



REQUEST FOR BIDS

RFB NUMBER : SHRA/RFB/ADMIN/01/202627

CLOSING DATE : Friday, 11th September 2026

TIME : 11H00

DESCRIPTION : Appointment of law firms to serve on a panel of Legal Service Providers for a period of 3 years with an option to extend for a further 2 years

BRIEFING:

Yes	☐	No	☒
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RFB: Appointment of law firms to serve on a panel of Legal Service Providers for a period of 3 years with an option to extend for a further 2 years.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. Background
2. RFB Submission Conditions and Instructions
3. Terms of Reference
4. Evaluation Process
5. Evaluation Criteria

SECTION B

1. Special Conditions of Bid and Contract
2. General Conditions of Contract (Annexure A)
3. Invitation to Quote (SBD 1)
4. Pricing Schedule (SBD 3.3)
5. Declaration of Interest (SBD 4)
6. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
7. Submission Checklist

SECTION A

1. BACKGROUND

The Social Housing Regulatory Authority ("SHRA") was established by the National Department of Human Settlements as prescribed by the Social Housing Act (Act 16 of 2008). The SHRA is classified as a national public entity listed under Schedule 3A of the Public Finance Management Act (Act 1 of 1999) ("PFMA").

The SHRA has been operational since January 2011, with a mandate to regulate, invest in and capacitate the social housing sector. The social housing programme aims to deliver affordable rental housing for low to medium income groups, currently these are households whose income levels are between R1 850 and R22 000. There are social housing projects throughout all nine (9) provinces.

The delivery and management of social housing units and projects is done through accredited Social Housing Institutions (SHIs) and private sector companies known as other delivery agents (ODAs) collectively defined as social housing landlords (SHLs).

1.1 MISSION

To ensure there is quality housing for lower- to middle-income households in integrated settlements by investing in, enabling, regulating, and transforming the affordable social housing rental market.

Affordable rental homes in integrated urban environments through sustainable institutions.

1.2 VISION

To create an integrated South Africa where citizens live a good quality life in well-located, affordable, and quality rental homes.

1.3 FUNCTIONS

- Promote the development and awareness of social housing by providing an enabling environment for the growth and development of the social housing sector.
- Provide advice and support to the National Department of Human Settlements in its development of policy for the social housing sector and facilitate national social housing programmes.
- Provide best practice information and research on the status of the social housing sector.
- Support provincial governments with the approval of project applications by social housing institutions.
- Provide assistance, when requested, with the process of the designation of restructuring zones.

- Enter into agreements with provincial governments and the National Housing Finance Corporation to ensure the co-ordinated exercise of powers

2. RFB SUBMISSION CONDITIONS AND INSTRUCTIONS

2.1 FRAUD AND CORRUPTION

- 2.1.1 All Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2.2 COMPULSORY BRIEFING SESSION

- 2.2.1 There will be **NO compulsory briefing session** for this Request for Bids

2.3 CLARIFICATIONS/QUERIES

- 2.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Dziphathutshedzo Nevari** at Nevarit@shra.org.za by **Friday 04th September 2026 at 16H00**. The **bid number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

2.4 SUBMITTING BIDS

NB: ONE HARD COPY AND ITS SOFT COPY IN AN USB FORMAT

Faxed or e-mailed bids will not be accepted
Bids should be submitted in a sealed envelope, marked with:

- ☐ RFB number: SHRA/RFB/ADMIN/01/202627
- ☐ Closing date and time: Friday, 11th September 2026 at 11H00
- ☐ The name and address of the bidder

Documents submitted on time by bidders shall not be returned.

2.5 LATE BIDS

- 2.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11H00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

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2.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11H00)

2.5.3 Bids sent to SHRA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the SHRA premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

2.6 DIRECTIONS TO SHRA OFFICE FOR DELIVERY OF BIDS

2.6.1 Bidders should allow time to access the premises due to security arrangements that need to be observed.

2.7 FORMAT OF BIDS

2.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

2.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing Schedule

Bidders must complete and submit the pricing schedule document. This is to confirm acceptance of the hourly and daily rates stipulated in Annexure A.

Bidders must note that, where a service provider is appointed, all travel, accommodation and related disbursement costs applicable to this contract shall be subject to prior written approval by SHRA and must comply with applicable National Treasury cost containment measures and SHRA policies. Claims must be supported by proof of payment and submitted separately from professional fees.

The value of this bid and subsequent appointments as and when required are estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

Part 3: Declaration of Interest

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: General Conditions of Contract

Bidders must initial each page of the General Conditions of Contract and submit with their bid document.

Part 5: Technical approach

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ☐ The lines of reporting and supervision within the bidder's team.
- ☐ The lines of reporting between the bidder and SHRA.

The bidder must be able to work within strict timelines and have the capacity to do so.

Part 6: Team Details

The bidder must provide:

- ☐ A comprehensive curricula vita (relevant to this bid and limited to two pages). In particular, the CV must highlight the team member(s) experience and qualifications to carry out the work

Part 7: Experience in this field

It is essential the service provider displays:

- ☐ Experience as set out in the terms of reference
- ☐ At least 3 signed and contactable reference and appointment letters for work conducted within 6 years for each reference and appointment letters confirming the service provider's successful completion of similar projects.

Part 8: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration

2.8 NEGOTIATION

2.8.1 SHRA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.

2.9 REASONS FOR REJECTION

- 2.9.1. SHRA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 2.9.2. SHRA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 2.9.2.1. has abused the Supply Chain Management systems of SHRA;
 - 2.9.2.2. has committed proven fraud or any other improper conduct in relation to such systems; or
 - 2.9.2.3. has failed to perform on any previous contract and proof of such failure exists.
- 2.9.3. Such actions shall be communicated to National Treasury after following the applicable blacklisting process.

3. TERMS OF REFERENCE

3.1.INTRODUCTION AND BACKGROUND

The Social Housing Regulatory Authority (“SHRA”) was established by Parliament as prescribed by the Social Housing Act (16 of 2008). The SHRA is classified as a national public entity in terms of Schedule 3A of the Public Finance Management Act (1 of 1999) (“PFMA”).

The SHRA’s mandate is to invest in and regulate the social housing sector. The primary intention of the Social Housing Act is to deliver affordable rental housing to the low to medium income groups. The main aim of the Act is to achieve spatial, economic and social integration of the urban environments in South Africa.

3.2.PURPOSE

The purpose of this assignment is to appoint a panel of law firms to serve in the panel of legal service providers that will be rendering legal services on different issues with legal implications to the SHRA, as and when required.

3.3. SCOPE OF WORK

3.3.1 The service providers will be required to provide legal services to the SHRA legal department across all legal matters affecting the business of the SHRA.

3.3.2 Assist, advise and / or represent the SHRA on all aspects relevant to the conduct of civil and commercial litigation, fraud and corruption; regulatory enforcement, including advice on evidence and legal opinions in relation to the following but not limited to the following categories:

- Constitution Law;
- Social Housing Act and its Regulations;
- Procurement Law (i.e., PFMA, MFMA, etc.);
- Company Law;
- Tax Law;
- Banking, Financing and debt structures;
- Corporate Governance;
- Competition Law;
- Regulatory Compliance and Enforcement;
- Forensic Investigation;
- Employee Relations;
- Property Law;
- Conveyancing and Notarial Services;
- Construction Law;
- Data Protection, Privacy and Information Technology;
- Alternative Dispute Resolution;

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- Public and Administrative Law;
- Contract Law;
- Business Rescue and Insolvency.

- 3.3.3 Assist the SHRA in the preparation for the instituting, conducting of, and enforcement of all steps and processes relevant to civil litigation (whether by motion or action proceedings), from the perspective of a Plaintiff/Applicant. Alternatively, assist the SHRA in the preparation for the opposition and defence of, and enforcement of all steps and processes relevant to civil litigation (whether by motion or action proceedings), from the perspective of a Defendant/Respondent, whichever may be applicable to the SHRA.
- 3.3.4 Preparation of opinions and advice on corporate structures and financial modelling.
- 3.3.5 Preparing and settling papers for the Tribunals or Courts of law.
- 3.3.6 Ensure the briefing of appropriate Counsel to conduct litigation and appropriate continued interaction with such Counsel, where necessary.
- 3.3.7 Facilitation of consultations with and preparation of witnesses and experts for hearings/trials or for the preparation of papers.
- 3.3.8 The sourcing and briefing of subject matter experts.
- 3.3.9 Ensure compliance with processes required by relevant civil procedure prescripts including but not limited to service of process and preparation and pagination of court/tribunal files etc.
- 3.3.10 Advice on reviews and appeals and conducting such processes.
- 3.3.11 Advice on enforcement and execution of orders and judgment.
- 3.3.12 Settlement Negotiations.

3.4 CONTRACT DURATION

It is expected that the successful service providers should be able to commence the contract from date of appointment and avail the services to the SHRA for a period of 3 years with an option to extend for a further 2 years.

Service providers will be appointed on a rotational basis as and when the service is required through the fixed hourly and daily rates and preference points claimed subject to their availability and performance. Notwithstanding with the above, if any service provider is found to have committed a misconduct, they will be removed from the panel.

3.5 UTILIZATION OF SERVICES BY SHRA

SHRA may from time to time utilise the services of the aforesaid panellists to provide legal assistance to the SHRA, which assistance may include instituting or defending legal actions on behalf of or against the SHRA, drafting and/or advising on complex commercial agreements, interpretation and/or review of legislative framework and/or the provision to SHRA of complex legal opinions.

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3.6 APPOINTMENT TERMS

- i) SHRA does not guarantee that successful service providers will receive work during their appointment term. Service providers will be used as and when required and work allocated will be based on the expertise of the Service Provider in relation to each matter.
- ii) There is no monthly retainer on this appointment.
- iii) Payments will be made upon submission of an invoice following provision of satisfactory service by the service provider.
- iv) Delay in submitting the deliverables to SHRA may be considered as non-performance and may lead to future work not being allocated to the service provider. Lastly, the service provider may be excluded from the panel.
- v) Bidders are required to specify their various areas of specialisation and/or practice.

3.7 THE BIDDING FIRM TO DEMONSTRATE THE SKILLS AND EXPERIENCE

- **Suitability of the bidding firm to undertake the assignment.**
 - The Bidding firm to demonstrate that it has been duly registered, incorporated and approved by the Legal Practice Council.
 - The CV of the team leader to demonstrate a minimum of ten (10) years of managing/leading/supervising in assignments in the legal category/specialization of choice of the bidding firm.
 - The CV of the team members to demonstrate a minimum of three (3) to six (6) years' experience in the legal category/specialization of choice of the bidding firm.
- **The Bidders must have adequate capacity (both structural and human resources) to deliver as per the scope of work.**
- **All Bidders must be in possession of a valid fidelity fund certificate and certificates of good standing from the Legal Practice Council.**

3.8 SKILLS TRANSFERS AND TRANSFORMATION

It is to be noted that this is an establishment of a panel of law firms and at the time of allocating work, skills transfer will be expected where law firms will be required to include candidate attorneys, people with disabilities, youth and women as part of their management and team members for the purposes of transformation skills transfer.

3.9 NEGOTIATIONS

SHRA has the right to enter into negotiations with the prospective bidder(s) regarding any terms and conditions and/or pricing.

3.10 PRICING

There will be no Price Evaluation for this bid as this is only the establishment of a panel, but bidders are required to confirm the hourly rates as per the proposed Annexure B, hourly tariffs.

Bidders are to note that SHRA will allow an annual increase of {CPI + 1%} on the hourly and daily rates for the outer years.

3.11 ACCOUNTABILITY AND REPORTING

The Service Providers will report to the Legal Manager administratively for the duration of the contract and be accountable to the Corporate Services Manager.

SHRA will apply strict project management and cost-control measures. Each instruction issued to a panel member must be supported by a clearly defined scope of work, deliverables, timelines, reporting requirements and an approved cost estimate or fee proposal before work commences. Panel members will be required to monitor time spent, provide regular progress and cost updates, seek prior written approval for any variation, additional work, disbursement, travel or counsel fees, and ensure that all invoices are aligned to the approved scope, applicable rates and work performed. SHRA reserves the right to query, reduce or reject any costs not properly authorised, justified or supported.

3.12 DISCLAIMER

The SHRA has not appointed external consultants to liaise with service providers on any matter and all matters regarding this bid will be channelled in writing via supply chain. It is also to be noted that SHRA will not at any given time solicit money from service providers.

3.13 SUBMISSION REQUIREMENTS AND FORMAT OF THE PROPOSAL

The format of the proposal the bidder is required to consist of and demonstrate the following: (please clearly label the various sections with dividers in your file submission)

Section 1

Understanding of the required scope of work and operating environment.

Methodology and approach which include workplan, deliverables, timeframes and matrix depicting who in the proposed team will be undertaking the respective activities.

Section 2

Profile of the bidder

Team composition, roles and responsibilities

Experience of the bidder's team and outputs matrix

Experience evidence in firm's profile and team brief CVs

At least 3 signed and contactable reference and appointment letters for work conducted within 6 years for each reference and appointment letters confirming the service provider's successful completion of similar projects.

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Section 3

Costing of this bid will be assessed on an hourly rate basis. Bidders are thus expected sign-off the consolidated hourly rates per tiers, as set out in Annexure B.

3.14 INTELLECTUAL PROPERTY

The service provider will be contracting with SHRA. All products and data of this appointment, in whatever format raw or analyzed, will be regarded as confidential information for utilization by SHRA and will not be used or distributed for purposes other than processing in accordance with this RFB.

4. PROPOSED SELECTION CRITERIA

4.1. Compliance with minimum requirements

- i) The SHRA may reject/disqualify any submitted bid/proposal for the reasons set out in this RFB, as read with the Terms of Reference ("ToR") and other bid documents, the SCM prescripts and/or as otherwise deemed necessary for a lawful reason.
- ii) Without limiting the generality of the aforesaid and for purposes of example only:
- iii) Should it be discovered by the SHRA that the bidder did not act in good faith and/or has declared incorrect, false, misleading and/or incomplete information (in any respect) to the SHRA in the bid/proposal documents, the SHRA reserves the right to reject/disqualify the bid/proposal, and reserves the right to take further action against the offending bidder (e.g. criminal charges, referrals for disciplinary or administrative sanctions, civil proceedings and/or application for restriction/black-listing from participation in public sector procurement, which will also be reported to National Treasury etc.).
- iv) Should it be discovered that the official bid invitation/bidding forms/documents were re-typed or changed, or that any changes or amendments to any of the bid documents or Bid Conditions were made in respect of any of the bids/proposals received or that the bidder had brought-in any counter conditions, then the bid/proposal will be rejected/disqualified.
- v) If the bidder's bid/proposal is not compliant with the SHRA's scope of work or ToR, the SHRA reserves the right to reject/disqualify the bid/proposal and the bidder from further evaluation or consideration.
- vi) Bid rigging, fronting, cover bidding and/or collusive behaviour by the bidder will result in rejection/disqualification.
- vii) A bidder is not permitted to submit a bid/proposal from more than one registered firms or business with a common owner, partner, director, member, trustee, trust beneficiary and/or shareholder.

- viii) Except for the appointment and briefing of counsel or subject matter experts required for any legal matter, and for correspondent attorneys used for court paper service address purposes and who were formally declared as potential sub-contractors as part of the bidder's proposal, a bidder is not permitted to submit a bid/proposal in the name of one firm or business, in circumstances where any part of the contract or the work under the contract or the income received under the contract will be assigned, ceded, delegated and/or sub-contracted to any other firm, business and/or person/entity.
- ix) If the bidder is not registered with the Central Supplier Database ("CSD"), as maintained by National Treasury, or has also not applied for such registration, and provided proof of such Application for Registration on the CSD to the SHRA, as part of the bid documents submitted by the bidder to the SHRA, then that bidder's bid/proposal may be rejected/disqualified.
- x) Bids/proposals submitted late or submitted to the incorrect address will be rejected/disqualified.
- xi) Non-submission, incomplete submission and/or otherwise defective submission of any of the administrative compliance requirement documents will lead to rejection/disqualification of the bidder.
- xii) Any communication with SHRA officials, employees and/or members, except with the relevant Supply Chain Management official for anything pertaining to this bid/proposal, will result in the bidder's bid/proposal being rejected/disqualified.
- xiii) Bidders who fail to achieve the minimum predefined functionality threshold set for functionality as prescribed in this invitation, the ToR and/or the other bid documents, after evaluation of the PROPOSAL Sections of the bids/proposals, will be disqualified from further evaluation.

4.2. Additional bid information

- This bid/proposal is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations - 2022. This bid/proposal is subject to the General Conditions of Contract ("GCC"), as prescribed by National Treasury, as read with the Special Conditions for managing contractual obligations ("SCC"), as stipulated in this invitation, the ToR, the other bid documents, and as ultimately set out in or incorporated into the written Contract(s) to be concluded between the successful bidder(s) and the SHRA.
- The SHRA deems that the bidder has read, understood and accepted all the terms and conditions, as set out in this invitation, the ToR, the other bid documents, the GCC and the SCC.

4.3. Conditions for selection/short listing

All submissions will be evaluated as follows:

4.3.1. Phase 1 – Mandatory Requirements

Failure to submit the below mandatory requirements will result in bid disqualification:

- **Letter of good standing with the Legal Practice Council:** Submission of the letter(s) of good standing for all Directors and all practicing team members is a mandatory requirement. **Proposals submitted without a Legal Practice Council letter(s) of good standing will be disqualified from evaluation.**
- **Fidelity Fund Certificate:** Submission of the Fidelity Fund registration certificate for all Directors is a mandatory requirement. **Proposals submitted without all Directors Fidelity Fund certificate will be disqualified from evaluation.**
- **Admission Certificate**
 - Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for bids. Bidders are to provide SHRA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- **Valid Tax Compliance Certificate**

4.3.2. Phase 2 – Functionality evaluation

Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below.

5. EVALUATION PROCESS

5.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

5.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.

5.2 PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT

5.2.1 As per the preferential Procurement Regulations (PPR) 2022, the SHRA is applying Pre-Qualification Criteria this bid to advance certain designated groups.

5.3 FUNCTIONALITY, PRICE AND PREFERENCE POINTS

5.3.1 All remaining bids will be evaluated as follows:

5.3.2 The functionality calculation will be done based on the defined criteria and weighting thereof. Functionality will be scored out of a 100. **If a bidder fails to score a minimum of 70% out of 100% for functionality, the bid will be disregarded from further consideration.**

5.3.3 The second part will then be done on the 80/20 split whereby (80) points will be awarded for price and 20 points will be awarded for B-BBEE Status Level Contribution.

5.3.4 **Kindly note that the preference point system will apply as and when RFQs are issued to the panel upon appointment thereof.**

5.4 PANEL APPOINTMENT ON GROUNDS OF FUNCTIONALITY

5.4.1 Bids that score less than 70% of the 100% available for functionality will be eliminated and not considered for panel appointment.

5.4.2 The percentage scored for functionality should be calculated as follows:

5.4.3 Each Bid Evaluation Committee panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:

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

where

Ps = percentage scored for functionality by bid/bid under consideration

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So = total score of bid/bid under consideration

Ms = maximum possible score

Ap = percentage allocated for functionality

The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.

After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score for functionality should be taken into consideration.

5.5 ADJUDICATION OF BID

5.5.1 The Adjudication Committee will consider the recommendations and make the final award. The successful bidders will be those that scored at or above the minimum threshold of 70% on functionality.

A bidder must achieve a minimum of 70% to be appointed in this panel

Bidders may submit a bid for Phase 2A: Conveyancing and Notarial Services, Phase 2B: All Other Legal Categories, or both Phase 2A and 2B. Bidders must clearly indicate the phase(s) and legal category/specialisation for which they are bidding. Where a bidder bids for both phases, the bidder must submit separate, clearly labelled supporting information for each phase. Each phase will be evaluated separately, and the bidder must achieve the minimum functionality threshold of 70% for each phase for which appointment is sought. Appointment in one phase does not automatically qualify the bidder for appointment in the other phase.

PHASE 2A – TECHNICAL FUNCTIONALITY EVALUATION: CONVEYANCING AND NOTARIAL SERVICES

ELEMENT	RATING	FUNCTIONALITY EVALUATION CRITERIA	WEIGHT	SCORE
Relevant firm experience in conveyancing and notarial services Bidding firm submitted a minimum of 3 signed and relevant reference and appointment letters demonstrating successful conveyancing and/or notarial services for work conducted within the past 6 years, confirming successful completion of similar projects. Contactable references: References may be contacted directly by SHRA.	1	Bidding firm did not submit any signed and relevant reference and appointment letters for conveyancing and/or notarial services.	25%	
	2	Bidding firm submitted fewer than 3 signed and relevant reference and appointment letters for conveyancing and/or notarial services.		
	3	Bidding firm submitted a minimum of 3 signed and relevant reference and appointment letters demonstrating successful conveyancing and/or notarial services.		
	4	Bidding firm submitted 4 signed and relevant reference and appointment letters demonstrating successful conveyancing and/or notarial services.		
	5	Bidding firm submitted 5 or more signed and contactable reference and appointment letters demonstrating successful provision of conveyancing and/or notarial services, including property transfers, registration of servitudes, notarial bonds, deeds office processes and related property transactions.		
Qualifications and registration of key personnel	1	No admitted conveyancer or notary public proposed.	30%	
	5	One admitted conveyancer or notary public proposed with evidence of experience.		

Post-admission experience of project leader/director	1	Project leader or director demonstrates 0 to 3 years' relevant post-admission experience in conveyancing and/or notarial matters.	25%	
	2	Project leader or director demonstrates more than 3 years, but less than 7 years, of relevant post-admission experience in conveyancing and/or notarial matters.		
	3	Project leader or director demonstrates 7 to 15 years' relevant post-admission experience in conveyancing and/or notarial matters.		
	4	Project leader or director demonstrates more than 15 and up to 18 years' relevant post-admission experience in conveyancing and/or notarial matters.		
	5	Project leader or director demonstrates more than 18 years' relevant post-admission experience in conveyancing and/or notarial matters, including management of property-related legal assignments and oversight of deeds office lodgements.		
Capacity and Service Delivery Approach for Conveyancing and Notarial Services	1	No service delivery approach provided, or submission does not demonstrate capacity to perform conveyancing and/or notarial services.	20%	
	2	Limited information provided regarding resource allocation, workflow management, reporting arrangements or turnaround times. Capacity to deliver the required services is not clearly demonstrated.		
	3	Submission demonstrates adequate capacity through the proposed team structure and service delivery approach. Basic procedures for instruction management, document preparation, lodgement and reporting are provided.		
	4	Submission demonstrates good capacity supported by an appropriately resourced team, defined processes for instruction management, document preparation, lodgement, reporting and monitoring of matters, including indicative turnaround times.		

	5	Submission demonstrates substantial capacity and a comprehensive service delivery approach, including dedicated resources, clear procedures for instruction management, document preparation, lodgement, follow-up, reporting, escalation of matters, management of statutory deadlines and evidence of the ability to efficiently manage multiple conveyancing and/or notarial instructions simultaneously.		
TOTAL POINTS			100%	

PHASE 2B – TECHNICAL FUNCTIONALITY EVALUATION BY THE SHRA BID EVALUATION COMMITTEE ON SUBMITTED PROPOSALS

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability and relevant experience of the bidding firm to undertake the assignment	Rating	Evaluation criteria		
The bidding firm must demonstrate experience by submitting signed and contactable reference and appointment letters for work conducted within the past 6 years, confirming successful completion of similar projects. Contactable references: References may be contacted directly by SHRA. NB: The legal category/specialisation selected by the bidder will be used to assess the relevance of the reference and appointment letters.	1	Bidding firm did not submit any relevant reference and appointment letters.	25%	
	2	Bidding firm submitted fewer than 3 signed and relevant reference and appointment letters.		
	3	Bidding firm submitted a minimum of 3 signed and relevant reference and appointment letters.		
	4	Bidding firm submitted 4 signed and relevant reference and appointment letters.		
	5	Bidding firm submitted 5 or more signed and relevant reference and appointment letters.		
The CV of the team leader must demonstrate experience in	1	Team leader demonstrates less	45%	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
managing, leading or supervising assignments in the legal category/specialisation selected by the bidding firm.		than 6 years' relevant managing, leading or supervising experience.		
	2	Team leader demonstrates 6 years, but less than 10 years, of relevant managing, leading or supervising experience.		
	3	Team leader demonstrates a minimum of 10 years' relevant managing, leading or supervising experience.		
	4	Team leader demonstrates more than 10 and up to 15 years' relevant managing, leading or supervising experience.		
	5	Team leader demonstrates more than 15 years' relevant managing, leading or supervising experience.		
The CVs of team members must demonstrate experience in the legal category/specialisation selected by the bidding firm.	1	Team members demonstrate less than 1 year of relevant experience.	30%	
	2	Team members demonstrate more than 1 year, but less than 3 years, of relevant experience.		
	3	Team members demonstrate a minimum of 3 years' relevant experience.		
	4	Team members demonstrate more than 3 up to 4 years' relevant experience.		
	5	Team members demonstrate 5 or more years' relevant experience.		
TOTAL POINTS			100%	

NB.: For the basis of price evaluation, the consolidated hourly rates per tiers (refer to Annexure B) will be utilised.

8. ENGAGEMENT PROCESS AFTER THE AWARD OF THE PANEL

Once the panel has been established and appointed, a rotational system will be applicable as and when the services are required. When applying the rotational system, the SHRA reserves the right to prioritise and empower designated enterprises with % ownership by a person/s who are Women, Youth or Persons with disabilities, scored on a sliding scale from 1 to 10 or 1 to 5 depending on the allocation of the twenty (20) preference points, the eighty (80) points for price will be the same for all as the hourly and daily rate are fixed.

When allocating work to appointed panel members, SHRA may consider the geographic location, and/or office footprint of the appointed service providers, where relevant to the matter, to promote efficient service delivery, accessibility, cost containment and timely attendance to matters requiring local presence. Bidders are therefore required to provide their geographic location, and/or office footprint.

SECTION B

1. SPECIAL CONDITIONS OF CONTRACT

1.1. GENERAL

- 1.1.1. Proper bids for the services specified must be submitted.

1.2. ADDITIONAL INFORMATION REQUIREMENTS

- 1.2.1. During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted in writing, within five (5) working days or as otherwise indicated. Failure to comply may lead to your bid being disregarded.

1.3. CONFIDENTIALITY

- 1.3.1. The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 1.3.2. All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the SHRA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.

1.4. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT

- 1.4.1. Copyright of all documentation relating to this contract belongs to the SHRA. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
- 1.4.2. All the intellectual property (IP) rights arising from the execution of this Agreement shall vest in SHRA and the Service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.
- 1.4.3. In the event that the service provider would like to use information or data generated by the service, the prior written permission must be obtained from SHRA.
- 1.4.4. SHRA shall own all materials produced by the Service provider during the course of this contract, or as part of the service including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports,

data, designs, concepts and other information whether capable of being copyrighted or not ("IP").

1.4.5. The Service provider assigns all IP rights in respect of all materials referred to in clause 1.4.4 to SHRA. No other document needs to be executed to give effect to this cession, assignment or transfer.

1.4.6. The Service provider hereby irrevocably cedes, assigns and transfers to SHRA, as SHRA directs, all rights, title and interest in and to all IP (which includes, but is not limited to methodologies and products) connected with or applicable to the Services.

1.4.7. The Service provider acknowledges and agrees that:

1.4.7.1. Each provision of clause 1.3 is separate, severally and separately enforceable from any other provisions of this agreement.

1.4.7.2. The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and

1.4.7.3. This clause 1.3 shall survive termination of this agreement.

1.5. NON-COMPLIANCE WITH DELIVERY TERMS

1.5.1. As soon as it becomes known to the Service provider that he will not be able to deliver the goods/services within the delivery period and/or against the bid price and/or as specified, the SHRA must be given immediate written notice to this effect. The SHRA serves the right to implement remedies as provided for in the GCC.

1.6. WARRANTIES

1.6.1 The Service provider warrants that it is able to conclude this Agreement to the satisfaction of the SHRA.

1.6.2 Although the Service provider will be entitled to provide services to persons other than SHRA, the Service provider shall not without the prior written consent of SHRA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the Service provider to provide the Services.

1.7. PARTIES NOT AFFECTED BY WAIVER OR BREACHES

1.7.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.

1.7.2 No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

1.8.RETENTION

1.8.1. On termination of this agreement, the Service provider shall on demand hand over all documentation, information, software, etc., relating to the provision of services as per this bid without the right of retention, to the SHRA.

1.8.2. No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall

2. GENERAL CONDITIONS OF CONTRACT

2.1 The General Conditions of Contract must be accepted. The general conditions applicable to government entity bids, contracts and order are attached herein as **Annexure A** as they will apply to this bidding process.

2.2 Bidders are required to initial each page of the General Conditions of Contract as an indication of acceptance.

SBD 1

INVITATION TO SUBMIT BIDS

YOU ARE HEREBY INVITED TO PROPOSE FOR REQUIREMENTS OF THE SHRA

RFB NUMBER: SHRA/RFB/ADMIN/01/202627 **DATE:** 11 September 2026 **CLOSING TIME:** 11H00

DESCRIPTION: Appointment of law firms to serve on a panel of Legal Service Providers for a period 3 years with an option to extend for a further 2 years.

VALIDITY PERIOD: Proposal to be valid for 120 days from the closing date of the bid.

The successful bidder will be required to fill in and sign a written Contract Form.

BID DOCUMENT MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Ms Dziphathutshedzo Nevani
Supply Chain Management
SHRA
Sunnyside Office Park
Sentinel House
3rd Floor
32 Princess of Wales Terrace
Parktown

Faxed or e-mailed bids will not be accepted. An e-tendering method for the electronic receipt of bids is under development for future bids.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids can be delivered between 08H30 and 16H30, Mondays to Friday, prior to the closing date and between 08H30 and 11H00 on the closing date.

All bids must be submitted on the official forms (not to be re-typed).

This RFB is subject to the following:

- ☐ General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- ☐ the Preferential Procurement Policy Framework Act, 2000
- ☐ the Preferential Policy Regulations, 2022

☐ **Bids submitted that do not comply with the following will be disqualified**

- A late Bid (a bid arriving one second after 11H00 or any time thereafter)

RFB: Appointment of law firms to serve on a panel of Legal Service Providers for a period of 3 years with an option to extend for a further 2 years.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SHRA/RFB/ADMIN/01/202627	CLOSING DATE:	11 th September 2026	CLOSING TIME:	11H00
DESCRIPTION	Appointment of law firms to serve on a panel of Legal Service Providers for a period 3 years with an option to extend for a further 2 years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SHRA, Sunnyside Office Park, Sentinel House, 3 rd Floor, 32 Princess of Wales Terrace, Parktown					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Dziphathutshedzo Nevari		CONTACT PERSON	Ms Dziphathutshedzo Nevari	
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS	nevarit@shra.org.za		E-MAIL ADDRESS	nevarit@shra.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
NAME OF REPRESENTATIVE					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ NO			☐ YES		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

RFB: Appointment of law firms to serve on a panel of Legal Service Providers for a period of 3 years with an option to extend for a further 2 years.

SBD 3.3

PRICING SCHEDULE **(Professional Services)**

NAME OF BIDDER: BID NO.: SHRA/RFB/ADMIN/01/202627

CLOSING TIME: 11H00

CLOSING DATE: 11th September 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. **Bidders to indicate proposed hourly and daily rates for tiers below. Cost per tier should be inclusive of all applicable taxes.**

LEGAL PRACTITIONER TIERS	TIER 1 Trainees/ Candidate Attorney		TIER 2 Minimum of 3 years for team members experience in assignments in legal category/ specialization choice of the bid		TIER 3 10 Years of managing/leading / supervising in assignments in legal category/ specialization choice of the bid		TIER 4 7-15 years post- admission experience of the project leader/ or directors of the firm	
	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
DESCRIPTION OF SERVICES								
As per Annexure B								
TOTAL RATES								

NB.: For price evaluation, total hourly rates for all tiers will be considered during the RFQ stage.

Bidders are to note that SHRA will allow for an annual increase of CPI +1% on the hourly and daily rates for the outer years. This will be considered during the contracting stage.

Please state the team leader details below for the purpose of evaluation.

Team leader name/surname	
--------------------------	--

Please indicate the legal category/specialization that the Firm would like to bid

(Refer to the categories listed under 3.3.2)

No.	Legal category/specialization	Select Category/s

RFB: Appointment of law firms to serve on a panel of Legal Service Providers for a period of 3 years with an option to extend for a further 2 years.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date

.....	
Position	Name of bidder

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1)	
2.	Part 2: Completed the pricing schedule (SBD 3.3)	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the declaration of interest document)</i>	
4.	Part 4: Submitted the General Conditions of Contract (initialled each page)	
5.	Part 5: Submitted the Technical approach	
6.	Part 6: Submitted the Details of the team and included their CV	
7.	Part 7: Submitted Experience in the field document and 3 reference and appointment letters	
8.	Part 8: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	

RFB : APPOINTMENT OF LAW FIRMS TO SERVE ON A PANEL OF LEGAL SERVICE PROVIDERS FOR A PERIOD OF (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER 2 YEARS

ANNEXURE B - SHRA/RFB/ADMIN/01/202627 – SHRA’S SCHEDULE OF PROPOSED HOURLY TARIFFS (INC VAT)

No	LEGAL PRACTITIONER TIERS	TIER 4	TIER 3	TIER 2	TIER 1
	YEARS EXPERIENCE REQUIRED	Above 10 years post-admission experience of the project leader/ or directors of the firm	Above 6 - 10 years post-admission in managing/leading/ supervising in assignments in legal category/ specialization choice of the bid	Minimum of 3 - 6 years for team members experience in assignments in legal category/ specialization choice of the bid	Legal Trainees/ Candidate Attorney/Paralegal

SHRA PROPOSED TARIFFS

1	TAKING INSTRUCTIONS								
1,1	Taking instructions to sue or defend or for a counter-claim	R	3 487	R	3 185	R	2 314	R	1 368
1,2	Perusal of any necessary documents	R	3 487	R	3 185	R	2 314	R	1 368
2	LEGAL OPINIONS								
2,1	Preparation thereof, including research	R	3 934	R	3 185	R	2 506	R	1 368
3	NOTICES								
3,1	Drawing of Notice of Intention to Defend action and other formal Notices	N/A		N/A		R	2 104	R	1 368
3,2	Drawing filing sheet	N/A		N/A		R	968	R	686
4	DEFENDANT'S PLEA								
4,1	Taking instructions to draw plea and drawing of same	R	3 487	R	3 185	R	2 314	R	1 147

4,2	Taking instructions to brief Referral Counsel and drawing brief	R	3 487	R	3 185	R	2 314	R	1 147
4,3	Sorting and arranging papers, delivery to Referral Counsel and uplifting of brief	N/A		N/A		N/A		R	480
4,4	Perusal of plea	R	3 487	R	3 185	R	2 314	R	1 147
5	PLAINTIFF/DEFENDANT'S SUBSEQUENT PLEADINGS								
5,1	Perusal of pleadings	R	3 487	R	3 185	R	2 314	R	1 147
5,2	Re-perusing relevant papers prior to drawing pleading	R	2 504	R	2 709	R	1 999	R	1 147
5,3	Drawing pleading	R	3 487	R	3 185	R	2 314	R	1 147
5,4	Taking instructions to brief referral counsel and drawing brief	R	3 487	R	3 185	R	2 314	R	1 147
5,5	Sorting and arranging papers, delivery to referral counsel and uplifting of brief	N/A		N/A		R	680	R	480
6	CONSULTATION, PRE-TRIAL, INSPECTION IN LOCO								
6,1	Consultation and/or attendance at pre-trial and/or inspection in loco	R	3 487	R	3 185	R	2 314	R	1 147
6,2	Preparation, including re-perusal of documents where necessary	R	3 487	R	3 185	R	2 314	R	1 147
6,3	Drawing of witness statements	R	3 487	R	3 185	R	2 314	R	1 147
7	DRAWING OF DISCOVERY AFFIDAVITS AND SUPPLEMENTARY DISCOVERY								
7,1	Re-perusing of papers	R	2 504	R	2 502	R	1 999	R	1 147
7,2	Taking instructions and drawing affidavit	R	3 487	R	3 185	R	2 314	R	1 147
8	PREPARATION FOR TRIAL								
8,1	Preparation for trial including re-perusal of necessary documents where Legal Practitioner is attending to the trial	R	3 291	R	3 140	R	2 096	R	1 199
8,2	Taking instructions and briefing referral counsel on advice regarding the trial	R	3 487	R	3 185	R	2 314	R	1 147
8,3	Taking instructions and briefing referral counsel to attend to the trial	R	3 487	R	3 185	R	2 314	R	1 147
8,4	Preparation including re-perusal of necessary documents where Legal Practitioner is employed to appear in court	R	3 487	R	3 185	R	2 314	R	1 147

8,5	Preparation including re-perusal of necessary documents where referral counsel is employed to appear in court	R 3 487	R 3 185	R 2 314	R 1 147
8,6	Sorting, arranging and paginating papers	N/A	N/A	N/A	R 480
8,7	Drafting of Subpoena	N/A	N/A	R 1 999	R 1 147

9	ON TRIAL					
9,1	Legal Practitioner appearing in court at trial	R	3 487	R	3 185	R 2 314 1 147
9,2	Legal Practitioner attendance at court where counsel is employed	R	3 291	R	3 140	R 2 112 1 199
9,3	Noting judgment		N/A		N/A	R 2 314 1 147
10	INTERLOCUTORY APPLICATIONS					
10,1	Instructions to make applications or to oppose same	R	3 487	R	3 185	R 2 314 1 147
10,2	Preparation, including re-perusal of documents	R	3 487	R	3 185	R 2 314 1 147
10,3	Legal Practitioner's attendance at the hearing of an unopposed application	R	2 504	R	2 502	R 1 999 1 147
10,4	Legal Practitioner's attendance at the hearing of an opposed application (i.e. actual time spent in court)	R	3 291	R	3 140	R 2 096 1 199
10,5	Taking instructions to brief referral counsel and drawing brief		N/A	R	3 185	R 2 314 1 147
10,6	Sorting and arranging papers, delivery to counsel and uplifting of brief		N/A		N/A	R 480
10,7	Legal Practitioner attendances at the hearing inclusive of where the referral counsel is employed	R	3 291	R	3 185	R 2 314 1 147
11	CORRESPONDENCE					
11,1	Letters written (excluding letters containing opinions)	R	2 025,10	R	1 591,15	R 1 374,18 1 157,20
11,2	Letters received		N/A		N/A	R 300,00 250,00
11,3	Email Communication		N/A		N/A	R 250,00 150,00
12	TELEPHONE CALLS					
12,1	Telephone calls made and received		N/A		N/A	R 250,00 150,00
13	PHOTOCOPYING					
13,1	Photocopying of a document		N/A		N/A	R 462,00
14	SERVICES AND FILING					
14,1	Services and filing		N/A		N/A	R 462
15	ATTENDANCES					
15,1	Receiving and perusing third party accounts		N/A	R	1 370	R 968 576
15,2	Any other attendances		N/A	R	1 370	R 968 576

16	OTHER								
16,1	Drafting memorandums containing important information	R	3 487	R	3 185	R	2 314	R	1 147
16,2	Receiving and perusing transcripts	R	2 504	R	2 502	R	1 147	N/A	
17	COURT ANNEXED MEDIATION								
17,1	Legal Practitioner's attendance at the mediation	R	2 504	R	2 502	R	1 999	R	1 147
18	MISCELLANEOUS/DISBURSEMENTS								
18,1	Printing Costs per page	N/A		N/A		N/A		N/A	
18,2	Scanning Costs per page	N/A		N/A		N/A		N/A	

Sign Off by Company Representative

Name:

Role in the Company:

Date: _____