

Tender Number: T38/11/20

Tender description: Appointment of a panel of legal service providers for the IDC

Question and Answers Version 1

No.	Question	Type	Answer
1	Page 19, par 6.1.1: Can we provide the good standing certificates for the directors who will be doing work for IDC – the LPC no longer issues firm certificates of good standing, but does for directors. Will it suffice if we provide for our directors who we put forward for this IDC panel?	Technical	Yes bidders should provide valid letter of good standing for the directors that will be allocated to work on IDC matters should they be successful.
2	Page 21, par 6.2.3: The RFP states that we need to provide qualifications and experience for the lawyers in the bidder's employ for the service categories we are submitting. Can we include the lawyers we putting forward for IDC, or all practitioners in these areas, as we have a staff compliment of approximately 450 attorneys and to include this would be very cumbersome. If it's for the team who will work on IDC matter, we can gladly provide those team members details.	Technical	Yes bidders should provide qualifications and experience for the lawyers that will be allocated to work on IDC matters should they be successful.
3	We note that you have provided a pricing template which is "geared" towards litigation and labour law. We will provide rates for these disciplines in the required format and will include our rates for other disciplines in a separate schedule. Is this acceptable?	Technical	Annexure 10, the price schedule should be completed and rates for all other legal disciplines as called for in the tender should be provided.
4	With regards to the rates may we provide you with a range of rates per seniority?	Technical	Rates must be provided in line with the price schedule provided which makes provision for seniority levels in terms of years of experience.
5	Please do advise as to whether you are willing to grant an extension for responses to this RFP	Technical	The IDC does not envisage granting any extensions on this tender.
6	We note a discrepancy in the numbering of the Returnable Schedules (page 9), may we continue with numbering following the sequence from 13.2 to 13.2.21 etc. or should we adhere to the numbering within the RFP document	Commercial	The numbering in the bid document is a typing error. You may continue with numbering from 13.2 to 13.2.2 etc.
7	For Large law firms evaluation criteria please can you confirm that the Post Admission Experience (PAE) required for partners is no less than 5 years PAE	Technical	Yes we confirm that the PAE for large firms is no less than 5 years as referenced on Page 21, paragraph 6.2.3 of the issued bid document indicates that bidders must have in its current employ lawyers that have at least 5 years post admission experience in the service categories the bidder is bidding for.
8	I refer to Section 2 (5.1.1) of the RFP document at page 16.  Please note that the Legal Practice Council no longer issues letters of good standing to law firms as a whole. It instead, issues letters of good standing to the individual directors of each law firm. Please kindly advise whether the letters of good standing of the directors of our firm will be sufficient proof of registration with the Law Society/Legal Practice Council.	Technical	Yes, letters of good standing of the directors is sufficient - see reply in number 1 above.
9	RE paragraph Section 2 A Technical requirements for small – medium sized firms 5.1.2 of the RFP: - Valid Fidelity Fund Certificates - such certificates are issued on an annual basis and are valid for a period of 1 (one) year. All 2020 Fidelity Fund Certificates expire on 31 December 2020. We have made enquiries at the Fidelity Fund and they have confirmed that the portal for applications for next year will open at the end of the month / beginning of December. Bearing in mind that the closing date for the aforementioned tender is 8 December, bidders may only be able to submit their 2020 Fidelity Fund certificates, but provide you with same for the 2021 period during the course of December. a. Please confirm that this is suitable and acceptable to the IDC.	Technical	The submitted Fidelity Fund Certificate for 2020 must be valid on the closing date of the tender and will be acceptable. The successful bidders will be requested to submit their updated Fidelity Fund Certificates for 2021 as soon as it becomes available and before contracting is finalised.
10	RE paragraph 12.3.4 of the RFP: - Do you want certified copies of IDs of all the directors of the Firm or just the director that has been authorised by board resolution to respond to the RFP on behalf of the Firm?	Technical	Paragraph 12.3.4 of the RFP refers to the company representative which can be a director / partner.
11	RE paragraph 11 of the RFP: - The reference to the DTI website does not work. - Please advise how a bidder confirms that they are registered?	Commercial	Paragraph 11 relates to Local Production and Content, this is not applicable to this tender.
12	RE paragraph 4 of the RFP: - Seeing that this is an electronic response and the IDC tender inbox can receive up to 50MB emails, can bidders send the IDC their response via WeTransfer link?	Commercial	The IDC is unfamiliar with the WeTransfer link and therefore advises bidders to comply with the response format of the tender.  Paragraph 4.5 page 5 of the bid document must be noted as the IDC will not be held responsible for bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders which will include inaccessible links.
13	Would you kindly advice regarding Schedule 2 - 12.3.4 :  Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked): Originally certified copy of ID document for the Company Representative (directors/partners). Please advise if we should submit all directors ID or Lead directors ID?	Commercial	Paragraph 12.3.4 of the RFP refers to the company representative which can be a director / partner.