



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

## **QUESTIONS AND ANSWERS**

### **BID GPAA 07/2023: REQUEST FOR PROPOSALS (RFP) APPOINTMENT OF A PANEL OF LEGAL SERVICE PROVIDERS FOR THE GOVERNMENT PENSIONS ADMINISTRATION AGENCY FOR A PERIOD OF FIVE (5) YEARS.**

1. In regard to 6.3.2 Rated Criteria, Company experience whereby you request evidence for cases that we handled, for cases where are using a judgement as evidence do we have to put in the whole judgement or can we just put in the front and back page of each judgement, and if we are using an opinion do we put in the whole opinion or only the front page.

**RESPONSE:**

If it is a reported case then only the front and back page is required.

If it is an unreported case then the whole judgement should be provided.

For opinions, the whole opinion is required.

2. Kindly advise if bidders are allowed to sub-contract.

**RESPONSE:**

Sub-Contracting was not set as a condition for this bid. Thus, all submissions that are submitted with sub-contracting will be assessed against section 6 of SBD 6.1 on page 22 of the Bid Document.

3. Kindly clarify, when we want to submit proposals for all five categories, do we need to submit the BID DOCUMENTS for all five categories, or we can submit only one bid document and separate proposals for each category.

**RESPONSE:**

One submission will suffice. However, Service Providers must clearly indicate the categories they are submitting proposal for in line with Section 3.1(E) on page 4 of the Bid Document. Further, as per Section 4.1.3 each category must be priced, and SBD 3.3 be submitted in a separate envelope.

4. How many copies do we need to submit?

**RESPONSE:**

One original copy of Technical will suffice. Further, Service Providers are required to submit separate SBDs 3.3 for each category they are bidding for.

5. Do we need to submit only original tender doc or with a copy there and the USB?

**RESPONSE:**

As per submission instructions on Section 4 (page 6 and 7) original Tender Documents will be sufficient and USBs are not necessary.

6. If we have to choose more than one category for our submission do we need to submit a separate submission per category or one submission covering the categories that we choose?

**RESPONSE:**

One Technical Envelope with the chosen categories ticked is acceptable. (submit a separate submission for each category).

7. Paragraph 6.3.1 requires proof of registration with LPC, can we submit Fidelity Fund Certificates & Letters of Good Standing as proof of registration with LPC?

**RESPONSE:** Yes

8. Its states on page 4 that it is intended to appoint 2 firms in the respective specialist legal categories based on the separate proposals for each specialist legal category the firm opts to bid for. Does that mean if the firm wants to bid for all 5 categories, we need to submit 5 separate proposal submissions?

**RESPONSE:** Correct

9. Is there a maximum number of categories a firm can bid for?

**RESPONSE:** May bid for any or all 5 of the categories but any successful bidder will only be appointed to one category

10. Does the submission require any copies or a USB?

**RESPONSE:** It is not compulsory for bidders to submit copies; original proposal is sufficient, and USBs are not required.

11. We note on page 21, paragraph 5 the GPAA requires us to claim points for "Specific Goals".

Please could you clarify on how the points are claimed. By way of example, please could you confirm if our calculation is in order e.g., where the firm is 10% owned by an African, would the point claimed equal to 1 point *alternatively*, where the firm is 90% Indian owned, would the points equal 4.5 points.

**RESPONSE:** The understanding is correct. If a firm is 10% black, they would obtain 1 point ( $10 \times 0.10$ ), and if the firm is 90% Indian owned they would obtain 4.5 points ( $10 \times 50\% = 5$ ;  $5 \times 90\% = 4.5$ ). In total a firm which 10% Black owned and 90% Indian Owned it would obtain 5.5 points).

12. In relation to the reference letters on page 8 under the Mandatory Functional Criteria:

Is the requirement that the letters must be dated not more than three years ago? or  
Is the requirement that the work must have been done in the last three years?

**RESPONSE:** Both

13. With regard to the pricing schedule, please provide clarity on the paragraph 4 of the SBD 3.3. Does this mean that for matters that go to Court we are to use the Court Tariff and not our tariff.

**RESPONSE: It clearly states that:** Bidders are also required to confirm that in respect of litigious matters they will align their pricing with the **relevant Forum Tariff scale that is applicable** to the forum where the matter is heard - Thus, yes for the line items so indicated it requires confirmation of the relevant forum's tariffs

14. Please advise whether you only require the original submission and no additional copies?

**RESPONSE:** Submission of the original copy is sufficient.

15. We refer to page 8 of the RFP, number 6.3.1, under the evaluation criteria.

Our Director is a member of the Legal Practice Council and Law Society.

Kindly advise as to whether we can still submit our bid without providing a fidelity fund certificate.

**RESPONSE:** No, a fidelity fund certificate is required.

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