



C 2.2. BILL OF QUANTITIES

BILL OF QUANTITIES / SUMMARY OF TOTAL OFFERED FEES

ITEM	PARTICULARS	RATES PER HOUR/PER ATTENDANCE / KM					
		MAG COURT/CCMA/SALGBC/DC HEARING			HIGH, SUPREME AND LABOUR COURT		
		Lead Practitioner/Director	Professional Assistant	Candidate Legal Practitioner	Lead Practitioner /Director	Professional Assistant	Candidate Legal Practitioner
1a.	Taking instructions to sue or defend or counterclaim and considering merits therein. Consultation with Officials, Witnesses, Counsel etc.						
1b.							
2a.	Litigation: Attendance in High Court, Labour Court, Appeal Court, where Counsel is appointed.						
2b.							
	Litigation: Attendance in High Court, Labour Court, Appeal Court, where Counsel is not appointed.						
3	Litigation: Attendance in Magistrates Court.						
4	Litigation: Attendance in Bargaining Council, CCMA or Arbitrations						

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



5	Handling Disciplinary Hearings						
6	Legal Opinions						
7	Preparing for Court Cases						
8	Perusal of documents						
9	Drawing up of documents						
10	Township opening and registration						
11	Transfer and registration of immovable properties						
12	Notary and conveyancing						
13	Drafting of correspondence						
14a.	Drafting of Notices.						
14b.	Drafting of Founding Papers, Pleadings and other Affidavits						
15	Drafting and issuing summons, applications and/or motions						
16	Notice of Bar and other Pre Trial Notices						
17	Telephone call attendances						
18	Travelling time (per Hour)						
19	Travelling costs (per KM)						
	TOTAL FEES (per Year)						

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



	GRAND TOTAL						
	VAT @ 15%						
	TOTAL (Including VAT)						
	GRAND TOTAL FOR ALL THREE (03) YRS						

- a) Very Important: The grand total for the duration of 3 (three) years must be carried /forwarded to the Form of Offer, failing which shall cause an automatic disqualification.
- b) The Prices are subject to annual review.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2