



RFP TITLE: RFP NUMBER: RFP/LEG/2026/10252398/18 THE APPOINTMENT OF A PANEL OF LEGAL SERVICE PROVIDERS FOR A PERIOD OF 5 YEARS.

CONSOLIDATED QUESTIONS FROM BIDDERS AND ANSWERS FROM SABC: 04 SEPTEMBER 2026

#	Service Provider Question	SABC Answer
1.	I refer to the above-mentioned RFP. Kindly refer to page 25 of 45 of the bid documents, under “Brief Summary of Matters in Specific Area”, which requires bidders to: “Provide a brief summary of matters handled relating to the category/ies/area/s of law specifying the nature of the work conducted as per the category/ries listed in Annexure B for which the bidder is bidding.” We note that Annexure B does not appear to have been included in the initial bid documentation provided to us. Kindly provide us with a copy of Annexure B to enable us to complete the required information accurately and in accordance with the RFP requirements. Thank you for your assistance. We look forward to receiving the requested annexure.	Annexure B is attached per links below the RFP link on the website. Scroll down to the attachments. https://www.sabc.co.za/sabc/product/rfp-leg-2026-10252398-18-the-appointment-of-a-panel-of-legal-service-providers-for-a-period-of-5-years/
2.	We refer to the above and confirm that we attempted to contact your office telephonically earlier this morning at 08:15 – no answer. We left a message.	Kindly note that telephonic queries will not be entertained. All enquiries must be sent through

	Kindly confirm if the Legal Service Providers include Labour work?	the email address provided for enquiries tenderqueries@sabc.co.za Labour is included. Kindly refer to Document E, page 19 of the RFP documents.
3.	We attended the online briefing session held earlier today. We require further clarity on the requirement of valid TV licences please:- a) Is it compulsory that each director have a valid TV licence? b) Will the firm be automatically disqualified if not all directors have a valid TV licence in their name? c) If a director does not have a TV licence in their name, do we simply state this in a short affidavit? d) If a director's TV licence is in their spouse's name, do we simply state this in a short affidavit? Would you require proof of said TV licence. e) Would it be acceptable to provide you with proof of the firm's TV licence, and the identity numbers and TV licence numbers for our directors, so that the SABC can verify this information?	a) No b) No c) Yes d) No e) Yes
4.	Kindly note that the televisions used by our company are currently subject to a lease agreement and are not yet owned by the company. As a result, we have not obtained a TV licence at this stage. Ownership of the televisions will only transfer to the company once the lease agreement has ended.	If directors do not have TV licenses in their personal capacity, depose to an affidavit to that effect.

	In light of the above, kindly advise if we will be required to produce a tv licence statement for the owners of the televisions in our possession or it is sufficient to state on an affidavit that we do not have televisions on the basis mentioned above.	
5.	May we kindly clarify the following: a) Annexure B – References: Can we submit reference letters that have been provided directly by our clients in their own format, or are we required to have the clients complete and sign Annexure B specifically? If Annexure B is mandatory, this may require us to reach out to clients again, which could take some time. Alternatively, is Annexure B merely provided as an example of the information required? b) Annexure D – Matters: Can we use our own table format to provide the relevant matter information, or are we required to complete Annexure D in the prescribed format? Alternatively, is Annexure D merely provided as an example of the information required? c) On the Reference Letters, do we submit one (1) Reference letter per category we choose to tender for? From tender: “Reference letters from a minimum of three (3) different clients. One letter per category, per client for three (3) categories/areas of law bidding for = (30 points)” d) We are a Large-Generic Enterprise, B-BBEE Level 3. Does this mean it restricts us from submitting a tender, taking into account the “Special Goals percentages” layout? From tender: “The bidder who does not meet the specific goals will not be disqualified but score zero.” <u>Pricing Questions:</u> e) Please confirm if we may include a range of rates in the fee schedule.	a) Annexure B is a guide. Obtaining references from your clients and they cover all the elements listed in Annexure B, those letters can be submitted as references. Should any of the listed elements not be covered in those letters, the information will be insufficient. b) Annexure D is also a guide. As long as bidders document provides all the required information, it should be sufficient. All the information required must be covered. c) One reference letter per category is required. If bidding for one area, then a single reference for that area is required. The more areas bidding for, the more reference letters are required. Letters should come from different clients.

- f) If a range is not possible, please advise if blended rates are acceptable.
- g) We would like to put forward a fee schedule for each area of law we are bidding for as the nature of each area is different and requires different skills and expertise, with rates that are different – please confirm if this is acceptable.
- h) Are we able to amend the fee schedule to include additional designations i.e. Junior Partner, Of Counsel, Senior Associate etc

RATES/FEE SCHEDULE

NAME OF KEY PERSONNEL	ROLE / RESPONSIBILITY	RATE PER HOUR excluding Vat	RATE PER HOUR Including Vat
Director			
Associate			
Candidate Attorney			

- d) No. All bidders are required to indicate their size in the bid response and to submit their financial statements (refer to document E page 20).

Practitioner. Pricing Answers:

- e) Required is the hourly rate that you charge for the work you are bidding for. If you charge different rates for different areas of law, please provide all your applicable rates. Indicate for Director/Partner, Associate and Candidate Legal
- f) Bidders are advised to strictly follow RFP on Rates/Fee Schedule, and complete accordingly.
- g) Bidders are advised to strictly follow RFP on Rates/Fee Schedule, and complete accordingly.
- h) Bidders are advised to strictly follow RFP on Rates/Fee Schedule, and complete accordingly.

6.	Clarification regarding the functionality requirement under Methodology, which states: “Provide digital file management system and storage facility with back up capability used by the firm and proof in the form of certificate/contract or letter from service provider/host.” Could you please confirm whether invoices/subscription statements, clearly indicating the firm’s subscription and the services being utilised, would be accepted as sufficient proof for this requirement?	Either a subscription contract (redact any confidential information) or a confirmation letter from the supplier of the services certifying that they are providing such services to the firm will suffice.
7.	Please provide clarification regarding the bid closing date. During the briefing session held on 26 August 2026, it was stated that the bid closing date was 12 September 2026 @12:00pm, however, on the RFP document it states that the bid closing date is 10 September 2026 @12:00pm.	The valid bid closing date is 10 September 2026 @12:00pm as published on all platforms and on the RFP document.
8.	One of your requirements on the above tender is "Proof of Professional Indemnity cover reflecting the cover amount for, Each principal/s from the insurance company" , can I submit a tender without the indemnity cover?	Bidders are advised to refer to the bid requirements and respond accordingly.
9.	Kindly refer to page 4 of 45 of the bid documents, under “Contents”. Please provide me with Document K – Vendor Form as this document was not attached in the upload.	The form is now electronic version and is found by clicking the following link. https://etender.sabc.co.za/
10.	I refer to the above-mentioned tender and note that reference is made to Annexure K – Vendor Form in the tender documentation. However, it appears that Annexure K is not included in the tender pack available for download on the website.	The form is now electronic version and is found by clicking the following link. https://etender.sabc.co.za/



	Could you please kindly assist by providing us with a copy of the said Annexure.	
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