



## **APPOINTMENT OF PANEL OF ATTORNEYS TO PROVIDE LEGAL SERVICES ON AN AS AND WHEN BASIS FOR THE CCMA FOR A PERIOD OF THIRTY -SIX (36) MONTHS**

### **CCMA2023/09(A)-LEG**

#### **Questions and Answers**

##### **Question one**

We refer to the above-mentioned tender and to the telephone conversation held between Mr Steven Maluleke from our office and Mr. Khumbuzile Ndevu where Mr Steven Maluleke stated that he only found out about the tender today from e-tender and to find that the compulsory briefing session has already taken place on the 19 of September 2024 and advised him to address this complaint to the Tender enquiries email.

**Answer:** The CCMA is going to issue an addendum to accommodate those who did not see the bidder on e-tender and have another compulsory briefing session. the closing date will be extended.

The Department is dealing with this matter internal. communication will be issued before the end of today

##### **Question two**

Please can you assist; I was having technical difficulties joining in the Tender briefing session. Mr Ndevu advised telephonically that there could possibly be a new link sent, please can I be included in this as we would like to tender.

**Answer:** The department is going to issue communication before the end of today

##### **Question Three**

I refer to pages 8-9 of the attached bid document; kindly clarify the following: 11.3.2 for schedule 1 states Annexure A: Response format for stage 2 however on page 20 on table 3 at the bottom it says Annexure A (Tariff Fee Structure Declaration of Acceptance). What is the correct Annexure A?

##### **Answer**

For stage 2 (specialised law service categories), bidders are to tick the field of service they are bidding for, as per table 2 and mentioned on page 15 point 8.

##### **Question four**

Kindly clarify if reference letters cannot be older than 3 months or 3 years? As the document says 3 years on page 22.

**Answer four**

3 Years is correct

**Question five**

Additionally, our Attorney has attended the briefing session, kindly advise when the briefing session attendance certificate will be sent out?

**Answer**

The certificate of attendance was issued however, if you have not received yet. Please resend your email.

**Question six**

Any specific reason why the Tender that we submitted on 02 February 2024 was cancelled? We have noted that this Tender: CCMA/2023/09 -LEG: CCMA PANEL OF ATTORNEYS is not advertised on E-Tender Portal which is a contravention of the National Treasury Instruction attached hereto refer to pages 8-9 of the attached bid document; kindly clarify the following

**Answer**

The Department only become aware of the tender not been advertised on e-tender after the briefing session. However, the department is dealing with this matter internally. The addendum will be issued before the end of today about the next compulsory session and extension of the closing date.

**Question Seven**

11.3.2 for schedule 1 states Annexure A: Response format for stage 2 however on page 20 on table 3 at the bottom it says Annexure A (Tariff Fee Structure Declaration of Acceptance). What is the correct Annexure A?

**Answer**

There two annexure A , there is one for SBD and tariff fee structure declaration

**Question eight**

Kindly clarify if reference letters cannot be older than 3 months or 3 years? As the document says 3 years on page 22.

**Answer**

If the document says three years, it must be three years.

**Question nine**

Kindly provide a clear order of how the bid document should be and how it should be formatted and the validity period of the reference letters.

**Answer**

Refer to point 6.4 on page 13 on how the documents should be structured. Additionally ensure that the hard copies mirror the soft copy

**Question Ten**

I'm sending this email to find out whether the meeting that is scheduled for 11:00 today the 19th of September is still happening. I have been waiting to be let into the lobby for a few minutes now.

**Answer:**

The department is going to issue an addendum before the end of today.

**Question eleven**

With reference to the Element 2B, page 23, in the bid document, does not submitting a copy of the judgements render disqualification of a bidder?

**Answer**

Yes this is a compulsory requirement which must be done in line with Table 4B

**Question twelve**

I just want to ask if it is true that the briefing session for this tender took place on the 19th of September? If so how is it possible that the tender was published on the same day as the briefing day? Or is there an error with regards to the briefing date on the bid document?

**Answer**

The department is going to issue an addendum before the end of today.