

BRIEFING MINUTES OF THE COMPULSORY BRIEFING SESSION – PROVISION OF LEGAL PROJECT MANAGEMENT SERVICES HELD ON 29 SEPTEMBER 2026
VIA MICROSOFT TEAMS

No	1. OPENING AND WELCOME	The chairperson opened the meeting and welcomed everyone present.	
1.	ATTENDANCE	Ms E Mazibuko - Supply Chain Management (Chairperson) Mr H Rakhoale - Supply Chain Management Ms MB Mphahlele - Supply Chain Management Ms R Brammer - Office of the Chief State Law Advisor (International Law) ICT support colleagues - Technical meeting support	Chairperson
2.	APOLOGIES	No apologies	
3.	ADOPTION OF AGENDA	None recorded	Chairperson
4	MATTERS ARISING	N/A	
Matters for discussion			

4.1	INVITATION TO SERVICE PROVIDERS FOR THE SUBMISSION OF BIDS FOR THE PROVISION OF LEGAL PROJECT MANAGEMENT SERVICES <u>OPENING AND WELCOME</u> The chairperson, Ms Mazibuko welcomed all the attendees. She confirmed the purpose of the session is to brief the service providers on the scope of work, requirement and evaluation methodology for the advertised tender. She indicated that session is compulsory and service providers must ensure that they complete the attendance register on the chat box. She further informed the bidders that the questioned would be taken after the session for presentation of the scope of work and second set of questions will be taken after presentation of evaluation methodology. During presentation of the chairperson several bidders mentioned that they could not access the chat (external chat was disabled by the host organisation's policy). The Chairperson then asked them to remain in the meeting so that DIRCO officials could capture their details. The chairperson stressed that details must be recorded during the session for audit purposes; later e-mails claiming attendance would not be accepted. <u>PRESENTATION: SCOPE OF WORK (Ms R Brammer)</u> Ms Brammer gave a brief overview of scope of work to service providers. The following were outlined: • Facilitation of payments: the international counsel, experts or advisors will charge DIRCO, and these payments are to be facilitated through the appointed firm. • Resources (paragraph 3.2 of the Terms of Reference): two senior directors (or equivalent), two junior directors, one senior associate and one associate. If a firm requires additional personnel or has other specific requirements, these must be stipulated in the bid. • Experience: the firm must have adequate, demonstrable experience, particularly in managing international cases involving elements of international law.
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QUESTIONS AND RESPONSES: SCOPE OF WORK

Question 1: Does a firm without international law experience stand disqualified automatically?

Response: *the session cannot pronounce whether any bidder will qualify; that is determined through the bid evaluation process by the relevant committees. The bid requires experience in providing legal project management services in complex international cases involving international law between states, which forms part of the evaluation requirements covered in the second presentation.*

Question 2: What happens if a firm has only one director?

Response: paragraph 3.2.1 sets out the mandatory team (two senior directors, two junior directors, one senior associate, one associate). Bidders must propose a team in line with paragraph 3.2.

Question 3: Will facilitation of payments be by disbursement, i.e. the firm pays and then invoices DIRCO?

Response: not in the manner of attorneys' trust accounts. DIRCO pays on invoice, generally within 30 days. Experts or advisors issue invoices that are facilitated through the law firm, and DIRCO pays those within 30 days. The firm is not expected to pay out of its own pocket and be reimbursed.

Question 4: Can international counsel bid together with local counsel?

Response: yes, a joint venture is allowed, provided every party meets the mandatory South African requirements for doing business with the state, e.g. registration on the National Treasury Central Supplier Database (CSD) and tax compliance status on the CSD.

	Question 5: Is the role limited to project Management, or does it include written or oral advocacy? Response: the firm assists with the logistics and management of the case; no written or oral advocacy is expected and no drafting of pleadings. She added that this must be a legal project management firm, with legal and technical knowledge of the case and the ability to engage with experts, not merely administrative organisation. Question 6: Can two South African companies bid as a joint venture? Response: yes, provided they meet the mandatory requirements (e.g. CSD registration). <u>PRESENTATION: EVALUATION METHODOLOGY (Mr H Rakhoale)</u> Bids will be evaluated in three phases: (1) administrative compliance, (2) functionality, and (3) price and preference points. A bid failing any minimum requirement in phase 1 does not proceed to phase 2. Phase 1: Administrative compliance • Registration on the Central Supplier Database (CSD); details on the standard bidding documents must match the CSD record (including supplier number). • Completed and signed SBD 1 and SBD 4 (transcribed as "SP"). Failure to submit SBD 4 within three days of request results in disqualification. • SBD 6.1: failure to submit does not disqualify the bid but the bidder forfeits preference points. • Tax compliance status on the CSD. A non-compliant bidder will be notified and has seven days to resolve the matter with SARS, failing which the bidder is disadvantaged.	
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	- SBD 3.1 pricing templates (A: year one, B: year two, C: year three, D: consolidation) must be used, completed and signed. Failure leads to disqualification. - Attendance of the compulsory briefing session and signature of the attendance register. - List of names and roles of the professionals assigned to the project. A substitute of the same qualification and competence may be proposed during execution. - CVs of the proposed team: two senior directors (minimum 10 years' experience), two junior directors (minimum 5 years), one senior associate (minimum 3 years), one associate or equivalent (minimum 2 years). - Company profile demonstrating experience in legal project management services in complex international cases involving international law between states. The profile must state years of experience and may include case studies. (The minimum was stated as both two and three years; see item 11.) - Compulsory case study (at least one) of legal project management services in a complex international matter involving one or more states, covering: project overview (nature of dispute, forum, duration, key stakeholders); scope of services (coordination of legal teams, timelines, deliverables, reporting); approach and methodology (planning, risk management governance, quality assurance); expertise and resources (key personnel, specialised tools or systems); challenges and solutions; and outcome. - Any failure to meet the minimum requirements renders the bid non-responsive.							
	Phase 2: Functionality (100 points; minimum 60 to proceed) <table> <tr> <th>Criterion</th><th>Scoring (as presented)</th><th>Weight</th></tr> <tr> <td>Reference / testimonial letters from contactable clients within the past 10 years</td><td> 0 letters = 0; 1 letter = 1; 5 or more = 5. Letters must be on company letterhead, describe the services, give contact name, address and </td><td>20</td></tr> </table>	Criterion	Scoring (as presented)	Weight	Reference / testimonial letters from contactable clients within the past 10 years	0 letters = 0; 1 letter = 1; 5 or more = 5. Letters must be on company letterhead, describe the services, give contact name, address and	20	
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			number, and be signed, otherwise they are invalid.	
	CV: senior director (min. 10 years)		Under 2 years = 1; 10 years or more = 5	20
	CV: junior director (min. 5 years)		Under 1 year = 1; 5 years or more = 5	20
	CV: senior associate (min. 3 years)		1 year = 1; more than 5 years = 5	20
	CV: associate or equivalent (min. 2 years)		No experience = 1; 2 years = 3; 4 years or more = 5	20
	Bidders scoring below 60 points on functionality will not be considered for phase 3. Phase 3: Price and preference - Evaluated under the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) on a 90/10 system: 90 points for price and 10 points for preference goals. - DIRCO's preference goals include HDIs, women, youth and persons with disabilities. Points will be verified against SBD 6.1 and the CSD report. <u>QUESTIONS ON THE EVALUATION METHODOLOGY</u> No questions were raised. Bidders with further questions on the bid document may e-mail SCM at the addresses on the last page of the bid document, and SCM will respond. <u>CLOSING REMARKS (Chairperson)</u>			

	• Bidders were urged to quality-assure their submissions, use the evaluation methodology as a checklist, and ensure all documents (particularly SBD 1) are signed. Bids are often disqualified on administrative grounds such as unsigned documents. • Bidders must monitor their e-mail after submission and respond within the stated periods (e.g. three days) to any request from DIRCO. • Bidders should not submit at the last minute. The chairperson advised submission by just before 10:00 on the 16th (month to be confirmed against the bid document), with closing at 11:00. <u>MANUAL REGISTRATION OF REMAINING BIDDERS AND CLOSURE</u> • Bidders who could not use the chat link remained in the meeting (about 45 participants at that stage). The chairperson and Ms Mphahlele took each bidder's company name, representative, telephone number and e-mail address verbally and recorded them on the register. • The chairperson confirmed that all participants had been captured, thanked the DIRCO team and ICT support, and officially closed the meeting.	
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5 .CLOSURE

Meeting adjourned



Signature by Briefing Chairperson:

Date: 07/10/2026



Signature by SCM Secretariat:

Date: 07/10/2026