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| REQUEST FOR QUOTATION  PROVISION OF LEGAL SERVICES - LABOUR RELATIONS: CHAIRPERSON IN A DISCIPLINARY HEARING REF NO: EHCLABOUR 02/10/2025 | |
| **STAGE 1 MANDATORY REQUIREMENTS** | **SCOPE OF WORK** |
| Disqualifying Compliance Requirements   * Completed price schedule/cost breakdown. * Certified copy of admission as an attorney of the high court (Court Order) for lead attorney. * Certified copy of Fidelity Fund Certificate as provided by Legislation for lead attorney. * Certified copy of admission as an attorney of the high court (Court Order) for the professional assistant/associate. * Certified copy of Fidelity Fund Certificate as provided by Legislation for professional assistant/associate. * All legal practitioners must submit their valid Certificate of Good Standing issued by the South African Legal Practice Council. * All Directors/partners in the firm must submit a certified Fidelity Fund Certificate as provided by Legislation.   **STAGE 2 ADMINISTRATIVE COMPLIANCE DOCUMENTS**   * Up to date municipal account/statement for the company and all its directors (not in arrears for more than 90 days). In a case where a bidder is a lessee, a valid original or certified copy of a lease agreement must be supplied. * Certified Director’s ID copy. (Not older than three months from the closing date) * CK) * Valid tax pin * Company pricing with letter head * Valid BBBEE/affidavit (failure to comply bidder will forfeit points allocations of specific goals (80/20 specific goals points allocations as per threshold) * Bank letter * Signed MBD Forms. * Respond to RFQ document * CSD report not older than 7 days from closing date   **STAGE 3: FUNCTIONALITY EVALUATION**  Bidders must obtain a minimum of **16 out of a maximum of 20 points (80%)** for functionality to be evaluated further.   |  |  |  |  | | --- | --- | --- | --- | | **ITEM** | **CRITERIA** | **POINTS** | **VERIFICATION METHOD** | | **1. Lead Attorney’s**  **Experience post admission** |  |  |  | | Experience of the team leader/attorney who will be undertaking and executing the services as per the scope of work  The attorney must have at least five (5) years’ experience in Chairing Disciplinary Proceedings and dealing with matters relating to South African Constitution, Employment Equity Act, Basic Conditions of Employment Act and Labour Relations Act  Number of years practical experience in labour law. | CV showing 3-5 years’ post admission experience **and** relevant qualifications attached **(Points = 2)**  CV showing 6-9 years’ post admission experience **and** relevant qualifications attached **(Points = 6)**  CV showing 10 + years’ post | **10** | A detailed CV including certified copies of academic qualifications. | |  | admission experience **and** relevant qualifications attached  **(Points= 10)** |  |  | | **2. Professional**  **Assistant’s/ Associate’s experience** |  |  |  | | Number of years practical experience in labour law. | CV showing 3-5 years’ post admission experience **and** relevant qualifications attached **(Points = 1)**  CV showing 6-9 years’ post admission experience **and** relevant qualifications attached **(Points = 3)**  CV showing 10 + years’ post admission experience **and** relevant qualifications attached  **(Points= 5)** | **5** | A detailed CV including certified copies of academic qualifications. | | **3. In – depth experience of the law firm in Labour**  **Relations** |  | **5** |  | | Company Experience in Labour Relations – Law Firm must demonstrate experience in providing similar services. | 1 – 2 Letters provided **(Points = 1)**  3-5 Letters provided **(Points = 3)** |  | Signed appointment **and** reference letters from the relevant companies/ government / public institution. | |  | 5+ Letters  **(Points= 5)** |  |  | | **TOTAL** |  | **20** |  |   Closing Date 28 October 2025  Delivery Address: Cnr Victoria Street and Linton Street Chris Hani Village Germiston 1400 (next to Fire Station)  Time:11h00  Submission must hand be delivered to EHC head office: Cnr Victoria Street and Linton Street Chris Hani Village Germiston 1400 (next to Fire Station) in a sealed envelope stating the description and RFQ NO:EHCLABOUR 02/10/2025 and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.  NB: please usure to drop the bid document in a red box and sign submission register by EHC reception.  The entity reserves its following rights:   * To award the bid in part or in full, * Not to make any award in this bid or accept any bids submitted, * Request further technical information from any bidder after the closing date, * Verify information and documentation of the bidder(s), * Not to accept any of the bids submitted, * To withdraw or amend any of the bid conditions by notice in writing to all bidders before closing of the bid and post-award, and * If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.   Proposals are subject to the Standard Conditions of Tender and the Supply Chain Management Policy of EHC  The entity reserves the right to negotiate with the shortlisted bidder prior to the award and with the successful bidder post award. The terms and conditions for negotiations will be communicated to the shortlisted bidder prior to the invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the items or services against the quality and or benefits of that item or services.  The entity reserves the right to conduct due diligence during the evaluation phases, before the final award, or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process, the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or in part. | **BACKGROUND**  Ekurhuleni Housing Company (EHC) derives its mandate from the City of Ekurhuleni (CoE). This mandate is informed by the national housing imperatives that are outlined through the Rental Housing Act, the Social Housing Act, and the MFMA. EHC provides and manages affordable rental housing for the lower income market as an integral part of efforts to eradicate the housing backlog in the Ekurhuleni Metropolis. The main target market comprises of home seekers whose household incomes meet the criteria for the Consolidated Capital Grant (CCG), which comprise of the Restructuring Capital Grant and the Institutional Housing Subsidy, which are available to beneficiaries whose total household income is between R1850 and R22 000 per month.  **SCOPE OF WORK**   * Handling the disciplinary process in terms of the EHC Disciplinary Policy. * Completion of the Disciplinary Hearing within two (2) working days. * Communicating the findings or verdict to the parties in writing within four (4) working days of concluding the hearing. * Pronouncing an appropriate sanction to parties in writing. * Submitting a report within 7 working days of the findings and outcome of the Disciplinary proceedings.   **PRICING SCHEDULE**  In addition to other costs that a bidder may highlight, the following should be included when preparing quotations.   |  |  |  |  | | --- | --- | --- | --- | | **ACTIVITY** | **HOURLY RATE** | **TOTAL HOURS** | **TOTAL** | | Act as an impartial adjudicator in a disciplinary hearing.  Ensure the hearing is conducted in an orderly ad fair manner.  Listen to all the evidence presented by both sides.  Make a finding of guilt or innocence based on the evidence.  If found guilty, decide on an appropriate sanction. |  |  |  | | Any other services as relevant to conclude disciplinary matters |  |  |  | | **TOTAL** |  |  |  | |  |  |  |  | |  |  |  |  |   All prices must be VAT inclusive and include all other related costs.  Enquiries to be emailed to the supply chain Department dollyp@ehco.org.za  PLEASE NOTE: THE EHC WILL NOT BE HELD RESPONSIBLE FOR UNDER PRICING DUE TO MISINTEPRETATION OF THE SPECIFICATION  PROPOSAL & SUBMISSION REQUIREMENTS.     * Bidders should carefully examine the entire TOR; Bidders should become fully aware of the nature of the work and conditions likely to be encountered in performing the work. * Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the bidders’ capabilities to satisfy the requirements of this RFQ. * Emphasis should be placed on: (I) conformance to the RFQ instructions; (ii) responsiveness to the RFQ * Requirements; and (iii) completeness and clarity of content. |
| Submissions must hand delivered to EHC head office (at Agnus and Victoria Street Germiston 1400 next to fire station) in a sealed envelope stating RFQ NO and Description: EHC/06/PLS/2025 and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.  **Contact Person**  Technical (Specification queries)  Mr.Quinton Nduyuka  quintonn@ehco.org.za  Supply Chain Management (only queries related to SCM)  Dolly Phatlane/ Thozama Dalindyebo  [dollyp@ehco.org.za/ thozamad@ehco.org.za](mailto:dollyp@ehco.org.za/%20thozamad@ehco.org.za%20%20%20a) | |