



Tel: +27 (0) 12 394 3071  
Fax: +27 (0) 12 394 4071

77 Meintjies Street  
the dti Campus  
Block E, 3rd Floor  
Sunnyside  
Pretoria 0002

P.O. Box 27549  
Sunnyside 0132

## **TERMS OF REFERENCE:**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER PROVISION OF TAXING MASTER SERVICES FOR THE COMPANIES TRIBUNAL FOR A PERIOD OF THREE (3) YEARS**

**RFQ NUMBER: 1292**

**CLOSING DATE: 19 February 2026@ 11H00**

**VALIDITY PERIOD: 60 DAYS**

**NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.**

**NB: Proposals must be submitted via email to [scm@companiestribunal.org.za](mailto:scm@companiestribunal.org.za)**

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## **1. INVITATION**

Companies Tribunal (the Tribunal) invites suitably qualified legal service providers or costs consultants to render and assist the Tribunal with the taxing master services for the period of three (3) years. All Service Providers or Costs Consultants are requested to submit their proposals for taxation services as detailed in the specification hereunder

## **2. BACKGROUND**

The Companies Tribunal (the Tribunal) is an agency of the Department of Trade, Industry and Competition (**the dtic**). The Tribunal is established in terms of the Companies Act No 71 of 2008 (the Act) and its role is to adjudicate on applications and make orders in terms of the Act as well as resolve disputes through mediation, conciliation and arbitration.

## **3. SCOPE OF WORK**

To render taxing master services for a period of three (3) years

## **4. DELIVERABLES**

The prospective Service Provider is expected to provide taxation services as and when required in consultation with Office of the Registrar and/or Legal section.

## **5. GENERAL REQUIREMENTS**

- Company profile with years of experience.
- CV of the taxing master
- Certified copies qualifications in law, proof of admission as Legal practitioner and Letter of good standing
- Detailed Project plan
- Relevant Reference letters

## **EVALUATION PROCESS**

CT will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). 3 phase evaluation criteria will be considered in evaluating the bid as follows:

### **Phase 1: Pre-Qualification Criteria (Mandatory requirements)**

This stage checks and validates the bidder's compliance with legal requirements to conduct business with the government of South Africa.

All proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). NB: No points will be allocated to this stage; however, bidders that do not comply with the Mandatory requirements below will be disqualified and will not advance to the next stage of evaluation.

<b>Pre-Qualification Requirements</b>	<b>Check list</b> √ <b>Tick</b> <b>each box</b>
SBD 1: Completed, attached and signed	
SBD 3.1: Completed, attached	
SBD 4: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Terms of Reference document: Completed, attached and signed	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report <b>not older than a month of the date of submission</b> must be submitted	
Professional affiliations: NO	

**Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.**

*Failure to adhere to the above conditions will invalidate the proposal.*

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list
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	√ <b>Tick each box</b>
Valid B-BBEE Certificate or (attach certified copy) or Sworn Affidavit	
Company Registration documents	

**a. Phase 2: Functional/Technical Evaluation**

Only bidders that have met the pre-qualification criteria will be evaluated for functional evaluation. In this phase the evaluation will be based on the bidder’s responses in respect of the bid proposal. Prospective bidders who score a minimum of **60 points** or more will be considered for the next phase 3 (Pricing and Specific Goals).

All proposals will be evaluated for functionality as follows:

Item Number	Functionality Criteria	Weights
1.	<p><b>Company Experience</b></p> <p>Company profile of the bidder with years of experience in providing taxing master services.</p> <ul style="list-style-type: none"> <li>• 0-1 year = 10 points</li> <li>• 2 -3 years = 15 points</li> <li>• 4 – 5 years = 20 points</li> <li>• Over 5 years = 25 points</li> </ul>	25
2	<p><b>Experience and Qualifications of the taxing master</b></p> <ul style="list-style-type: none"> <li>• CV/Resumes of the taxing master who will be responsible for taxation</li> <li>• Certified copies of qualifications in Law</li> <li>• Proof of admission as legal a practitioner, and</li> <li>• Letter of good standing</li> </ul>	25
3.	<p><b>PROJECT PLAN</b></p> <p>The bidder must provide a project plan which details how the service will be carried out, with deliverables and time frame</p>	30
4	<p><b>REFERENCES</b></p>	20

	Three (3) relevant contactable reference letters where a similar service was provided. <ul style="list-style-type: none"> <li>• 1-3 Letters = <b>10 Points</b></li> <li>• 4-6 Letters = <b>15 Points</b></li> <li>• More than 6 = <b>20 Points</b></li> </ul>	
<b>TOTAL</b>		<b>100</b>
<b><i>Minimum threshold for technical (functionality)</i></b>		<b>60</b>

A point scoring system would be utilized as follows:

<b>Score</b>	<b>Description</b>
1	Does not meet requirements, or no information supplied.
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements

#### **b. Phase 3: Price and Specific Goals**

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations.
- **NB** - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points, but they will not be disqualified from the bidding process.
- The lowest acceptable price will score 80 points; the 20 specific goals points will be allocated as follows:

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Percentage (%)</b> <b>Black Ownership</b>	<b>Points (10)</b>
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1
0	0
<b>Percentage (%)</b> <b>Ownership By Women</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%)</b> <b>Ownership By Youth</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%)</b>	<b>Points (2)</b>

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Ownership By People living With Disability</b>	
51-100	2
1-50	1
0	0

## **6 VALIDITY OF PROPOSALS**

- The Supplier is required to confirm that it will hold its proposal valid for 60 days from the closing date of the submission of proposals.
- In exceptional circumstances, CT may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

## **7 PROPOSAL SUBMISSION REQUIREMENTS**

- All compulsory documents as stated under point 6 above.
- The bid proposal as per point 3 above
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit 1 x original Bid document, and 1 x copy of the original.
- No late bids will be considered.
- It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that it is received by CT before the closing date and time in CT's dedicated tender

box or physical address. The office hours are 08h00 to 16h00 from Monday to Friday, except on public holidays.

Proposals must be submitted to CT at the following address:

**Email:** [scm@companiestribunal.org.za](mailto:scm@companiestribunal.org.za)

## **8 PRICING**

- Only a firm pricing schedule will be accepted for this bid (Completed form SBD 3.1)
- The quoted price should be in South African Currency and must include all taxes.
- The quoted price must be valid for a period of 60 days from the closing date of the bid.
- The Tribunal will not be liable for any cost incurred in the preparation of proposals.
- Payment will be made within 30 days after receipt of the valid original tax invoice.

## **9 DISCLAIMER**

The Tribunal reserves the right to

- Award the contract or any part thereof to one or more service providers
- Reject all bids
- Decline to consider any bids that do not conform to any aspect of the bidding process
- Request further information from any service provider after the closing date, for clarification purpose
- The Tribunal reserves the right at any time to visit the premises of the bid proposer if deemed necessary to ensure security of the information.
- Any false declaration of information will result in the exclusion of the bid proposal from consideration.

## 10. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to meet these requirements or part thereof may result in your proposal being excluded from the evaluation process

- Proposal documents must be submitted to the Tribunal
- The Tribunal will not be liable for any cost incurred by the bidder in the preparation of proposals
- Evaluation of proposals will be carried out by the Tribunal. The Bid Evaluation Committee will, if necessary, contact bidders to seek clarification on any aspect of the proposals.
- Service providers must sign the register at the reception when the proposal is submitted

## 11. ENQUIRIES

Technical: Mr S Magwasha 012 394 3071 OR e-mail to [SMagwasha@companiestribunal.org.za](mailto:SMagwasha@companiestribunal.org.za)

Supply Chain Management: Dikeledi Rathlogo (012) 394 3680 OR email [SCM@companiestribunal.org.za](mailto:SCM@companiestribunal.org.za)

## 12. APPROVAL

Approval			
	Name and Title	Signature	Date
Approved by:	MI MATHATHO ACTING COO		11/02/2026

### 13. DECLARATION BY THE BIDDER

I, ..... (Full names) the undersigned certify that the information provided is true and correct, and understands the contents of the document in full.

SIGNATURE :

DATE: