

## TENDER 318S/2024/25

### QUESTIONS AND RESPONSES SUMMARY

Unique ID	Inquiry / Question / Comment	Our Response	Date of Our Response
001	With reference to Schedule F.13, which requests details of transfers, are supporting documents required for both Local Government and Non-Local Government property transactions?	Only the details of each transfer, as specified in Schedule F.13, are required at this stage. Supporting documentation is not required to be submitted with the tender but may be requested at a later stage, if necessary.	08 July 2025 – During Clarification meeting
002	The tender requires submission of “a letter/certificate of Good Standing from the Legal Practice Council in respect of the tendering entity.” However, the LPC has advised that such certificates are issued for individual practitioners, not firms. How should we proceed with this requirement?	The requirement is considered null and void and will accordingly be disregarded, as the Legal Practice Council only issues Certificates of Good Standing for individual practitioners and not for legal firms.	08 July 2025 – During Clarification meeting
003	Kindly provide and confirm the definition of “Jurisdiction” as referenced in the tender documentation.	“Jurisdiction” refers to the municipal boundary of the City of Cape Town.	08 July 2025 – During Clarification meeting
004	Page 10 of the tender document, under functionality scoring, refers specifically to the number of transfers attended to. Do other conveyancing activities—such as the registration of Certificates of Registered Title, consolidations, and the opening of township registers—also count towards the points allocated under this criterion?	No, only Registration of transfers will be considered.	16 July 2025
005	With reference to the insurance requirement, please note that attorneys are covered under the Legal Practitioners’		16 July 2025

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	Professional Indemnity Insurance. Procuring additional insurance will incur further costs, and most firms do not carry such additional cover by default. Considering this, would it be acceptable for tenderers to obtain the required additional insurance only upon appointment to the Panel? It may be financially burdensome and impractical for a bidder to secure and pay for additional insurance solely for tender compliance, particularly if they are not ultimately appointed.	Kindly refer to page 27, paragraph 4 of the tender document.  It is acceptable for tenderers to obtain the required additional insurance upon formal appointment to the Panel, provided that proof of such insurance is submitted within the specified two-week period after receiving the complete contract documentation.	
006	Can soft copies of all the Returnable Schedules be provided to enable electronic completion? The spaces provided in the printed version are too limited for manual entry.	The PDF edit function allows you to type directly into the document and complete the required fields electronically. Therefore, separate soft copies of the Returnable Schedules are not necessary.	16 July 2025
007	Regarding transfers for both local government and private clients, is it acceptable to submit multiple transfers completed for the same client?	Yes, it is acceptable to submit different transfers undertaken for the same client.	16 July 2025
008	Regarding the Fidelity Fund certificate. If we are using an associate and it is understood that only directors can get this or only directors have to file for a certificate, does that mean we are going to be disqualified?	The Fidelity Fund Certificate is required for the lead conveyancer. Therefore, if a firm uses an associate, that associate will	08 July 2025 – During Clarification meeting

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		<p>be considered the lead conveyancer for the purposes of this tender.</p> <p>It is important to note that the lead conveyancer must be a practicing conveyancer who holds a valid Fidelity Fund Certificate. Certificates of Good Standing are required separately for each practitioner.</p> <p>In summary, your associate can be the lead conveyancer, provided they are a practicing conveyancer with the necessary Fidelity Fund Certificate.</p>	
009	Regarding the additional responsiveness criteria, item C requests a certificate from the Legal Practice Council (LPC) reflecting admission. Is this the same as the Certificate of Good Standing?	No, these are two distinct documents. The requirement under item C is specifically for a Certificate of Enrolment from the LPC, not the Certificate of Good Standing.	08 July 2025 – During Clarification meeting
010	Regarding the Fidelity Fund Certificate, if the lead conveyancer is not a Director of the firm—for example, if our senior conveyancer is acting under the firm—is this acceptable?	Whoever is nominated as the lead conveyancer, regardless of their position within the firm, must hold a valid Fidelity Fund Certificate. Alternatively, the	08 July 2025 – During Clarification meeting

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		certificate can be provided by a partner/director of the firm.	
011	Regarding Annexure 13B, how many matters do you suggest or prefer we list for each annexure?	As an example, one point is awarded per qualifying transfer, with a maximum of 30 points achievable. Therefore, to attain the full 30 points, you would need to provide details of 30 matters.	08 July 2025 – During Clarification meeting
012	With regards to the pricing schedule, item number six refers to additional properties and specifies a unit price increase expressed as a percentage, which increases per extra property. Must a fixed 15% increase be applied? If it is a fixed 15%, does that mean we do not need to specify anything further since it remains 15% regardless of value?	It is at the tenderer's discretion whether to apply the 15% increase or not. The 15% tariff serves as a guideline and may be used accordingly.	08 July 2025 – During Clarification meeting
013	My understanding is that there will be no additional fees payable by the City of Cape Town for correspondence costs incurred. Is this correct?	That is correct. The City will not cover any correspondence fees or costs on your invoices. While you are welcome to use a correspondent, such costs will not be reimbursed by the City.	08 July 2025 – During Clarification meeting
014	Regarding the Payment schedule, I do not see a category for a 4(1)(b) correction. Please advise.	Any items not explicitly reflected in the Payment Schedule will be regarded as disbursements. Such disbursements require prior approval from the City	08 July 2025 – During Clarification meeting

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		official managing the relevant case. We will discuss and address any items not listed in Schedules A and B on a case-by-case basis.	
015	<p>Schedule F13D and F13E require the client’s name and contact details to be provided. For non-local government clients, where POPIA compliance is necessary, can we indicate “details available on request” instead of disclosing the information upfront? Alternatively, is it acceptable to share the details directly?</p> <p>Additionally, for the details of the matter, is it necessary to include the property address where, for example, the transfer occurred?</p>	<p>These documents are confidential and will not be made public. It is acceptable to provide just the client’s name without contact details.</p> <p>For the property details, including the Erf number and the allotment name or description will suffice.</p>	08 July 2025 – During Clarification meeting
016	<p>Under the functionality scoring criteria, it states that two points are awarded per year of experience for the lead conveyancer, up to a maximum of 15 years. Are we limited from nominating a lead conveyancer with more than 15 years of experience?</p>	<p>You are welcome to nominate a lead conveyancer with more than 15 years’ experience. However, please note that the maximum points available for this criterion are capped at 30 points, meaning experience beyond 15 years will not yield additional points.</p>	08 July 2025 – During Clarification meeting