

Project Name	Appointment of a Panel of Attorneys for Legal Law Firms as per specified categories for a period of thirty-six (36) months		
Date and Time	03 November 2021	Venue	Via Teams
Meeting Purpose	Non- Compulsory Briefing Session		

Questions	Answers
1. Is it possible for a firm to apply for more than one specialization?	Yes, it is possible, however, the firm needs to ensure that its submission corresponds to the evaluation criteria per the list of identified specializations selected.
2. Please provide clarity concerning the technical evaluation criteria 1 (experience and expertise- Legislative framework)?	The firm needs to ensure the submission proposal outlines the firm understanding and expertise of the legislative requirements or framework for the area of specialization.
3. Are we required to submit separate proposals per area of specialization as per the bid documentation on the hard copy submission requirements?	Firms need to submit two hard copies of their bid proposal (one original and a copy thereof). The submission must include all areas of specialization of choice as well as pricing per choice.
4. SBD3.3. Pricing Schedule. Must we provide pricing as per the tariffs or as per the firm costing?	Firms must provide pricing per hour per resource seconded for the SETA account and not the tariffs as tariffs are used in litigious matters only depending on the court in which the matter is heard (e.g. Mag, High or SCA, CC).
5. Follow up question on SBD3.3, can we refer to the costing schedule as per the terms of reference table?	Yes, we can refer to the costing schedule per the Terms of reference, firms as most welcome to complete the price table as per the terms of reference if the listing of professional services is not applicable.
6. Your bid documents refer to the national footprint. As a firm established situated in, the Eastern Cape does this mean we have been excluded from participation?	No, as per the technical criteria outlined in the terms of reference, we encourage firms to participate per the regional footprint bearing in mind that we will acknowledge firms that have correspondences with firms in other provinces. However, these must be indicated in the submission of the proposal to enable the W&RSETA to verify whether the said firms are not on the National Treasury's restricted suppliers.
7. Concerning reference letters, can we provide evidence in an excel format?	No, as per the technical criteria we require firms to please submit reference letters from state organs or SETA's that the firm served or is currently serving.
8. Is it a requirement to only have experience in the area of specialization for SETAs or various spheres?	No, experience in the area of specialization needs to be across various spheres.
9. Do we indicate our resources by firm resources, or can we list per number?	In reference to page 5 of the terms of reference, the table needs to be completed indicating the number of human resources (warm bodies) that will be allocated to W&RSETA as and when requested.

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10. Concerning the Fidelity Fund Certificate, this is issued to the director(s) of the firm only and not the firm. Should we include all the Directors in the firm?	Please provide Fidelity Fund Certificate per Director that will be allocated to the W&RSETA account should your respective firm be appointed.
11. Law Society Certificate, this requirement will take up to 10 days to obtain. What do we do in this regard?	The onus is on the Firm to ensure that the Law Society Certificates are obtained well in advance. The best practice is for firms to request this upon interest on the review of the bid request.
12. Does the W&RSETA require only the CVs of the key lead attorney(s) or for all the firms' attorneys?	Please only provide the CVs for the key lead attorney(s) only that will be allocated to the W&RSETA per the area of specialization.
13. Concerning the B-BBEE contribution status level, does this bid have a prequalification criterion for participation?	No, this bid was not published with a prequalification criterion limiting bidders on various B-BBEE contribution status levels for participation.
14. For a sole proprietor what proof of authority is required?	
15. Page 19 – subcontracting: “What percentage of the contract will be sub-contracted.” We make use of advocates therefore how should we indicate this?	Generally subcontracting is not allowed and no portion of the contract can be sold to a third party who did not participate in the Bid process. However, in the case of the Advocates, these remain the responsibility of the firm that briefed them and they are still accountable to that said firm. Per the technical criteria, please indicate your affiliation with them and provide their details so we can verify that they are not on the National Treasury list of Prohibited suppliers and that they are not struck off the roll.
16. Do our advocates need to submit a BEE affidavit?	Yes if they are practising for their account in terms of the rules of the Legal Practice Counsel

Note:

All questions and answers will be published on the W&RSETA website by the latest 05 November 2021.

Firms are requested to kindly submit all further questions to tenders@wrseta.org.za. This will be open until 11 November 2021.