



REQUEST FOR QUOTATION

PROVISION OF LEGAL SERVICES

RFQ/2/LEGAL SERVICES-CONTR/2022

Performing Arts Centre of the Free State (PACOFS) is a public entity reporting to the national Department of Sport, Arts and Culture, based in Bloemfontein.

PACOFS requires the services of a legal firm to provide legal services on construction and infrastructure related matters.

REQUIREMENTS

The following requirements should be met by the service provider;

- A firm of attorneys with at least 5 years' post-admission experience in contracts litigation (preferably in construction contracts).
- Copy of CV's of the available resources and experience.
- Copies of relevant qualifications of attorneys.
- Provide proof of 5 years' experience in handling contract litigation matters (construction contracts).
- Provide proof of right of appearance.

FEES

Kindly submit a quotation as follows:

Service	Fee
Drafting per page (inclusive of research)	
Consultation per hour	
Full day rate	
Half day rate	
Total quote	

The quotation should include all other applicable charges such as:

Travelling time

Telephone calls made and received

Perusal of all documents, pleadings, Notices, correspondence

Pages charged

Interlocutory applications

Please note that PACOFS does not pay for reserved days.

Perusal, typing and drafting of documents should be capped at 5 hours.

The service provider must be tax compliant at the time of submitting the quotation. A non-tax compliance status will lead to disqualification.

Supporting schedules would need to be provided for all disbursements claimed.

NB. FAILURE TO STICK TO THE ABOVE PRICING GUIDELINE WILL RESULT IN DISQUALIFICATION.

Please contact Mr. Mzwakhe Mabaso, number 051 447 7771, for any technical queries.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders declaration.
3. This quotation is subject to the Conditions of Contract (GCC).

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

TUESDAY, 27 SEPTEMBER 2022 at 11h00

Please submit quotation via E-mail to

quotation@pacofs.co.za

No late submission will be accepted!

VERY IMPORTANT NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS - INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS WHERE APPLICABLE (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4 BIDDERS DECLARATION.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.

