



PART B: SCOPE OF WORK SA TOURISM TENDER NUMBER SAT 330/25-CA PANEL OF LEGAL SERVICES

Bid Description	
PANEL OF LEGAL SERVICES	
Bidder Name:	
CSD MAA number	MAAA
Tender Number:	SA Tourism Tender number SAT 330/25 CA
Closing Time:	12h00
Closing Date:	31 March 2026 at 12h00 (South African Time) (No late submission will be accepted)
Compulsory Briefing Session:	No
Bid Submission Link	https://e-procurement.southafrica.net Should bidders encounter any issues, queries must be directed in writing to tenders@southafrica.net No tenders transmitted by telegram, hand delivery telex, facsimile, e-mail, or similar apparatus will be considered.
Contact Person	Takalani Sinyosi

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC), AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1. CLOSING DATE

The closing date for the submission of proposals is 31 March 2026 at 12h00. No late submissions will be accepted.

2. TENDER SUBMISSION LINK

2.1. South African Tourism have developed and implemented an online e-procurement Portal, enabling bidders to respond to procurement opportunities as and when they are issued by South African Tourism.

The portal is the official platform for South African Tourism, ensuring an open, transparent, and competitive environment for anyone participating in the procurement processes.

The portal enables a bidder to register as a supplier on the system to RSVP to tender briefings and to submit tender responses on the portal.

The Portal's URL (<https://e-procurement.southafrica.net>) is compatible with Google Chrome, Microsoft Edge, Internet Explorer, FireFox, and Safari. Interested bidders should, with immediate effect, consider registering and submitting their bid proposals on the portal, which has specifically been developed and implemented for this purpose.

The supplier user manual can be viewed and downloaded on South African Tourism's website at <https://www.southafrica.net/gl/en/corporate/page/tenders>.

All bidders should, therefore, take note that the physical drop-offs and courier of bid responses to South African Tourism's physical address are no longer permitted.

Prospective tenderers must periodically review both <http://www.southafrica.net/gl/en/corporate/page/tenders> and <https://e-procurement.southafrica.net> for updated information or amendments about this tender before due dates.

Tenderers will check the number of pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

2.2. Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires, and specifications in all respects may invalidate the tender.

2.3. Tenders may be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.

2.4. Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

2.5. Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires, and specifications in all respects, may invalidate the tender.

2.6. Tenders must be completed in black ink where mechanical devices, e.g., typewriters or printers, are not used.

2.7. Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted regarding claims arising from the fact that pages are missing or duplicated.

3. CONTACT AND COMMUNICATION

3.1. A nominated official of the bidder(s) can make inquiries in writing to the specified person, Takalani Sinyosi, via email at tenders@southafrica.net. Bidder(s) must reduce all telephonic inquiries to writing and send them to the above email address.

3.2 Bidders are to communicate any technical inquiries through the nominated official in writing, no later than **13 March 2026 at 12h00.**

All responses will be published by **19 March 2026 at 12h00** on the following links:

<https://www.southafrica.net/gl/en/corporate/page/tenders>

4. VALIDITY PERIOD AND DURATION OF THE CONTRACT

The tender proposal must remain valid for at least five (5) months after the tender due date. All contributions/prices indicated in the proposal and other recurrent costs must remain firm for the contract period.

South African Tourism intends to enter into a thirty-six (36) month contract and service level agreement with the successful bidders who will form part of the panel of legal service providers. The individual contracts will also be subject to a periodic performance evaluation on agreed terms and conditions with each successful bidder.

5. BACKGROUND AND DETAILED SCOPE OF WORK

5.1. BACKGROUND

SA Tourism is a juristic person established in terms of section 9 of the Tourism Act, 2014 (Act No 3 of 2014) (as amended). It is also a Schedule 3 Part A Public Entity in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA). The mandate of the SA Tourism is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors.

Section 51(1)(a) of the PFMA requires that “An accounting authority for a public entity must ensure that public entity has and maintains effective, efficient and transparent systems of financial and risk management and internal control”. The Corporate Legal Services, a sub-unit in the Governance, Risk, Compliance and Company Secretariat Unit (GRC) was established to provide effective and efficient legal support services to the organisation, as well

as ensure compliance with statutory requirements. To this extent and in compliance with the requirements of the PFMA and associated Treasury Regulations, SA Tourism invites legal firms situated in South Africa to tender for the provision of legal services on its behalf in the following fields of law:

- Administrative law
- Constitutional law
- Tax law
- Procurement law
- Labour and employment law
- Corporate and Commercial law
- Intellectual property law
- Media and entertainment law
- Civil law

5.2.SCOPE OF SERVICES

The successful firms will, as and when required by SA Tourism be required to amongst others,:

- Represent and act on behalf of SA Tourism in litigious matters before various courts and other fora.
 - Provide corporate, commercial, legislative and regulatory compliance advice.
 - Provide legal risk management services
 - Review, negotiate and draft contracts.
 - Act as an initiation team and chair employee Disciplinary Hearings.
 - Provide legal advice on matters relating to anti-bribery, corruption and fraud prevention.
 - Provide debt collection/ recovery services.
 - Act as Commissioner of Oath and provide notarial services.
 - Manage the trademark portfolio by amongst others, registrations, renewal and instituting and defending infringements.
 - Review and draft policies and/or legislation.
 - Provide training on various pieces of legislation and any other related legal issues;
- and
- Conduct legal due diligence.

5.3. PANEL UTILISATION GUIDELINE.

- The panel will consist of the top 10 highest scoring legal firms on functionality on Phase 2
- The selection of service providers from the panel for the RFP process will be rotational or guided by the specific service required.
- The contracting of service providers for a specific work assignment will be facilitated by the GRC.
- There is no guarantee that a service provider on the panel will be contracted for specific work assignments during the tenure of this contract.
- Assignments will be structured as work packages that clearly define the scope and objective of work, proposed timeframes, , expected duration (hours), and expected deliverables, amongst others.
- Bidders shall be required to be competent and experienced in all aspects related to a specific area of specialization unless SA Tourism in its sole discretion, deems it necessary to deviate from this requirement.
- Bidders will be notified of their appointment to the Panel by means of an official letter of appointment issued by SA TOURISM's Supply Chain Management Department. No other communication in any form from any other official shall constitute a valid appointment to the Panel.
- This is a non-exclusive panel and SA Tourism may at its sole discretion, source service outside the panel.

5.4. The objective criteria may be utilised:

- 5.4.1. Rotation of suppliers from the panel may at times results not all bidders receiving briefs as such bidders are not guaranteed work.
- 5.4.2. Poor performance from bidder's past assignment supported with documentary evidence, may result on the bidder's non-utilisation.

5.5. Training, Development and skills transfer

- 5.5.1. The successful firm must be willing and undertake to provide SA Tourism continuous Legal Education and Training, which shall include but not be limited to the provision of seminars, lectures, newsletters, workshops and regular legislative, case law and other updates. The firm must provide such continuous legal education and training at no additional cost to SA Tourism.

- 5.6. The successful firm must be willing and undertakes to contribute towards skills development and skills transfer at no additional cost. Such a skills development and transfer programme may take the form of, but is not limited to:

- Secondment of SA Tourism legal interns and other staff for article of clerkship to

enable them towards qualification for admission as Legal Practitioners and

- Involving or working with the legal staff to enable them to gain exposure, skills and experience in certain fields of law or transactions.

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