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From: The National Radioactive Waste Disposal Institute

Request for Quotation No:	NRWDI/ICT/2026-15
RFQ Closing Date:	04 September 2026
RFQ Closing Time:	11:00
PROVISION OF LEGAL RESEARCH SERVICE SUBSCRIPTIONS FOR 3 YEARS	

NAME OF BUSINESS:.....

CONTACT NAME:.....

CONTACT NUMBER:.....

CSD NO:.....

Email Address:.....

ISO CERTIFICATION ☐ YES ☐ NO

QUOTATION VALIDITY PERIOD: 60 Working Days from closing date.

DELIVERY INCLUDED: ☐ YES ☐ NO

Dear Sir/Madam

Please provide a quotation for the following items as per the specification below. Prices must be firm and indicate all amounts, amounts excluding VAT must be included as a separate line item.

1. SCOPE OF WORK AND COST SPECIFICATION / PRICING STRUCTURE

NRWDI seeks to appoint a Service Provider for Legal Research Service subscriptions for 2 (two) NRWDI Officials, for a period of three (3) years.

No.	SERVICE	QUANTITY (YEARS)	UNIT COST	TOTAL
1	Base Legal Research Package Includes but is not limited to the following: - Case Law: A vast collection of case law from various jurisdictions, including South African courts. - Legislation: Access to current and historical legislation, including statutes, regulations, and ordinances. - Practical Guidance: A library of practical	3	R	R

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	guides, forms, and precedents to assist with legal research and drafting. - Commentary and Analysis: Expert commentary and analysis on various areas of law, including tax, labor, and company law. - News and Current Awareness: Access to current news and awareness services, keeping you up-to-date on the latest legal developments.				
2	Constitutional law	3	R		R
3	Employment/Labour Law	3	R		R
4	High Court Rulings	3	R		R
5	Corporate Governance, Risk and Compliance (GRC)	3	R		R
6	Civil Litigation and Procedure	3	R		R
7	Procurement/ Commercial Law	3	R		R
SUB-TOTAL					R
VAT					R
GRAND TOTAL					R

2. SCOPE OF WORK

Legal research service providers must indicate compliance to the specification below by marking under “Yes” or “No”. Failure to comply with all the requirements (from point 1 to 8) of this specification will lead to disqualification.

No.	Legal Research Service Subscriptions	YES	NO
1.	2 x Base Legal Research Package Includes but is not limited to the following: - Case Law: A vast collection of case law from various jurisdictions, including South African courts. - Legislation: Access to current and historical legislation, including statutes, regulations, and ordinances. - Practical Guidance: A library of practical guides, forms, and precedents to assist with legal research and drafting. - Commentary and Analysis: Expert commentary and analysis on various areas of law, including tax, labor, and company law. - News and Current Awareness: Access to current news and awareness services, keeping you up-to-date on the latest legal developments.		

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2.	2 x Constitutional Law				
3.	2 x Employment/Labour Law				
4.	2 x High Court Rulings				
5.	2 x Corporate Governance, Risk and Compliance (GRC)				
6.	2 x Procurement/ Commercial Law				
7.	2 x Civil Litigation and Procedure				
8.	Is proof of OEM partnership or confirmation of OEM status submitted?				

2.1 Timelines

The user licenses are expected to be procured before or on 31 August 2026.

2.2 Deliverables

Legal Research Service Subscription for a period of three (3) years.

2.3 Payment Terms

Payment will be made annually over a three-year period; accurate and correct invoices will be paid within 30 days.

3. EVALUATION CRITERIA

The evaluation will be carried out in three Phases:

- Phase 1: Mandatory Requirements (At Closing Stage)
- Phase 2: Functionality Evaluation Criteria
- Phase 3: Price and Specific Goals Evaluation
- Phase 3: Mandatory Requirements (At Award Stage)

3.1 Mandatory Requirement (At RFQ Closing Date)

- i. A service provider who fails to quote fully or according to the price structure/table and scope of work will be disqualified.
- ii. Quotation submitted after the closing date and time will not be considered for evaluation.
- iii. Quotations that are not sent through the procurement central email will not be considered for evaluation.
- iv. Submit a minimum of two verifiable reference/recommendation letters (the letters must not be linked or conflicted with the bidding company) from previous clients where legal subscription service was provided. The letters must have contact details, contact person and be on the letterhead of the previous clients.
- i. Submit ID copies of the owners/directors of the bidding company as reflected on official registration documents e.g CIPC, CSD Report or BBBEE Certificate / Affidavit.

Failure to comply with the above mandatory requirements will lead to disqualification of your quotation.

- ii. NB: Please ensure quotation proposal complies as follows:

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Mandatory Requirements Description	Please mark under Yes/No to ensure compliance with the RFQ	
	Yes	No
Have you quoted fully or according to the price table and scope of work?		
Will the quotation be sent before the closing time and date of the RFQ and to the correct email address?		
Is a minimum of two reference letters submitted?		
Are ID copies of the owners / directors of the bidding company submitted?		

3.2 Functionality Evaluation Criteria

a) Desktop Evaluation

Bid Submissions comply with all mandatory requirements will further be evaluated on functionality due to the nature of the required services, which heavily rely on the bidder's technical capacity and ability to execute the envisaged contract. A bidder will be eliminated from further evaluation if they do not meet or score the minimum threshold of 70 points from the total weight (100 points)

of the functionality criteria. The functionality criteria are set and described as follows:

Criteria		Weight (Points)	
Criterion 1: Years of Experience		35	
Relevant years of experience in providing Legal Research Services. Service providers should submit contact details of previous and current clients who can verify their years of experience.			
1.1	More than 15 years	35	
1.2	From 8 years to 15 years	25	
1.3	Above 2 years but less than 8 years	15	
1.4	2 years or less	0	
Criterion 2: Delivery and Implementation Track Record		35	
Service providers must submit contactable reference letters from clients, in client letterheads and client stamps/signatures, where Legal Research Services successfully delivered including implementation, training support and maintenance.			
2.1	Five (5) or more relevant reference letters submitted	35	
2.2	Three (3) or four (4) relevant reference letters submitted	25	
2.3	One (1) or two (2) relevant reference letters submitted	15	
2.4	No relevant reference letters submitted	0	

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Criterion 3: Update Frequency of Case Law and Statutes Service Providers must provide evidence of the frequency with which case law and statuses are updated.				30	
3.1	Case law and statutes updated in real-time	30			
3.2	Case law and statutes updated daily	20			
3.3	Case law and statutes updated weekly or less than a month	10			
3.4	Case law and statutes updated monthly or longer than a month	0			
Total				100	

b) Demonstration-based Evaluation

Service providers that will pass the functionality evaluation criteria shall be required to demonstrate the capabilities of their tool through a virtual workshop. Only bidders that have obtained a minimum of 80 points from due diligence assessment will be considered for the next phase of the evaluation process (price and specific goals evaluation).

No.	Demonstration of Required Legal Research Capability	Points
1	Speed & Accuracy of Search: Run sample legal queries including filtering, sorting, and relevancy ranking, and assess how relevant and comprehensive the results are. Demonstrate this feature using examples from the following: - Base Legal Research Package - Constitutional Law - Employment/Labour Law - High Court Rulings - Corporate Governance, Risk and Compliance (GRC) - Procurement/ Commercial Law	15 5 5 5 5 5
2	Navigation & Workflow: Observe how: intuitive (logical and easy to use) user interface Navigation, layout, and visual design when locating documents Saving searches, and cross-referencing cases.	5 5 5
3	Document Management: Demonstrate features like	

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	Document organization, annotations, highlighting		5		
	Exporting, and document sharing.		5		
4	Support & Training: Demonstrate				
	Onboarding		5		
	Live training		5		
	Self-help and self-service documentation.		5		
5	Alerts and Updates: Demonstrate				
	Alerts are configured and delivered		5		
	Updates are configured and delivered		5		
6	Mobile Accessibility: Demonstrate				
	Mobile accessibility, including app functionality		5		
	Responsive design		5		
Total			100		

3.3 Price and Specific Goals Evaluation

- Suppliers that will comply with all the mandatory requirements at closing stage will be evaluated further on price (80 points) and specific goals (20 points) in terms of the 80/20 preference points system in line with the Preferential Procurement Regulations, 2022.
- Price will be evaluated on 80 points and 20 points will be allocated to specific goals as illustrated on SBD 6.

3.4 Mandatory Requirements (at Award Stage)

- Non tax compliant Bidders will not be awarded the RFQ.
- Bidders listed in the Register of Restricted Suppliers or in the Tender Defaulters Register from National Treasury will be disqualified.

Failure to comply to the above mandatory requirements will disqualify your quotation.

NB: Please ensure quotation proposal complies as follows:

Mandatory Requirements Description	Please mark under Yes/No to ensure compliance with the RFQ	
	Yes	No
Are your tax matters in order or compliant?		

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Is your business listed on the Register of Restricted Suppliers or on the Tender's Defaulters Register?				

For any clarification

regarding this matter, please contact Moses Shandukani at the email address: Moses.Shandukani@nrwdi.org.za or Manqoba Simelane on 072 693 0381.

Email the quotation to: procurement@nrwdi.org.za

IMPORTANT:

1. Please take note of the different email addresses for clarifications and for submission of your quote. Only quotes submitted to procurement@nrwdi.org.za will be considered for further evaluation.
2. Quotes must be emailed to: procurement@nrwdi.org.za before the closing deadline. Any quotation received after the deadline will not be considered.
3. Orders above R 30 000 will be evaluated according to the 80/20 preference point system and a functionality scorecard, where functionality is applicable.
4. Please indicate if you are ISO 9001:2015 certified Quality Management System.
5. Attach a valid BBBEE certificate or affidavit, if applicable.
6. Complete all SBD forms and send back together with your quotation (SBD 4&6.1)
7. The successful bidder must be registered on the Central Supplier Database except for foreign bidders with no local registered entity.
8. The mailbox capacity per email is 10MB. A bidder may send as many emails as necessary to accommodate all files. All emails must be received before the deadline.
9. The RFQ is subject to the General Conditions of Contract from National Treasury, refer to: http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

Required by:

The National Radioactive Waste
Disposal Institute

Delivery address

7 New Road, Glen Austin AH
Head Office

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Midrand
Gauteng Province

Expected Delivery Date, (to be completed by the Supplier)
(Only a firm delivery date will be accepted)

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

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2.3.1 If so, furnish particulars:

.....
.....
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA).
- 3.7 for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

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.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“black people”** is a generic term which means Africans, Coloureds and Indians—
 - a) who are citizens of the Republic of South Africa by birth or descent; or
 - b) who became citizens of the Republic of South Africa by naturalisation—
 - i) before 27 April 1994; or
 - ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date;
- (b) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (g) **“women”** means a person of female gender who is a citizen of the Republic of South Africa.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_i - P_{min}}{P_{max} - P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration



Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_i - P_{max}}{P_{max}} \right)$$

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Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Maximum number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by Black People: a) 12 points: 91% - 100% ownership by black people. b) 10 points: 75% - 90% ownership by black people.	12	
c) 8 points: 51% to 74% ownership by black people. d) 4 points for 50% and lower ownership by black people. e) 0 points for no ownership by black people.		
Enterprises owned by Women: a) 8 points: 91% - 100% ownership by women. b) 6 points: 75% - 90% ownership by women. c) 4 points: 51% to 74% ownership by women. d) 2 points for 50% and lower ownership by women. e) 0 points for no ownership by women.	8	

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- 4.3 Tenderers must submit documents as valid proof to substantiate points claimed for specific goals, that should include amongst others the Shareholder Certificate/CIPC Company Registration Documents, certified copies of ID for directors, certified copy of B-BBEE certificate/sworn affidavit, CSD report and/or any other documentation.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.4 Name of company/firm.....

4.5 Company registration number:
.....

4.6 TYPE OF COMPANY/ FIRM

- 1 Partnership/Joint Venture / Consortium
- 1 One-person business/sole propriety
- 1 Close corporation
- 1 Public Company
- 1 Personal Liability Company
- 1 (Pty) Limited
- 1 Non-Profit Company
- 1 State Owned Company [TICK APPLICABLE BOX]

4.7 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have —
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....