

REQUEST FOR PROPOSAL ITAC

The appointment of a panel of legal experts to provide professional services and assistance to the International Trade Administration Commission of SA for a period of 36 months



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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF LEGAL EXPERTS TO PROVIDE PROFESSIONAL SERVICES AND ASSISTANCE TO THE INTERNATIONAL TRADE ADMINISTRATION COMMISSION OF SOUTH AFRICA FOR A PERIOD OF 36 MONTHS**

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**RFP NUMBER: ITAC 01-2025/2026**

**Date Issued: 08 July 2025**

**Closing date and time: 08 August 2025 at 11:00**

**Bid Validity Period: 120 days**

**TENDER BOX ADDRESS:**

The **dtic** Campus  
Ground Floor, Block E  
77 Meintjies Street  
Sunnyside  
Pretoria  
0002

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## 1. Purpose

**The purpose of this Request for Proposal (RFP) is to solicit services from suitably qualified and experienced service providers practicing as Legal Practitioners in terms of the Legal Practices Act, 28 of 2014, to serve on a panel of Legal Experts for ITAC.**

This RFP does not constitute an offer to do business with ITAC but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

## 2. Background

### 2.1 Establishment of the International Trade Administration Commission (hereinafter referred to as ITAC or the Commission)

The International Trade Administration Commission (ITAC) was established in terms of Section 7 of International Trade Administration Act, 2002 (Act No. 71 of 2002).

ITAC was established with its own offices located in Tshwane, Sunnyside at **the dtic** campus in 2003. The current organisational structure provides for the employment of 131 employees. The said structure consists of Senior Management Service (SMS); Middle Management Service (MMS) and other employees.

### 2.2 ITAC's Key Strategic Objectives

To achieve its aims, ITAC has identified the following three key strategic objectives to guide its operations, namely to:

- 2.2.1 Ensure appropriate contribution to economic growth and development through provision of its international trade instruments;
- 2.2.2 Ensure strategic alignment and continued relevance within the **dtic** and national agenda; and
- 2.2.3 Ensure organisational efficiency and effectiveness through business support services.

## **2.3 Functional Areas of ITAC**

There are two main functional areas for ITAC with supporting business units reporting there under, namely:

### **2.3.1 Core business**

- Tariff Investigations.
- Trade Remedies.
- Import and Export Control.

### **2.3.2 Business Support Services**

- Human Resources.
- Finance & Supply Chain Management.
- Communication Services.
- Information Technology.
- Internal Audit services.
- Legal Services.
- Policy and Research.
- Secretariat.
- Risk Management.

### **2.3.3 The Commission of ITAC**

As compared to the other public entities in South Africa, ITAC has no Board of Directors but a Commission. The membership of the Commission is comprised as follows:

- Full time Chief Commissioner (CEO of ITAC).
- Full time Deputy Chief Commissioner.
- Part-time Commissioners (up to 10).

### **3. Project objective**

To enable ITAC to achieve its mandate and strategic objectives, the services of suitably qualified and experienced service providers are required to serve on a panel of Legal Experts to provide a range of legal services to ITAC.

The primary objectives of the service required are as follows:

To augment the legal services being rendered to ITAC through its in-house legal services unit by creating an external panel of legal experts whom ITAC may call upon when necessary and/or desirable to provide *inter alia* general or specific legal assistance, advice, guidance, legal representation etc.

ITAC may on occasion be required to respond to legal matters including but not limited to litigation on an urgent basis. Establishing a panel of legal experts would also enable a streamlining of the process of soliciting and obtaining the legal services required to respond to and address such legal matters within a reasonable or sometimes prescribed timeframe.

### **4. Project Requirements and Deliverables**

The successful legal panellists will, as and when required by ITAC, render legal services on a range of specialised areas and services, including but not limited to:

- Review, negotiate and draft contracts, service level agreements and other legal documents
- Assist with contractual related advice and dispute resolution.
- Provide legal representation and/ or advice on Civil Litigation matters in the various Courts, including but not limited to, the Magistrate Court, High Court, Supreme Courts of Appeal and the Constitutional Courts ((including the briefing of advocates).
- Provide assistance on criminal cases initiated by ITAC against offenders.
- Provide advice and guidance on *inter alia* International Trade Law, Administrative law, Labour Law etc.
- Assist with the drafting or review of Legislation, Policy, Guidelines etc. or obtaining advice thereon.
- Employee relations matters.
- Chair employee disciplinary hearings.

- Represent ITAC in employee disciplinary hearings (Evidence Leaders).
- Advise, represent and/or act on behalf of ITAC at the Commission for Conciliation Mediation and Arbitration (CCMA), Labour Courts and/or Constitutional Court (including the briefing of advocates).
- Represent and act on behalf of the ITAC in Arbitrations and other Alternative Dispute Resolution platforms and Quasi-Judicial Forums (including the briefing of advocates).
- General compliance management and legal risk management.
- Provide corporate, commercial and regulatory compliance legal advice and assistance.
- Assist to develop, review, implement and/ or monitor strategies on corporate governance.
- Advise on new pieces of legislation or developments in legislation relevant to ITAC.
- Assist with and advise on Intellectual Property Law, Privacy laws and Data Protection legislation
- Provide legal advice on matters relating to anti-bribery, corruption and fraud prevention.
- Provide training on various pieces of legislation and any other related legal issues.
- Conduct legal due diligence; and
- Provide general legal advice, support and services.

The appointed panel of legal service providers will be expected to provide legal and regulatory support, including legal advice or opinions relating to the Commission's mandate and legislation including, but not limited to:

- International Trade Administration Act 71 of 2002 (and its Regulations)
- Public Law (Constitutional and administrative law - *inter alia* the Constitution of the Republic of South Africa, 1996)
- Promotion of Administrative Justice Act 3 of 2000
- The Promotion of Access to Information Act 2 of 2000
- The Protection of Personal Information Act 4 of 2013
- The Customs and Excise Act 91 of 1964
- The Competition Act 89 of 1998
- The Cybercrimes Act 19 of 2020
- Prevention and Combatting of Corrupt Activities Act 12 of 2004

- Public Finance Management Act 1 of 1999 (and Treasury Regulations and Directives)
- Corporate and Commercial Law
- The Occupational Health and Safety Act 85 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of the Employment Act 75 of 1997
- Employment Equity Act 55 of 1998

<b>Area of Work</b>	<b>Scope of Work</b>	<b>Skills Required</b>
<b>International Trade Law</b>	<p>Litigation</p> <p>Providing Legal advice and opinions</p> <p>Assisting with drafting of and/or amendments to legislation, regulations, guidelines and policies</p> <p>Briefing advocates</p> <p>Settlement of cases</p>	<p>Experience in International Trade law and enforcement litigation</p> <p>Understanding of the regulatory framework governing the application of International Trade law</p> <p>Understanding of International Trade law jurisprudence for the purpose of providing legal assistance and opinions</p>
<b>Labour and Employment Law</b>	<p>Provide assistance and legal opinions on labour employment benefits, employment law related matters and employment law compliance</p> <p>Assist with internal employee related disputes, disciplinary hearings, Arbitration and others dispute resolution forums.</p> <p>Represent the Commission at the CCMA, Labour Court and other Courts</p> <p>Provide advice on contracts of employment and related matters.</p>	<p>Experience in labour and employment law litigation</p> <p>Understand the regulatory framework governing public service employment.</p> <p>Understanding of labour law and employment law jurisprudence for the purpose of providing assistance and legal opinions</p> <p>Knowledge of bargaining council and other dispute resolution forums.</p>
<b>Corporate Law and Governance and Contract Law.</b>	<p>Advice on projects / transactions of a corporate law nature.</p>	<p>Experience in working in transactions of a corporate law nature.</p>

	<p>Review and advise on a broad range of complex Projects/ procurement/ contracts</p> <p>Provide assistance and opinions on any contract related matters.</p> <p>Assist with governance and compliance</p>	<p>Excellent research and drafting skills, for purposes of preparing legal opinions of a corporate law nature.</p> <p>Understanding the legal and contractual and governance framework applicable to public entities</p>
<b>General Litigation</b>	<p>Act on behalf of the Commission and develop and review appropriate litigation strategy in each matter.</p> <p>Ensure effective and efficient litigation process is followed.</p> <p>Drafting and/or reviewing of all pleadings and documents in litigation matters and provide custody of same</p> <p>Provide oral and written legal advice throughout the litigation process.</p>	<p>Knowledge of litigation processes and procedures in various forums and Courts</p> <p>Comprehensive and coherent understanding of all laws and regulations that determine and shape the role and responsibility of the Accounting Authority in government entities</p>
<b>Constitutional and Administrative Law.</b>	<p>Provide legal opinions in respect of constitutional, administrative, and international law matters.</p> <p>Assist in drafting of public or private international or bilateral agreements.</p> <p>Ensure technical quality, adherence to best practise and consistency with the Constitution and other Acts of Parliament.</p>	<p>Experience in providing opinions in constitutional, administrative, and international law matters.</p> <p>Extensive knowledge of South African constitutional and administrative law, including international law and its interpretation.</p> <p>Extensive experience in the drafting of regulation and policies in line with this area of law.</p>
<b>Opinions on legislation and legal topics.</b>	<p>Provide legal opinions on prescripts relating to Commission as public entity</p> <p>Provide legal opinions to the Accounting Authority as and when required.</p>	<p>Extensive experience in the drafting of legal opinions in public sector.</p>

<b>Legal advice on general legal matters and/or topics.</b>	Provide legal expertise in matters of a general nature and conduct due diligence exercises.  Conduct fraud, forensic and other investigations	Investigation skills and knowledge of administrative and criminal law
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**Bidders must indicate (in an Annexure using the format below) which areas of law they specialise in below:**

<b>PRACTICE AREA</b>	<b>MARK with 'X'</b>
International Trade Law	
Admin/ Constitutional /Public Law	
Labour/ Employment Law	
Corporate/ Contract Law	
Intellectual Property/ Privacy Law	
General Civil Law/ Litigation	
Customs/ Tax Law	
Other (please specify)	

**NB: ITAC RESERVES THE RIGHT TO AMEND THE PROJECT DELIVERABLES WITHIN REASONABLE LIMITS AND CARE.**

**5. Expertise Required**

During the evaluation of this bid, the evaluation processes of ITAC will, *inter alia* consider the experience and credentials of the personnel proposed by the service providers for this work.

**Please note that bidders must attach certified copies of all required qualifications, relevant certificates, and copies of an updated curricula vitae for each employee who will be utilised for this bid.**

## **6. Time Frames and Duration of Appointment**

The envisaged duration of appointment will be a maximum of 36 months.

## **7. Remuneration Condition**

All claims for payment shall be submitted to ITAC monthly on condition that sufficient proof is submitted on progress made in respect of tangible deliverables, unless parties to the contract mutually decide and agree otherwise. ITAC's payment terms is 30 days from receipt of a valid invoice.

## **8. Contracting Process**

The contracting between ITAC and the successful service provider shall come into effect upon receipt of the letter of appointment from ITAC and accompanied by a duly authorised copy of a purchase order from the Supply Chain Management Unit.

## **9. Special Provisions of Contract**

Bidders are required to take note of the contents of the **Special Conditions of Contract**, which must be taken into consideration in preparing bid submissions and which shall form an integral part of the Contract Agreement between ITAC and the successful bidder.

- 9.1 The proposed pricing schedule must be completed in full and submitted as Annexure C.
- 9.2 Appointed panellists will be required to provide ITAC with continuous Legal Education and Training, on reasonable notice from ITAC, which shall include but not be limited to the provision of seminars, lectures, newsletters, workshops, training and regular legislative, case law and other updates. The successful panellists shall provide such continuous legal education and training to ITAC. The proposal must clearly outline a detailed plan on how this will be conducted.
- 9.3 ITAC reserves the right to accept in whole or in part the proposal or to reject the proposal.

- 9.4 Bidders must be law firms, and the Lead Legal Practitioner (Director / Partner) must be registered with the Legal Practice Council. Bidders must submit a certified copy (not older than 3 months from closing of the bid) of a Fidelity Fund Certificate issued to the relevant Lead Legal Practitioner (Partner/Director) or to the law firm by the Legal Practice Council.
- 9.5 Bidders must submit a certified copy (not older than 3 months from closing of the bid) of their Certificate of Good Standing. The Certificate must be issued by the Legal Practice Council or relevant Law Society issued to the relevant Lead Legal Practitioner (Partner/Director) or to the law firm by the Legal Practice Council.
- 9.6 Lead Legal Practitioner (Director/ Partner) and Associate Legal Practitioner must submit a certified copy (not older than 3 months from closing of the bid) of their admission certificate from the High Court of South Africa.
- 9.7 Lead Legal Practitioner (Director/ Partner) and all members of the legal team must submit a certified copy (not older than 3 months from closing of the bid) of their LLB Degree or B-Proc.
- 9.8 Bidders must note that verification of the National Treasury Database of Restricted Suppliers and Register of Tender Defaulters will be conducted to ensure that ITAC does not enter into any contractual agreements with the restricted service providers.

#### 10. General Conditions of Contract

Bidders are required to take note of the contents of the **General Conditions of Contract**, as contained under **Annexure A**, which shall form an integral part of the Contract Agreement between ITAC and the successful bidder.

#### **Processing of the Bidder's Personal Information**

All Personal Information of the Bidder, its employees, representatives and associates ("Bidder Personal Information") required under this RFP is collected and processed for the

purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the Commission is compelled by law to provide such information. For example, where appropriate, the Commission is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

All Personal Information collected will be processed in accordance with POPIA and with the Commission's Data Privacy Policy and Privacy Notices.

The following persons will have access to the Personal Information collected:

The Commission personnel participating in procurement/award procedures; and

Members of the public: within ten working days from the time the bid is awarded, the following information will have to be made available on the platforms that the bid was advertised on:

- contract description and bid number.
- names of the successful bidder(s) and preference points claimed.
- the contract price(s) (if possible).
- contract period.
- names of directors; and
- date of completion/award.

The Commission will ensure that the rights of the Bidder and of its employees and representatives (i.e. the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures specified in the Commission's PAIA manual.

In participating in this RFP, the Bidder consents to the use of its Personal Information for the purposes specified above.

#### **11. Bidding Documents to be Completed, Signed and Submitted**

All the information contained herein, specifically that under **paragraphs 3 to 12**; as well as all the **Annexure B** must be considered and used as a basis for the formulation of proposals and preparation of cost estimates.

All the required information under **Annexure B**, and all the annexures thereto, must be duly and comprehensively completed and submitted.

- 11.1. Invitation to Bid (SBD 1)
- 11.2. Declaration of Interest (SBD 4).
- 11.3. Preference Points Claim Forms (SBD 6.1).
- 11.4. Draft Service Level Agreement (SLA) must be provided by bidders, to be negotiated in line with the project requirements and deliverables on appointment with the preferred service provider which will be incorporated with ITAC's standard SLA.
- 11.5. A signed SBD 7.2.

## **12. LEGISLATIVE FRAMEWORK OF THE BID**

### **12.1. Tax Legislation**

- 12.1.1. Bidder(s) must be tax compliant when submitting a proposal to International Trade Administration Commission of SA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 12.1.2. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 12.1.3. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 12.1.4. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 12.1.5. Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 12.1.6. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

## 12.2. Procurement Legislation

The International Trade Administration Commission of South Africa has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

## 12.3. Technical Legislation and/or Standards

Bidder(s) should be cognizant of the legislation and/or standards specifically applicable to the services.

## 13. Contract Documents

- 13.1 This Request for proposal and all its Technical and Administrative Annexures, together with the accepted Bidding Documents, duly completed and submitted by the successful bidder, shall form part of the Contract Documentation, according to which this project shall be undertaken, managed and completed.
- 13.2 The contract shall commence upon receipt of the letter of appointment and the purchase order from ITAC by the successful bidder.

## 14 Evaluation of proposal received

The International Trade Administration Commission of South Africa has set minimum standards (stages) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

<b>Initial Screening process (Stage 1)</b>	<b>Technical Evaluation Criteria (Stage 2)</b>	<b>Price and Specific goals evaluation (Stage 3)</b>
Bidders must complete, sign and submit all Standard Bidding Documents (SBD), as outlined in paragraph 11.  Bidders must also be Tax Compliant as per requirements of paragraph 12.	Bids will be evaluated as per the evaluation criteria for functionality.  Bidder(s) will be required to achieve a minimum of 70 points out of 100 points to proceed to Stage 3.	The 80/20 preference point system will be used to evaluate bids in Stage 3.  Bidder(s) will be evaluated out of 100 points and Stage 3 will only apply to bidder(s) who have met and exceeded the

<p>Bidders must submit the following valid certificates for the Lead Legal Practitioner:</p> <ul style="list-style-type: none"> <li>- Fidelity Fund certificate.</li> <li>- Certificate of Good Standing.</li> <li>- Admission certificate from the High Court of South Africa</li> <li>- Certified copy of LLB or BProc qualification including that of all team members.</li> </ul> <p><b>NB: Bidders will be disqualified if:</b></p> <ul style="list-style-type: none"> <li>- <b>SBD 4 form is not submitted, not fully completed and signed.</b></li> <li>- <b>Bidders are not Tax Compliant.</b></li> <li>- <b>Bidders did not submit valid copies of Fidelity Fund certificate, Certificate of Good Standing, Admission certificate from the High Court of South Africa, and copies of the LLB or BProc qualification for the Lead Legal Practitioner.</b></li> </ul>		<p>minimum threshold of 70 points.</p>
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14.1 ITAC reserves the right not to accept the lowest bid, as the elements listed in the evaluation matrix will play a major role, when evaluating bids. Additionally, ITAC is not bound to select any of the bidders or individuals submitting a proposal.

14.2 Prospective bidders are required to complete the SBD 6.1 form to qualify for specific goals as alluded under the evaluation criteria. The CSD report attached or printed by ITAC should also indicate same specific goals claimed as the points indicated on CSD would take precedent.

14.3 Prospective proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bidders who obtain 70 out of 100 points in stage 2 (technical evaluation) will qualify for stage 3 (Price and specific goals) evaluation wherein 80/20 preference points system will be used as follows: 80 points for price and 20 points for specific goals.

In respect to the evaluation matrix, prospective bidders will be rated from 1 to 5 in that: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

14.4 To ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information to substantiate compliance with the evaluation criteria.

**Stage 2 (Criteria for Technical Evaluation)**

Evaluation Criteria	Weight	Scoring
<p><b><u>Project delivery experience</u></b></p> <p><b>Bidders must demonstrate their level of experience in providing legal services as per the requirements in paragraph 4 above (Reference letters)</b></p> <p>Bidders must include a minimum of 5 reference letters from clients (preferably within the public sector) that they have successfully provided the services according to the Terms of Reference and the practice area they are bidding for. The reference letters must be on company letterheads, signed and</p>	<p>30</p>	<p>8 to 10 letters = 5                      6 to 7 letters = 4                      5 letters = 3                      3 to 4 letters = 2                      1 letter = 1</p>

<p>must include the type of project and scope of work, date and duration with contact details for ease of reference.</p> <p>The references must not be older than 5 years.</p>		
<p><b><u>Project delivery experience</u></b>  <b>Bidders must demonstrate their level of experience in providing legal services as per the requirements in paragraph 4 above (Summary of cases)</b></p> <p>Bidders must provide a summary of a minimum of 3 matters/cases which the Lead Legal Practitioner/ Director/ Partner dealt with in the last 5 years (not more than half a page per matter/case)</p>	<p>10</p>	<p>5 case summaries = 5                      4 case summaries = 4                      3 case summaries = 3                      2 case summaries = 2                      1 case summary = 1</p>
<p><b>Experience of the Legal Practitioners</b></p> <p>Certified copies (not older than 3 months) of all qualifications, relevant certificates including Admission as an Attorney and an updated curriculum vitae is required</p> <p><b>Director/Partner</b>                      Detailed curriculum vitae with a minimum of 15 years' post qualification (admission) experience related to the project requirements and deliverables.</p>	<p>40</p>	<p>&gt;15 years' experience = 5                      15 years' experience = 3                      &lt;15 years' experience = 1</p>

<p><b>Associate Legal Practitioner</b> A curriculum vitae (not more than 3 pages) with a minimum of 5 years' post qualification (admission) experience related to the project requirements and deliverables.</p> <p><b>Candidate Legal Practitioner</b> A curriculum vitae (not more than 2 pages) with a minimum of 6 months experience related to the project requirements and deliverables.</p>		<p>&gt;10 years' experience = 5 6 to 10 years' experience = 4 5 years' experience = 3 3 to 4 years' experience = 2 &lt;3 years' experience = 1</p> <p>&gt;6 months experience = 5 6 months experience = 3 &lt; 6 months experience = 1</p>
<p><b>Proposal on Skills Transfer</b></p> <p>Demonstrate a clear commitment and strategy to provide transfer of skills to ITAC in the form of a Skills Transfer Methodology and Plan which should outline the training and developmental interventions to be provided, the process, frequency and duration.</p> <p>The proposal must clearly outline a detailed plan on how this will be conducted, which shall include but not be limited to the provision of: Newsletters and bulletins Seminars Lectures Workshops Training Regular legislative, case law, and other updates</p>	<p>20</p>	<p>&gt;6 elements covered in detail = 5 6 elements covered in detail = 3 &lt;6 elements covered in detail = 1</p>

**NB:** Bidders who obtain 70 out of 100 points in Stage 2 (Technical Evaluation) will qualify for Stage 3 (Price and specific goals) evaluation wherein 80/20 preference points system will be used as follows: 80 points for price and 20 points for specific goals.

**Stage 3 (Criteria for Price and specific goals)**

Criteria	Points
Comparative Bid Price	80
Specific goals	20
<b>TOTAL</b>	<b>100</b>

$$Ps = 80 \left( 1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$$

The following formula will be used to calculate the points for price:

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

**a. Specific goals (points) allocation**

A maximum of 20 points may be allocated to a bidder for attaining their specific goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black Owned	6	
51% - 99% Black Owned	4	
100% Black Women Owned	6	
51% - 99% Black Women Owned	4	
5% Youth Owned	2	

2% Owned by Persons with Disabilities	1	
Business in township, rural or underdeveloped area	2	
Exempt Micro Enterprise (EME)	3	
Qualifying Small Enterprise (QSE)	2	

Specific goals points may be allocated to bidders for submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate or Sworn Affidavit (originally certified copies).

The Price and BBEE points will be consolidated.

ITAC will use the information in the duly completed Bidding Documents submitted as well as the required supportive documentation to evaluate each bid against the criteria provided in paragraph 14.

**b. Joint Ventures, Consortiums and Trusts**

A trust, consortium or joint venture, will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate or Sworn Affidavit.

A trust, consortium or joint venture will qualify for points for their specific goals points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **International Trade Administration Commission of South Africa** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The

agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

**15. Closing Date and time**

***The closing date and time for the submission of the proposal is 08 August 2025 at 11h00 am.***

- **Delivery address**

The DTIC Campus, Block E first floor 77 Meintjies Street, Sunnyside Pretoria 0002

**16. Proposal Submission / Responses**

Bidders will be required to use the two-envelope system, whereby the technical proposal (stage 2) and pricing and specific goals (stage 3) are placed in two separate envelopes and clearly marked:

**TECHNICAL PROPOSAL – Bidders must submit one (1) original and four (4) hard copies of the bid proposal. The original file / envelop must be packaged as follows and clearly marked as “Original”**

	<b>Part 1a – Standard Bidding Documents and Administrative Compliance</b>
1	SBD 1-Invitation to Bid
2	SBD 4 – Fully completed and signed Bidder’s Disclosure
3	SBD 6.1 – Completed and signed Preference Points Claim Form
4	SBD 7.2 – Completed and signed form
5	General Conditions of Contract – signed
6	Bidder’s technical proposal
7	Certified copies of Fidelity Fund certificate, Certificate of Good Standing, Admission certificates from the High Court of South Africa, academic qualifications and any other required documents
8	Draft Service Level Agreement
9	Other supporting documents

**FINANCIAL / PRICE PROPOSAL**

**NB: The bidder must submit one (1) original financial / price proposal (please use template provided) and four (4) hard copies and the envelope must be submitted separately from the technical proposal:**

**17. Non-Compulsory Bid briefing session (Hybrid)**

*Please see the bid briefing session details below:*

*Date: 21 July 2025*

*Time: 11h00*

*Venue: First floor, Block E, DTIC Campus, 77 Meintjies Street, Sunnyside, Pretoria*

**18. Enquiries**

**Supply Chain Management**

Name: Ms. PS Mkhungo

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**Technical Project**

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**NB: ITAC RESERVES THE RIGHT TO AMEND THE PROJECT SPECIFICATIONS WITHIN REASONABLE LIMITS.**

**19. ANNEXURES:**

**ANNEXURE A: GENERAL CONDITIONS OF CONTRACT**

**ANNEXURE B: STANDARD BIDDING DOCUMENTS**

**ANNEXURE C: PRICING SCHEDULE**