

FINANCIAL SECTOR CONDUCT AUTHORITY	 Financial Sector Conduct Authority
QUESTION AND ANSWERS	
BID FSCA2023/24-T007-PANEL OF FIRMS: LEGAL SERVICES]	

The following questions were received by the Financial Sector Conduct Authority (FSCA) on bid FSCA2023/24-T007 and are responded to accordingly:

NO.	QUESTION	RESPONSE
1.	How many bids documents are required?	The FSCA requires two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format.
2.	Please advise if there is a new draft SLA for FSCA202324-T007, if so, please can you send us a copy.	No, there will be a new draft SLA on which the successful service providers will be engaged on during contracting stage.
3.	Clarification question: 1. I refer to Part B: Track Record of the firm (Reference Letters) on Page 21 of the abovementioned tender. <i>(The clarity that we seek is on whether the letters need to provide specific dates or is it fine if they refer to a time period)</i>. We also attach the Coca-Cola reference letter as an example.  Reference Letter_Coca-Cola Bevr	The reference letters must be dated and indicate the number of years and date from when the services were rendered by the firm (this should not be more than five (5) years from the date of this bid closing).

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4.	Our firm is in the process of responding to the abovementioned panel. The RFP refers to the Master Service Agreement (MSA) as per paragraph 21.1 page 13 which bidders will need to review and provide comments but its not available as part of the bidding documents (see screen shot below). Can you kindly share with us the MSA to review and provide comments? 	There will be a new draft SLA on which the successful service providers will be engaged on during contracting stage.
5.	With regards to the above-mentioned tender, we would like to query the following: As shown in the screenshot below, the requirement needed is a bit of a challenge to provide as most our cases handled are confidential and therefore we cannot give information regarding the cases. Please advise what else we can include?:	Kindly redact the information which may compromise confidentiality.

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	<table><tr><th>ITEM</th><th>DESCRIPTION</th></tr><tr><td>D. Examples and proof of specific matters dealt with</td><td> D.1. A record of the attendance and a brief summary of instructions/cases attended to/handled by the lead attorney(s) under the identified area(s) of service /scope of work in the last five (5) years prior to the closing date of this request for bid. Note: Proof of such attendance may include notices of set down and other documents showing that the law firm was instructed and attended to the matters </td></tr></table>	ITEM	DESCRIPTION	D. Examples and proof of specific matters dealt with	D.1. A record of the attendance and a brief summary of instructions/cases attended to/handled by the lead attorney(s) under the identified area(s) of service /scope of work in the last five (5) years prior to the closing date of this request for bid. Note: Proof of such attendance may include notices of set down and other documents showing that the law firm was instructed and attended to the matters	
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6.	We hereby request clarity in respect clause of 23.3 of the bid documents, which provides that “Bidders may submit proposals in respect of any one or any combination of no more than three of the following legal service categories” Does the above provision mean that, we can only “tick” a maximum of 3 categories and not more?	Yes. 3 categories are the maximum number, for which you may bid.				

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7	Our firm is a Labour Law Consultancy firm, and our Director is a non-practicing Advocate, who is also a member of the Legal Practice Council (as indicated in the email below). Please indicate whether we fall within the requirements of the bid or if we must be a practicing attorney's firm to bid for this tender?	The FSCA intends appointing legal services providers/firms and not legal Consultancy Firms.
8	We are interested in bidding for the above tender, however we are a consulting firm with a non-practicing advocate as the director. (We have attached a Certificate of Good Standing and Confirmation of Enrolment with the LPC as reference.) We have noted that one of the requirements in this tender is that the firm must be registered with the LPC/ LS. Please advise whether we can submit our bid for the above tender.	The FSCA intends appointing legal services providers/firms and not legal consultancy firms