

- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting

Not Applicable

2.2.1.1.4 Additional Responsiveness criteria

TENDERERS ARE TO NOTE THAT IF THE FOLLOWING INFORMATION IS NOT RECEIVED AT TIME OF TENDER SUBMISSION, THE BID WILL BE DECLARED NON RESPONSIVE.

Each tendering entity must submit the following valid certificates and documents with the tender:

- a) **Fidelity Fund Certificate/s** - Each tendering entity must submit a valid Fidelity Fund Certificate/s for the Lead Conveyancer. If a joint-venture, consortium or partnership (between firms) submits a bid, each party to the arrangement must submit a valid fidelity fund certificate/s;
- b) **A Letter/Certificate of Good Standing from the Legal Practice Council in respect of the Lead Conveyancer, as well as every practitioner proposed to render services to the CCT (original or certified copy).** In the event such a certificate could not be obtained by the tender closing date, a declaration of Good Standing should be provided with the tender submission, and the certificate within 14 days of tender closing date.);
- c) **Enrolment Certificate from the Legal Practice Council reflecting admission and registration as a conveyancer** and status of each practitioner proposed to render services to the CCT forming part of the tendering entity (certified copy);
- d) **Conveyancers Admission from the High Court of South Africa** as a Conveyancer (certified copy) for each practitioner proposed to render services to the CCT forming part of the tendering entity (certified copy)

All the above certificates, in respect of the tendering entity & professionals must be submitted with the tender and appended to Schedule 13A. **Failure to submit these certificates with the tender will render the tenderer non-responsive.** The certificates must be appended to **Annexure 13A** of the tender document and details of each conveyancer must be provided in **Annexure 13B**.

The Certificate of Good Standing from the Legal Practice Council or a Declaration of good standing in respect of each practitioner proposed to render the services must be submitted with the tender and appended to **Annexure 13A**. Tenderers who attach a Declaration of Good Standing instead of a Certificate of Good Standing, must provide confirmation of request from Legal Practice Council with the tender submission, and the certificate within 14 days of tender closing date to SCM.TENDERS26@CAPETOWN.GOV.ZA.

2.2.1.1.5 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the

Schedule F.13A: Information to Be Provided With the Tender – CERTIFICATES

Each tendering entity must submit the following valid certificates and documents with the tender:

- a) **Fidelity Fund Certificate/s** - Each tendering entity must submit a valid Fidelity Fund Certificate/s for the Lead Conveyancer, in the event the tenderer's bid is successful. If a joint-venture, consortium or partnership (between firms) submits a bid, each party to the arrangement must submit a valid fidelity fund certificate/s.
- b) **A Letter/Certificate of Good Standing from the Legal Practice Council in respect of the Lead Conveyancer, as well as every practitioner proposed to render services to the CCT (original or certified copy).** In the event such a certificate could not be obtained by the tender closing date, a declaration of Good Standing should be provided with the tender submission, and the certificate within 14 days of tender closing date.).
- c) **Enrolment Certificate from the Legal Practice Council reflecting admission and registration as a conveyancer** and status of each practitioner proposed to render services to the CCT forming part of the tendering entity (certified copy).
- d) **Conveyancers Admission from the High Court of South Africa** as a Conveyancer (certified copy) for each practitioner proposed to render services to the CCT forming part of the tendering entity (certified copy)

The tenderer is referred to clause 2.2.1.1.4 of the Tender Data, indicate with an X if attached or not attached. Append all certificates to this schedule.

Where the entity tendering is a joint venture, the track record of each party to the joint venture must be submitted as part of this schedule (additional pages may be added if necessary).

Item No.	CERTIFICATES	YES	NO
a	Fidelity Fund Certificate from the Legal Practice Council for the Lead Conveyancer.		
b	Certificate of Good Standing from the Legal Practice Council or Declaration of good standing in respect of proposed Lead Conveyancer, as well as every practitioner proposed to render service to the CCT.		
c	Enrolment Certificate from by LPC reflecting admission, registration as conveyancer.		
d	Conveyancers Admission Certificate from the High Court of South as a Conveyancer; and		

If a letter of good standing is attached, please provide proof that the certificate of Good Standing has been requested.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

**SCHEDULE F.13E: Information to Be Provided with the Tender -
INSTRUCTIONS IN CONVEYANCING FOR LOCAL GOVERNMENT CLIENTS**

The tenderer is referred to clause 2.2.1.1.5 of the Tender Data and shall list instructions for local government clients.

Cognisance must be taken of the points allocated for functionality.

Where the entity tendering is a joint venture, the track record of each party to the joint venture must be submitted as part of this schedule (additional pages may be added if necessary).

Instruction Number	Nature of Matter	Details of Matter	Duration of Matter		Client Name and Contact Details
			Start (yy/m/)	End (yy/m)	
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