be awarded points for BBBEE status level if they indicated in their proposal/tender document submitted that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise (EME) that has the capability and ability to execute the sub-contract.

A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBBEE status level than the successful tenderer concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

The tenderer is required to provide information regarding sub-contracting on the schedule of proposed sub-contractors form as well as the schedule for transformation requirements in Section B of this enquiry.

General

During the evaluation process, the NBCRFLI may engage with one or more tenderers for clarification of their tender. Tenderers must also note that presentations may be required and as a result they must be always prepared when submitting their tender documents. Based on the results of the evaluation process, the NBCRFLI will approve the awarding of the contract to the successful tenderer subject to a due diligence being conducted.

SECTION B

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS
INDUSTRY**

RFB NO. 00465/2026

**APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR A PERIOD OF THREE
(3) YEARS**

FORM OF TENDER

INDEX

A. Proposed Solution and Standard Forms

Item Title

1. Company's Profile and Proposed Solution
2. Tenderer's References
3. Schedule of Proposed Sub-Contractors
4. Alterations by Tenderer
5. BEE and Tax Clearance Certificate
6. Supplier Registration Form
7. Declaration of Interest

B. Financial Proposal: Item Title

1. Offer
2. Summary of Costs

A. PROPOSED SOLUTION AND STANDARDS FORMS

A 1. COMPANY PROFILE AND PROPOSED SOLUTION

Tenderers to provide the company profile and the solution.

A.2 TENDERER'S REFERENCES

Tenderers to provide three (3) contactable references of relevant services carried out in the last five years that best illustrate the experience of the tenderer.

Tenderers are requested to provide three (3) references of relevant services carried out in the last five years that best illustrate the experience of the tenderer		
Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.		
Assignment Name:		Country:
Location within Province:		Professional Staff Team Provided by Your Company /Entity (Profiles):
Name of Entity/Client:		Types of Funds Managed:
Address:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Fund:
Name of Associated Companies, If any:		No. of months of Professional Staff Provided by Associated Companies:
Comment:		

A.3 SCHEDULE OF PROPOSED SUB-CONTRACTORS

The Tenderer shall detail below all sub-contractors that they propose to employ to render any part of the services, together with a description of the service they propose to sub-contract. Notwithstanding the inclusion of any sub-contractor herein, this shall be read in conjunction to clause 14 [Evaluation] above in Section A of this enquiry as well as the schedule for transformation requirements.

NAME	WORK TO BE SUB-CONTRACTED	APPROXIMATE VALUE

A.4 ALTERATIONS BY TENDERER

Should the Tenderer desire to make any departures from or modifications to the Conditions of the Contract, Schedule of Prices, or to qualify their tender in any way, they shall set out their proposals clearly hereunder or alternatively state them in a covering letter attached to their tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

PAGE	CLAUSE OR ITEM	PROPOSED ALTERATIONS

A.5 BEE AND TAX CLEARANCE CERTIFICATE

Tenderers are required to provide a valid BEE and Tax Clearance Certificate.

A.6 SUPPLIER REGISTRATION FORM

It is expected of tenderers who are not registered on the NBCRFLI's accredited Supplier Database to register using the prescribed form. Once the form is completed it may be submitted together with the tender. The NBCRFLI reserves the right not to award tenders to tenderers who are not registered on the Database.

NBCRFLI

Your Road Freight Partner.

SUPPLIER REGISTRATION FORM

All sections marked with an apteryx "" are compulsory to complete*

Please Note

- ◇ This form must be completed by all applicants wishing to register as suppliers on the NBCRFLI supplier database. Please reflect all the resources the firm has such as: Years of Experience, No of employees etc. Also reflect the expertise and experience that the company has. Other relevant additional documentation may also be attached. The NBCRFLI will determine the suitability of firms for entry into its database, based on the information provided.
- ◇ All sections of the application form must be completed in full.
- ◇ The application form is to be completed by the duly authorised official of the contracting firm.

Registration pre-requisites

- ◇ Proof of company registration and/or any other form of legal standing must be submitted.
- ◇ A *current and original* Tax Clearance Certificate from South African Receiver of Revenue Service [SARS] certifying that the taxes of the applicant are in order or that suitable arrangements have been made with SARS to bring them in order. The Tax Certificate will be reworded at the allocated space for the VAT number with the words "compulsory if turnover is more than R1, 000 000". Where the person is not required to be registered for VAT, the Receiver of Revenue will write issue the certificate with blank VAT reference number.
- ◇ Submit proof of Professional Registration with the relevant Professional Body.
- ◇ Submit Company composition on the form attached as Section "C" also referred to a CK1
- ◇ Attach Black Economic Empowerment (BEE) Strategy/Transformation Strategies/ strategies to empower the Disabled/physically challenged.
- ◇ Company Profile
- ◇ Proof of banking details

A.7 DECLARATION OF INTEREST

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY THE NBCRFLI)

In terms of the Procurement Policy, no person or persons employed by the NBCRFLI may be awarded a bid by the Council.

Any legal person, or persons having a kinship with persons employed by the NBCRFLI including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of the NBCRFLI, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where— the legal person on whose behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarer acts and persons who are involved with the evaluation of the bid.

To give effect to the above, the following questionnaire shall be completed and submitted with the bid.

Do you, or any person have any relationship (family, friend, other) with a person employed with the NBCRFLI or its Administration and who may be involved with the evaluation, preparation and/or adjudication of bids?

Yes/No

If so, state particulars

.....
.....

Are you or any other person connected with this application, employed the NBCRFLI?

Yes/No

If so, state particulars

.....
.....
.....

SIGNATURE OF DECLARER

DATE

.....

POSITION OF DECLARER
NAME OF COMPANY OR APPLICANT

I/we, the undersigned (Print name/s) _____	
Certify that the information as finished in this document is correct. _____	
Signature/s _____	Date
Designation <i>(Please initial all other pages of this document)</i>	

B. FINANCIAL PROPOSAL

B.1 BID PRICE / OFFER

Having examined the specifications and all other documentation contained in the enquiry document for the above-named services, we the undersigned, offer to carry out the whole of the said services in conformity with the said enquiry document, which includes all these documents for the sum of:

NOTE: REFER TO PRICING SHEET ATTACHED HERETO.

R..... (In words)

.....

.....
(INCLUDING 15% VAT)

We undertake to commence the services on receipt of the NBCRFLI's representative's instruction to commence.

We agree to abide by the terms and conditions of this tender for a period of 90 days from the closing date and undertake that it will not be withdrawn and shall remain open for acceptance by you up to the expiration of the said 90 days.

Unless and until a formal agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us.

Dated this..... day ofyear Signature..... in

the capacity ofDuly authorised to sign tenders for
and on behalf of: Bidder Name

B.2 SUMMARY OF FEES

Summary of proposed fees.	
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SECTION C

RFB NO. 00465/2026

APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR A PERIOD OF THREE
(3) YEARS

CONDITIONS OF AGREEMENT

(Any resultant Service Level Agreement will be subject to the NBCRFLI's generic terms and Conditions of Agreement)

The blank SLA must be downloaded from the NBCRFLI to familiarised with the terms and conditions.

SECTION D

SCOPE OF SERVICES

FOR

RFB NO. 00465/2026

**APPOINTMENT OF LEGAL PANEL FOR THE NBCRFLI FOR A PERIOD OF THREE
(3) YEARS**

SCOPE OF WORK

The NBCRFLI invites proposals from suitably qualified Legal Practitioners for appointment to a Legal Panel to provide legal services and assist with legal matters that may arise from time to time.

Please clearly indicate the areas of specialisation for which you are submitting proposals, as shown in the table below. The NBCRFLI will allocate work to panel members fairly and transparently, taking into consideration their relevant expertise and area of specialisation.

Please note that matters relating to the identified areas of specialisation may involve litigation. As part of the scope of work, appointed Legal Practitioners may be required to draft pleadings, notices, agreements, opinions, and other legal documents necessary for the management and handling of legal proceedings linked to the NBCRFLI's mandate.

The appointed panel may also be required to provide legal advice and represent the NBCRFLI in litigation and dispute resolution matters, where necessary. This may include appearances before the Magistrates' Court, High Court, Labour Court, Labour Appeal Court, Supreme Court of Appeal, Constitutional Court, bargaining councils, tribunals, and other relevant dispute resolution forums, in support of the NBCRFLI's mandate and interests.

Bidders are further expected to have a sound understanding of the legislative and regulatory framework within which the NBCRFLI operates when providing legal advice and handling matters related to the areas of specialisation listed below.

SPECIFICATIONS

1. BACKGROUND

The National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI), established in 1946, plays a key role in ensuring labour peace as well as providing an effective service to road freight and logistics industry stakeholders. The NBCRFLI is governed by the Labour Relations Act of 1995, which allows for employer and employee organizations to establish a bargaining council for an industry and area. Through collective bargaining, trade unions and employer organizations, which are party to the NBCRFLI, are able to negotiate matters that are of mutual interest to the Road Freight and Logistics Industry.

This approach allows for better regulation of matters which affect the Industry as a whole, thereby enforcing minimum standards and conditions of employment with the Road Freight and Logistics Industry, which ultimately contributes to labor stability.

The Council also supports its members through managing the industry's annual leave, sick leave, holiday bonus funds, and by providing health and wellness as well as dispute resolution management services.

2. THE OBJECTIVE OF THE REQUEST FOR BIDS

The objective of this RF is to appoint a panel of qualified Legal Practitioners to provide the NBCRFLI with expert legal advice and services on an as-and-when-required basis for a period of three (3) years. The appointed panel will provide legal opinions and advice, draft and review contracts, render legal services, and represent the NBCRFLI in legal proceedings and related matters as required

3. AREAS OF SPECIALISATION AND BID SUBMISSION

A bidder may submit a proposal for more than one area of specialisation, as reflected in the table below:

#	SERVICE CATEGORY	PLEASE TICK ()
---	------------------	-----------------

1.	Litigation Matters (including but not limited to)	
	Institute and/or defend the NBCRFLI in the Labour Court, Labour Appeal Court, and Constitutional Court in review applications or other matters relating to the enforcement of the Main Collective Agreement.	
	Institute and/or defending the NBCRFLI in the Magistrates' Court, High Courts, Supreme Court of Appeal in a civil and criminal related matters.	
	Institute and/or defending the NBCRFLI in the Constitutional Court on constitutional related matters, where necessary.	
	Legal representation on behalf of the NBCRFLI in arbitration proceedings where the NBCRFLI seeks compliance with the Main Collective Agreement.	
	Legal representation in financial enquiries (Section 65) in the Magistrates' Courts	
	Legal representation on behalf of the NBCRFLI at the CCMA in matters relating to demarcation, jurisdiction, and other labour-related matters.	
	Debt recovery services on behalf of the NBCRFLI.	
2.	Corporate Legal Opinions (including, but not limited to):	
	Interpretation of the Main Collective Agreement.	
	Provision of legal opinions relating to labour law, civil law, corporate law, criminal law, constitutional court and related matters.	
3.	Legal Contracts	
	Drafting and vetting of contracts, corporate leases, Memorandums of Understanding and Service Level Agreements etc.	

	Drafting of policies, procedures, governance frameworks, and other legal instruments.	
4.	Disciplinary Proceedings	
	Chairing of disciplinary hearings.	
	Initiating and/or prosecuting disciplinary proceedings on behalf of the NBCRFLI.	
5.	Corporate and Council Legal Compliance	
	Provision of legal advice and opinions.	

Note: Bidders must ensure that the required information is provided for each service category selected.

The Legal Practitioners must be able to render services at any the NBCRFLI offices, when required, and/or across all nine provinces in South Africa.	Tick "x"
Johannesburg	
Pretoria	
Cape Town	
George	
Durban	
Newcastle	
Pietermaritzburg	
Richards Bay	
Bloemfontein	
KuGompo	

Kimberly	
Klerksdorp	
Mbombela	
Polokwane	
Gqeberha	
Rustenburg	
eMalahleni	

4. THE SERVICE LEVEL AGREEMENT AND PRICING STRUCTURE

- 4.1 The appointed Legal Practitioners will be required to enter into and sign a Service Level Agreement (SLA), which will outline the agreed pricing structure for services rendered, as well as the procedures to be followed for the authorisation of instructions, transactions, and the briefing of Counsel where required
- 4.2 The NBCRFLI has adopted a pricing structure comprising billable legal service items for which the NBCRFLI will be liable for payment. The pricing structure includes different fee categories applicable to work performed by Candidate Attorneys, Paralegals, Junior Attorneys, and Senior Attorneys (including Partners).
- 4.3 The maximum fees payable by the NBCRFLI will be in accordance with the pricing structure set out below, and include VAT. The tender will be evaluated based on the NBCRFLI's prescribed pricing structure or on lower fees offered by the bidder, as reflected in the tables below:

TABLE - A

COUNCIL PRICING STRUCTURE				
#	Content	Conciliation & Arbitration (Council & CCMA)	Magistrates Court	High & Superior Court
1.	Consultation, and Taking instruction, conference attendance, inspection in loco & necessary attendances.			
	By Snr Attorney	R 833 per hour	R1488 per hour	R1668.00 per hour
	By Jnr Attorney	R 600 per hour	R 900 per hour	R 1200 per hour
	By Candidate Attorney	R 380 per hour	R 450.00 per hour	R 520 per hour
2.	Perusing of necessary documents	R30.00 per page	R39.00 per page	R84.00 per page
3.	Necessary copies and scanning of any document or papers per A4 size page	R7.00 per page	R7.00 per page	R7.00 per page
4.	Opinions to Council including preparation, research and drafting			
	By Snr Attorney	R 833 per hour	R1488 per hour	R1668.00 per hour
	By Jnr Attorney	R 600 per hour	R 900 per hour	R 1200 per hour
	By Candidate Attorney	R 380 per hour	R 450.00 per hour	R 520 per hour
5.	Notices			
	Formal notice	R60.00 per notice	R103.00 per notice	R168.00 per notice

	Non-formal notice	R40.00 per notice	R78.00 per notice	R168.00 per notice
	Filing sheet	R 30.00	R 49.00	R 99.00
	Services and filing			
6.	Electronic service (E-mail / cloud)	R 30.00	R 39.00	R 99.00
	Personal service (E-mail / cloud)	R 60.00	R 90.00	R 180.00
	Electronic filing (E-mail / cloud)	R 30.00	R 39.00	R 99.00
	Court online filing (E-mail / cloud)	N/A	R 39.00	R 99.00
	Filing in person	R 60.00	R 90.00	R 180.00
	7.	Affidavits		
7.1	Drawing / drafting of formal affidavits			
	By Snr Attorney	R 833 per hour	R1488 per hour	R1668.00 per hour
	By Jnr Attorney	R 600 per hour	R 900 per hour	R 1200 per hour
	By Candidate Attorney	R 380 per hour	R 450.00 per hour	R 520 per hour
7.2	Confirmatory affidavits	R58.00 per page	R78.00 per page	R168.00 per page
7.3	Service affidavits	R58.00 per page	R78.00 per page	R168.00 per page
8.	Correspondence (including facsimile transmission)			
8.1	Written letters, fax, e-mail: including scanning, typing, checking, postage, delivery etc.	R39.00 per page	R58.00 per page	R168.00 per page

8.2	E-mails received & perused	R30.00 per page	R39.00 per page	R78.00 per page
8.3	Telephone calls by Attorney	R 30.00 per call	R 60.00 per call	R 140 per call
8.4	Telephone calls by Candidate Attorney	R15.00 per call	R30.00 per call	R43.00 per call
9.	Pagination, sorting, and arranging pleadings for Court, Attendance and appearance at Court			
	Snr Attorney	R 833.00 per hour	R1488.00 per hour	R1668.00 per hour
	By Jnr Attorney	R 600 per hour	R 900 per hour	R 1200 per hour
	By Candidate Attorney	R 380 per hour	R 450.00 per hour	R 520 per hour
10.	Perusal & noting judgments, awards / rulings			
	Snr Attorney	R 833.00 per hour	R1488.00 per hour	R1668.00 per hour
	By Jnr Attorney	R 600 per hour	R 900 per hour	R 1200 per hour
	By Candidate Attorney	R 380 per hour	R 450.00 per hour	R 520 per hour

TABLE - B

Miscellaneous work pricing structure				
#	Content / Task	Candidate Attorney	Jnr Attorney	Snr Attorney
1.	Drawing up of documents including power of Attorney	R39.00 per page	R78.00 per page	R168.00 per page
2.	Drafting of contracts including preparation and research.	R 520 per hour	R833 per hour	R1100.00 per hour
3.	Chairing of hearings	R 520 per hour	R833 per hour	R1100.00 per hour
4.	Prosecutions	R 520 per hour	R833 per hour	R1100.00 per hour

5.	Appearances at Council / CCMA including preparation	R 520 per hour	R833 per hour	R1100.00 per hour
6.	Commissions and investigations	R 520 per hour	R833 per hour	R1100.00 per hour
7.	Travelling time / awaiting time	R 242.00 per hour	R 242.00 per hour	R 242.00 per hour

4.4 NB: Senior Attorney includes partners of law firms and refers to an Attorney with more than 10 years of practice in the relevant field of work post Admission as an attorney of high court

4.5 Any billable items not specified on the above pricing structure, the legal practitioner appointed must bill in accordance with the quoted amounts as per administrative requirements or the prescribed rates in terms of the Uniform Rules of the Court published by the Rules Board for Courts of Law for work conducted of the same nature.

4.6 Where the fee under any item is calculated on a time basis, the total time spent on any one day shall be calculated and the fee for that day calculated on such total.

4.7 NB: The NBCRFLI will not pay for the following items:

- Opening and/or administration of the file.
- Providing reports / feedback on the matter and providing action plan for further legal action required for pre-approval, as and when required.
- Travelling allowance or any remuneration for travelling will not be paid by the NBCRFLI emanating from an instruction to deal with a matter around jurisdiction of the NBCRFLI.
- Day fee exceeding time calculated as per paragraph 4.6 above.
- Any charge unnecessarily incurred and/or not authorised by the NBCRFLI in terms of rule 35 (9) of the Legal Practice Act.

5. IMPORTANT NOTICE AND NBCRFLI DISCLAIMER TO BIDDERS

5.1 All bidders who quote below or equal the pricing structure will be recommended.

5.2 The NBCRFLI reserves the right to consider the experience of the Legal Practitioner (s) that have done work for the NBCRFLI in the past.

- 5.3 A bidder may not become involved in any matter against the NBCRFLI or its entities, nor act in any manner that may prejudice its rights, interests, or reputation.
- 5.4 The bidder will be held responsible for the payment of all legal costs in the event of a default judgment and/or cost order against the NBCRFLI due to the non-performance and/or negligence on the part of bidder which costs will be automatically deducted from outstanding fees due to the bidder.
- 5.5 The NBCRFLI reserves the right to categorise the bidders according to their field of expertise as per the scope of work for purposes of allocation of work.
- 5.6 The successful bidder must sign the Service Level Agreement within thirty (30) calendar days after the awarding of the bid.
- 5.7 The NBCRFLI reserves the right to appoint a Legal Practitioner (s) outside the approved panel of legal service providers, due to expertise and/or experience of the Legal Practitioner, the sensitivity and complexity of the involved.
- 5.8 The successful bidder will also be requested to provide legal services on a pro-bono basis, and they should commit to the hours they will offer per instruction.
- 5.9 Please note that the NBCRFLI does not guarantee any allocation of work during the three (3) year duration of appointment to the panel.