

TENDER DATA

Project title:	Appointment of Legal firms/ Practitioners to provide legal services to Sentech for a period of three (3) years with the option to extend for a further period of 2 years
Bid no:	SENT-015-2024-25

1. BACKGROUND

Sentech is a State-Owned Company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech hereby invites Service Provider(s) to submit bids for suitably qualified and experienced Legal Firms to be appointed for the provision of Legal Services for a period of 3 (three) years with the option to extend for an additional 2 (two) years. The appointment will be for the following competency areas:

- **Broadcasting and Telecommunications Law**
- **Corporate and Commercial Law (Including Mergers and Acquisitions, Competition Law, Litigation and Collections)**
- **Property Law**
- **Intellectual Property Law**
- **Labour and Employment Law**
- **POPIA**

Each competency area will constitute a separate appointment for that area. There will be preferably 3 appointments in each competency area. Sentech however reserves the right to appoint only 1 (one) or more than 3 (three) Bidder(s) per specific competency area, should it deem necessary.

Sentech invites Bidder(s) from Small Medium and Large Legal Firms to submit bids. Small Firms are defined as firms having 1-3 Directors or Partners and/or Firm with an annual turnover of not more than R10 million. Medium Firms are defined as firms having 4-10 Directors or Partners and/or Firm with an annual turnover greater than R10 million but below R50 million. Large Firms are defined as firms having more than 10 Directors and Partners with an annual turnover greater than R50 million. Bidders are required to state below whether they are Small, Medium or Large Firms.

Each competency area may preferably comprise of the following appointments:

- **One (1) or more Small Legal Firm**
- **One (1) or more Medium Legal Firm**
- **One (1) or more Large Firm**

In certain areas more than 1 Firm may be appointed at Sentech's discretion

All Firms will be categorised according to their Firm Size and ranked by the Qualifying Score obtained during the valuation process. In the event of a TIE in scores in a competency area, Sentech has the discretion to award but will use the following guidelines: 1. If two or more bidders score an equal total number of points, the contract may be awarded to both Bidders that also have the same points for B-BBEE. 2. If functionality is part of the evaluation process and two or more Bidders score equal total points and equal preference points for B-BBEE, the contract will be awarded to the Bidder that scored the highest points for functionality. 3. If two or more Bidders score equal total points in all respects, the award may be awarded to both.

Only Bidder(s) that qualify in terms of all the evaluation criteria will be registered as Preferred Service Provider(s).

Preference will also be given to black female owned firms.

It must be noted that Sentech cannot guarantee successful Bidders(s) any quantum of work as it depends on the nature and timing of incoming legal matters.

FEES, APPOINTMENT AND ALLOCATION OF WORK

Fees

Bidders must include in their responses, fee proposals in respect of the amount and nature of their expected remuneration for the services to be provided by them. In this regard, Bidders are to indicate specific billing arrangements, hourly rates per professional level, details of any proposed discounts and whether the rates are negotiable. PS this is also a key component on the evaluation as Sentech needs to be cost conscious.

UTILISATION GUIDELINE

The allocation of work will be allocated depending on the relevant circumstances of the matter *inter alia*, based on previous involvement in a matter, relevant experience, availability, business urgency, nature and complexity of the matter, proposed estimated cost of the instruction by the Law Firm or Legal Practitioner etc.

The successful Bidders will be briefed/contracted and allocated on an “as and when” required basis. The selection will be on a rotational basis based on numerous factors such as the level of complexity vis-à-vis the Bidder’s experience and/or competency, urgency, availability, conflict of receiving instructions, price and preference; and any other factors that may be relevant at the time. Sentech does not guarantee any quantum of work to any Bidder for the duration of the contract.

Sentech may withdraw a Bidder from the appointed list due to poor performance, non-performance or not adhering to time frame given or for any other reason deemed necessary,

Sentech reserves the right to appoint a Law Firm / Legal Practitioner based on competency and pricing submitted. Sentech reserves the right to expand the number of Law Firms as and when required.

2. SUBMISSION OF BIDS and CLOSING

2.1 This Bid closes on the date and time stipulated on the Notice and Invitation to Bid (SBD1). Bids can be submitted electronically via eTender Portal and / or by hand to the tender box at SENTECH Offices, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

- a) Bidders that opt to deposit their bid documents in the tender box must do so on or before the closing date and time, during working hours only (08:30-15:30). No late submissions will be accepted.
- b) Bidders who opt to submit via the eTender Portal are advised that the eTender Portal has a files size limit of 30MB. Bidders must upload their tender documents timeously. The eTender Portal is available 24hrs a day. No late submissions will be accepted.
- c) It is incumbent on the bidder to ensure that their bids are submitted timeously via the selected method before the closing date and time. Sentech will not take any responsibility of any incomplete submissions or late tenders, for any reason whatsoever.
- d) Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted.

2.2 This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

- a) For manual submissions, Envelope One must consist of "Original Technical Proposal together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single

PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

- b) No Financial Information must be included in Envelope 1.
- c) Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.
- d) Bidders are required to place the sealed Envelope 1 together with the sealed Envelope 2 into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

For Attention:

- **HEAD OF SUPPLY CHAIN MANAGEMENT**
 - **BID REFERENCE NO: ##**
 - **TECHNICAL AND FINANCIAL PROPOSALS**
 - **INSERT CLOSING DATE AND TIME**
 - **BIDDER'S NAME AND ADDRESS**
- e) Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.
 - f) The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.
 - g) The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
 - h) Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
 - i) Late submissions will not be considered.

For online submissions via the Sentech e-Tender portal, submission requirements are directed by the system. Bidders must follow instructions in the bidder's manual.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment. Preference will be given to appointment of Black female owned firms.

8. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder will ensure that persons including (Advocates Junior and/or senior) from the designated group as contemplated in the PPPFA regulations, 2022 sub regulation 9(1); as well as the BBBEE legislation is used where possible to instructions given.

9. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

10. EVALUATION CRITERIA

The evaluation criteria are stipulated in 17 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

11. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

12. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

13. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

Open Procedure	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative Responsiveness Requirements as set out in the list of returnable documents. Bidders who fail to comply with the Administrative Criteria will be disqualified and will not be evaluated further. 2. Stage 2 – Mandatory Functional Evaluation Proposals that are not disqualified during the Administrative Responsive evaluation will be evaluated against the Mandatory Functional Requirements set out in Section 17.1 Bidders who fail to comply with all the requirements set out in Section 17 will be disqualified and not be evaluated further. 3. Stage 3 – Functional Evaluation Proposals that comply with ALL the Mandatory Requirements set out in Section 17.1 will be evaluated against the Functional Criteria as set out in Section 17.2 Bidders need to score a minimum of 78 points or more out of 130 points in order to qualify to be evaluated further. Bidders who fail to meet the overall minimum score of 78/130 required will not qualify to be evaluated further. 4. Stage 4- Risk Assessment Qualifying Tenderers shall undergo a risk assessment. Bidders that have qualified on the basis of achieving the minimum evaluation score may still be disqualified from being evaluated further should the risk assessment so warrant. The risk assessment will be based on any identified risks that arise out of the Bidders' responses. Bidders that qualify based on the risk assessment will be shortlisted for appointment for the provision of legal services. 5. Appointment Bidders who comply fully with the Mandatory Criteria and obtain the minimum threshold points in the Functional Criteria and qualify based on the risk assessment may be appointment for the provision of legal services by qualified Legal Firms for a period of 3 years with the option to renew for a further 2 years. Sentech intends to appoint preferably 3 firms per Competency. Sentech may, at its' sole discretion, have the right to appoint no firms, fewer than 3 firms, or more than 3 firms to each Competency. Sentech may also at its discretion enhance the amount of firms at any stage should it deem necessary.
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14. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.

- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration, and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.

14.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit fee/rate breakdown or indication, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

15. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional Criteria

16. TECHNICAL EVALUATION CRITERIA

16.1. Mandatory Eligibility Criteria

- To be compliant, Bidders must meet ALL the requirements as stated in the relevant paragraph below.
- **BIDDERS WHO DO NOT COMPLY FULLY WITH THE MANDATORY REQUIREMENTS IN TABLE 1 BELOW WILL NOT QUALIFY TO BE EVALUATED FURTHER.**
- Bidders must state “Yes” or “No” in respect of whether they comply or not to the mandatory technical requirements and must attach the **required proof**. If no proof is submitted supporting compliance with the Mandatory Criteria, the Bidder will be deemed as non-compliant and will be automatically disqualified. Bidders are also required to reference their proof to their response as per tender data ie. Annexures A – B.

The following criteria are mandatory for ALL BIDDERS:

Mandatory Technical Requirements	Compliant (Indicate Yes or No)	Attach Proof
Current Law Society Registration Certificate for the Firm		Valid Certificate
Valid Professional Indemnity Insurance Certificate / Letter		Insurance Policy Letter/Certificate

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further

16.2. Functional Criteria

The following criteria will be used to evaluate the bids on functionality criteria.

- Bidders need to score an overall minimum of 78 or more points out of 130 per Competency in order to qualify to be evaluated further.
- Bidders must tick the relevant competency/ies that the firm is bidding for.
- Bidders must complete the functional evaluation schedules and tables for the specific competency they are bidding for.
- Bidders must indicate with a tick (✓) in the spaces provided in the evaluation schedule and table where points will be claimed and must attach the requisite proof.
- Bidders that complete the incorrect schedules and tables will be disqualified and will not be considered for that specific competency in respect of which the error was made.
- All personnel that have been nominated by Bidders in a specific competency must submit and complete CVs in order to be evaluated in terms of the Evaluation Schedules and Scoring in respect of each competency area contained below. CVs must be attached as per the Template provided in Annexure A.

PLEASE TICK AND INDICATE WHICH COMPETENCIES YOU ARE BIDDING FOR

No	COMPETENCY AREA BIDDING FOR	TICK (✓)	Indicate medium large or small firm
1	Broadcasting and Telecommunications Law		
2	Corporate and Commercial Law (Including Mergers and Acquisitions, competition, and Collections)		
3	Property Law		
4	Intellectual Property Law		
5	Labour and Employment Law		
6	POPIA		

16.3 Risk Assessment

All bids that meet the minimum qualifying score for Technical Evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the Bidders individual responses
- Any information received from past references

Sentech may disqualify Bidders based on the outcome of the risk assessment.

PLEASE TICK WHETHER THE TENDERER IS A SMALL, MEDIUM OR LARGE FIRM AND STATE HOW MANY DIRECTORS/PARTNERS THERE ARE IN THE BIDDER/S' FIRM

17. EVALUATION SCHEDULE AND SCORING

Sentech would also like to promote broad based transformation and development of small and medium firms in this industry and as such will appoint firms in the following categories. The Bidder must indicate, in the table below, with a tick (*) the relevant category:

Firm Categories	Definition	PLEASE TICK (*)
Category 1: Small Firms 1-3 Directors/Partners	Firm with an annual turnover of not more than R10 million	
Category 2: Medium Firms (4-10 Directors/Partners	Firm with an annual turnover greater than R10 million but below R50 million	
Category 3: Large Firms more than 11- Directors/Partners	Firm with an annual turnover greater than R50 million	

Note: The Bidder must submit their latest Financial Statements as proof of their annual turnover as confirmed by an independent accountant. Small businesses with no financial history, must submit a letter from their independent accounting firm confirming their financial status and / or projections.

CRITERIA 1: LEGAL FIRM EXPERIENCE: BROADCASTING & TELECOMMUNICATIONS LAW

Bidders will be evaluated on the criteria below and the scoring will be applied according to the tables below. Bidders must ensure that they complete the tables that correspond with their selection.

Bidders **MUST INDICATE BY A TICK (✓)** their firms experience in Broadcasting & Telecommunications Law.

LEGAL FIRM EXPERIENCE				EVIDENCE REQUIRED
Legal Firms Experience: Number of years in Practice in Broadcasting & Telecommunications Law	2-4 years	5-9 years	10 years+	Company profile describing competency area selected
Please Indicate by a Tick (✓) your Firms Experience in Practice at Broadcasting & Telecommunications Law.				
Points Score Allocation:	2 points	4 points	8 points	

CRITERIA 2: QUALIFICATION OF PERSONNEL: BROADCASTING & TELECOMMUNICATIONS LAW

Sentech pre-supposes that each assignment may require a minimum of 2 personnel. Bidders should preferably nominate 2 personnel (1 Director or Partner and 1 Senior Associate) for each competency area in respect of which they are bidding for. Only bidders who supply certified copies of original qualifications and supply proof of the personnel nominated for each competency area can claim the applicable points. **Please Note that no points can be claimed for any non-law related qualifications and a maximum of 25 points can only be awarded.**

Qualification	Director or Partner that will be allocated to Sentech	Senior Associate that will be allocated to Sentech
LLM or Higher	15 points	10 points
LLB; BProc; Biuris	10 points	5 points

Please tick relevant box

Tenders will be awarded points as per the table above for the nominated key personnel according to their qualification. Bidders **MUST COMPLETE** the table below with the names and qualifications of the nominated personnel allocated to Sentech.

NAME OR PERSONNEL NOMINATED	QUALIFICATIONS & COURSES	BROADCASTING & TELECOMMUNICATIONS LAW (Director / Partner) or (Senior Associate)	Attach Qualification & Certificates in Annexure A of your Bid Responses.

The bidder must provide 2 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided for each service category the bidder is bidding for. The bidder must also furnish Sentech with relevant contact details of its key clients for reference check purposes.

CRITERIA 3: KEY PERSONNEL YEARS OF EXPERIENCE: BROADCASTING & TELECOMMUNICATIONS LAW

The table below must be completed for the personnel allocated to Sentech in that particular competency. Please indicate by a Tick (✓) the points you are claiming for in the empty blocks.

NAMES OF THE NOMINATED PERSONNEL	KEY PERSONNEL YEARS OF EXPERIENCE IN BROADCASTING & TELECOMMUNICATIONS LAW							Attach CV's in Annexure A of your Bid Responses.
	Points Score Allocation: Director / Partner	5 points	TICK (✓)	10 points	TICK (✓)	15 points	TICK (✓)	
	Personnel Experience: Number of years in Broadcasting & Telecommunications Law including dealing with the Regulator (ICASA)	2-4 years		5-10 years		10+ years		[Attach CV's demonstrate Years of experience in Broadcasting & Telecommunications Law Reference a page or section in your response where CV is attached]
	Points Score Allocation: Senior Associate for medium and large firms	5 points	TICK (✓)	10 points	TICK (✓)	15 points	TICK (✓)	

	Personnel Experience: Number of years in Broadcasting & Telecommunications Law including interaction with the Regulator	2-4 years		5-10 years		10+ years		
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CRITERIA 4: KEY PERSONEL ALLOCATED TO SENTECH EXPERTISE AND EXPERIENCE: BROADCASTING & TELECOMMUNICATIONS LAW

PLEASE NOTE that in respect of the Broadcasting and Telecommunications Law Competency, Sentech's specific core requirements include the following which need to be addressed:

Please provide a summary of the Partner AND Senior Associate experience and knowledge of the ICT sector that will be working on SENTECH portfolio, with emphasis in Broadcasting and Telecommunications Law, including level of expertise dealing with the ICASA Act, the ECA Act as well as the Regulator (ICASA), the CCC and submissions made on policy and regulations in past year and how will Sentech benefit from such knowledge and experience. Important will be quality of work, availability and turn around times (approximately 1000 words or please add an annexure properly referenced if required) and CCC experience and successes. Also important will be strategic advise on policy and regulations submissions to both the DCDT and Regulator as well as representing SENTECH at the CCC and oral hearings etc.

PS PLEASE ALSO PROVIDE INDICATIVE RATES/PRICING BELOW AS WELL.

Details of experience / projects / legal suit/cases and /or submissions to the Regulator undertaken and the outcome thereof with reference to Broadcasting and Telecommunications Law in terms of the following specific elements: - Legal opinions; Applications for new licences, amendment, renewals and surrender of licences; Preparation of written submissions and representations at oral hearings at the regulator with emphasis on the ECA Act, Broadcasting Act, ICASA Act; Advice and/or papers presented; Representation on behalf of client in Court or at the CCC. As well as experience in drafting OTT, Satellite, Broadband and broadcasting agreements (Max 3 references).

Please provide an indication of the Partner's and Senior Associate's turnaround times that Sentech may expect when briefed.

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Scores under Criteria 4 will be awarded on the following basis:

Assessment of response under relevant category	Scoring
Excellent. Exceeds expectations. Demonstrates clear understanding of issues/questions & expands on the response sought. Excellent turnaround times.	35

Good. Meets expectations / Demonstrates understanding of the issue & some thought in framing a response. Good indicative turnaround times.	20
Satisfactory. Meets expectations /standardised response / no attempt to customise / minor reservations. Satisfactory indicative turnaround times.	10
Poor. Does not meet expectations. Response is weak & does not fully address the issue. Some reservation. Long indicative turnaround times.	5
Very Poor. Is insufficient / irrelevant & requires evaluator to make assumptions. Does not answer the question / issue.	3
Unacceptable. No attempt to address the question.	0

CRITERIA 5: ACCESSABILITY AND AVAILABILITY OF ALLOCATED DIRECTORS/PARTNERS AND SENIOR ASSOCIATES: BROADCASTING & TELECOMMUNICATIONS LAW

Office Hours (Mon – Fri 8:00 to 16:30)	5 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) PLUS After Hours	10 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) plus After Hours plus Weekends and Public Holidays	15 points	TICK (✓)	

CRITERIA 1: LEGAL FIRM EXPERIENCE: CORPORATE AND COMMERCIAL LAW

Bidders will be evaluated on the criteria below and the scoring will be applied according to the tables below. Bidders must ensure that they complete the tables that correspond with their selection.

Bidders **MUST INDICATE BY A TICK (✓)** their firms experience in Corporate and Commercial Law

LEGAL FIRM EXPERIENCE				EVIDENCE REQUIRED
Legal Firms Experience: Number of years in Practice in Corporate and Commercial Law	2-4 years	5-9 years	10 years+	Company profile describing competency area selected
Please Indicate by a Tick (✓) your Firms Experience in Practice at Corporate and Commercial Law				
Points Score Allocation:	2 points	3 points	5 points	

CRITERIA 2: QUALIFICATION OF PERSONNEL: CORPORATE AND COMMERCIAL LAW

Sentech pre-supposes that each assignment may require a minimum of 2 personnel. Bidders should preferably nominate 2 personnel (1 Director or Partner and 1 Senior Associate) for each competency area in respect of which they are bidding for. Only bidders who supply certified copies of original qualifications and supply proof of the personnel nominated for each competency area can claim the applicable points. **Please Note that no points can be claimed for any non-Law related qualifications and a maximum of 25 points can only be awarded.**

Qualification	Director or Partner that will be allocated to Sentech	Senior Associate that will be allocated to Sentech in case of medium and large firms
LLM or Higher	10 points	10 points
LLB; BProc; Biuris	5 points	5 points

Please tick relevant box

Bidders will be awarded points as per the table above for the nominated key personnel according to their qualification. Bidders MUST COMPLETE the table below with the names and qualifications of the nominated personnel allocated to Sentech.

NAME OR PERSONNEL NOMINATED	QUALIFICATIONS & COURSES	CORPORATE AND COMMERCIAL LAW (Director / Partner) or (Senior Associate)	Attach Qualification & Certificates in Annexure A of your Bid Reponses.

The bidder must provide 2 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided for each service category the bidder is bidding for. The bidder must also furnish Sentech with relevant contact details of its key clients for reference check purposes.

CRITERIA 3: KEY PERSONNEL YEARS OF EXPERIENCE: CORPORATE AND COMMERCIAL LAW

The table below must be completed for the personnel allocated to Sentech in that particular competency. Please indicate by a Tick (✓) the points you are claiming for in the empty blocks.

NAMES OF THE NOMINATED PERSONNEL	KEY PERSONNEL THAT WILL BE ASSIGNED TO SENTECH: YEARS OF EXPERIENCE IN CORPORATE AND COMMERCIAL LAW							Attach CV's in Annexure A of your Bid Reponses.
	Points Score Allocation: Director / Partner	5 points	TICK (✓)	10 points	TICK (✓)	15 points	TICK (✓)	
	Personnel Experience: Number of years in Corporate and Commercial Law	2-4 years		5-10 years		10+ years		[Attach CV's demonstrate Years of experience in Corporate and Commercial Law Reference a page or section in your response where CV is attached]
	Points Score Allocation: Senior Associate for medium and large firms	5 points	TICK (✓)	10 points	TICK (✓)	15 points	TICK (✓)	
	Personnel Experience: Number of years in Corporate and Commercial Law	2-4 years		5-10 years		10+ years		

CRITERIA 4: KEY PERSONEL ALLOCATED TO SENTECH EXPERTISE AND EXPERIENCE: CORPORATE AND COMMERCIAL LAW

PLEASE NOTE that in respect of the **CORPORATE AND COMMERCIAL LAW** Sentech's specific core requirements include the following which need to be addressed:

Please provide a summary of the Partner AND Senior Associate experience and knowledge of Corporate and Commercial Law, including Mergers and Acquisitions, competition law, collection success rate and litigation in Commercial law, Competition law and ICT contracts and the success rate therein. Please include how will Sentech benefit from such knowledge and experience and what value add will be gained by SENTECH based on your knowledge and experience. Important will be quality of work, availability and turn-around times (approximately 1000 words or please add an annexure properly referenced if required)

Details of experience / projects / legal suit / cases, litigations undertaken and the outcome thereof with reference to Corporate and Commercial Law in terms of the following specific elements: Also experience and work done in areas of Mergers and Acquisitions, Broadcasting/signal distribution contracts including commercial contracts experience and exposure. Please show the value add and benefit that will be derived by SENTECH as well as any innovative service offered including what service delivery that will be given. (Max 3 references). Please provide an indication of the Partner's and Senior Associate's turnaround times that Sentech may expect when briefed.
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Scores under Criteria 4 will be awarded on the following basis:

Assessment of response under relevant category	Scoring
Excellent. Exceeds expectations. Demonstrates clear understanding of issues/questions & expands on the response sought. Excellent turnaround times.	35
Good. Meets expectations / Demonstrates understanding of the issue & some thought in framing a response. Good indicative turnaround times.	20
Satisfactory. Meets expectations /standardised response / no attempt to customise / minor reservations. Satisfactory indicative turnaround times.	10
Poor. Does not meet expectations. Response is weak & does not fully address the issue. Some reservation. Long indicative turnaround times.	5
Very Poor. Is insufficient / irrelevant & requires evaluator to make assumptions. Does not answer the question / issue.	3
Unacceptable. No attempt to address the question.	0

CRITERIA 5: ACCESSABILITY AND AVAILABILITY OF ALLOCATED DIRECTORS/PARTNERS AND SENIOR ASSOCIATES: CORPORATE AND COMMERCIAL LAW

Office Hours (Mon – Fri 8:00 to 16:30)	5 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) PLUS After Hours	10 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) plus After Hours plus Weekends and Public Holidays	15 points	TICK (✓)	

CRITERIA 1: LEGAL FIRM EXPERIENCE: PROPERTY LAW

Bidders will be evaluated on the criteria below and the scoring will be applied according to the tables below. Bidders must ensure that they complete the tables that correspond with their selection.

Bidders **MUST INDICATE BY A TICK (✓)** their firms experience in **PROPERTY LAW**

LEGAL FIRM EXPERIENCE				EVIDENCE REQUIRED
Legal Firms Experience: Number of years in Practice in Property Law	2-4 years	5-9 years	10 years+	Company profile describing competency
Please Indicate by a Tick (✓) your Firms Experience in Practice at Property Law				
Points Score Allocation:	2 points	3 points	5 points	

CRITERIA 2: QUALIFICATION OF PERSONNEL: PROPERTY LAW

Sentech pre-supposes that each assignment may require a minimum of 2 personnel. Bidders should preferably nominate 2 personnel (1 Director or Partner and 1 Senior Associate) for each competency area in respect of which they are bidding for. Only bidders who supply certified copies of original qualifications and supply proof of the personnel nominated for each competency area can claim the applicable points. **Please Note that no points can be claimed for any non-Law related qualifications and a maximum of 25 points can only be awarded.**

Qualification	Director or Partner that will be allocated to Sentech	Senior Associate that will be allocated to Sentech
LLM or Higher or admitted conveyancer	15 points	10 points
LLB; BProc; Biuris	10 points	5 points

Please tick relevant box

Bidders will be awarded points as per the table above for the nominated key personnel according to their qualification. Bidders **MUST COMPLETE** the table below with the names and qualifications of the nominated personnel allocated to Sentech.

NAME OR PERSONNEL NOMINATED	QUALIFICATIONS & COURSES	PROPERTY LAW (Director / Partner) or (Senior Associate)	Attach Qualification & Certificates in Annexure A of
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			your Bid Reponses.

The bidder must provide 2 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided for each service category the bidder is bidding for. The bidder must also furnish Sentech with relevant contact details of its key clients for reference check purposes.

CRITERIA 3: KEY PERSONNEL YEARS OF EXPERIENCE: PROPERTY LAW

The table below must be completed for the personnel allocated to Sentech in that particular competency. Please indicate by a Tick (✓) the points you are claiming for in the empty blocks.

NAMES OF THE NOMINATED PERSONNEL	KEY PERSONNEL YEARS OF EXPERIENCE IN PROPERTY LAW							Attach CV's in Annexure A of your Bid Reponses.
	Points Score Allocation: Director / Partner	15 points	TICK (✓)	20 points	TICK (✓)	30 points	TICK (✓)	
	Personnel Experience: Number of years in Property Law	2-4 years		5-10 years		10+ years		[Attach CV's demonstrate Years of experience in Property Law Reference a page or section in your response where CV is attached]
	Points Score Allocation: Senior Associate	10 points	TICK (✓)	15 points	TICK (✓)	20 points	TICK (✓)	
	Personnel Experience: Number of years in Property Law	2-4 years		5-10 years		10+ years		

CRITERIA 4: KEY PERSONEL ALLOCATED TO SENTECH EXPERTISE AND EXPERIENCE: PROPERTY LAW

PLEASE NOTE that in respect of the Property Law Sentech's specific core requirements include the following which need to be addressed:

Please provide a summary of the Partner AND/OR Senior Associate experience and knowledge in Property Law with emphasis on property issues related to ICT broadcasting and telecoms sector. Also show how will Sentech benefit from such knowledge and experience taking into account SENTECH owns, leases to and from 3rd parties, rezones and requires servitudes. (approximately 1000 words or please add an annexure properly referenced if required)

Details of experience / projects / legal suit / cases, property transfers, details of a full turnaround service with regard to property purchases and sales including zoning, rezoning, dealing with servitudes site surveys etc undertaken and the outcome thereof with reference to Property Law in terms of the following specific elements: - Also indicate the value proposition that Sentech will receive. (Max 3 references).

Please provide an indication of the Partner's and Senior Associate's turnaround times that Sentech may expect when briefed.

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Scores under Criteria 4 will be awarded on the following basis:

Assessment of response under relevant category	Scoring
Excellent. Exceeds expectations. Demonstrates clear understanding of issues/questions & expands on the response sought. Excellent turnaround times.	35
Good. Meets expectations / Demonstrates understanding of the issue & some thought in framing a response. Good indicative turnaround times.	20
Satisfactory. Meets expectations /standardised response / no attempt to customise / minor reservations. Satisfactory indicative turnaround times.	10
Poor. Does not meet expectations. Response is weak & does not fully address the issue. Some reservation. Long indicative turnaround times.	5
Very Poor. Is insufficient / irrelevant & requires evaluator to make assumptions. Does not answer the question / issue.	3
Unacceptable. No attempt to address the question.	0

CRITERIA 5: ACCESSABILITY AND AVAILABILITY OF ALLOCATED DIRECTORS/PARTNERS AND SENIOR ASSOCIATES: PROPERTY LAW

Office Hours (Mon – Fri 8:00 to 16:30)	5 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) PLUS After Hours	10 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) plus After Hours plus Weekends and Public Holidays	15 points	TICK (✓)	

CRITERIA 1: LEGAL FIRM EXPERIENCE: INTELLECTUAL PROPERTY LAW

Bidders will be evaluated on the criteria below and the scoring will be applied according to the tables below. Bidders must ensure that they complete the tables that correspond with their selection.

Bidders MUST INDICATE BY A TICK (✓) their firms experience in INTELLECTUAL PROPERTY LAW

LEGAL FIRM EXPERIENCE				EVIDENCE REQUIRED
Legal Firms Experience: Number of years in Practice in Intellectual Property Law	2-4 years	5-9 years	10 years+	Company profile describing competency
Please Indicate by a Tick (✓) your Firms Experience in Practice at Intellectual Property Law				
Points Score Allocation:	2 points	3 points	5 points	

CRITERIA 2: QUALIFICATION OF PERSONNEL: INTELLECTUAL PROPERTY LAW

Sentech pre-supposes that each assignment may require a minimum of 2 personnel. Bidders should preferably nominate 2 personnel (1 Director or Partner and 1 Senior Associate) for each competency area in respect of which they are bidding for. Only bidders who supply certified copies of original qualifications and supply proof of the personnel nominated for each competency area can claim the applicable points. **Please Note that no points can be claimed for any non-Law related qualifications and a maximum of 25 points can only be awarded.**

Qualification	Director or Partner that will be allocated to Sentech	Senior Associate that will be allocated to Sentech
LLM or Higher	15 points	10 points
LLB; BProc; Biuris	10 points	5 points

Please tick relevant box

Bidders will be awarded points as per the table above for the nominated key personnel according to their qualification. Bidders MUST COMPLETE the table below with the names and qualifications of the nominated personnel allocated to Sentech.

NAME OR PERSONNEL NOMINATED	QUALIFICATIONS & COURSES	INTELLECTUAL PROPERTY LAW (Director / Partner) or (Senior Associate)	Attach Qualification & Certificates in Annexure A of your Bid Responses.

The bidder must provide 2 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided for each service category the bidder is bidding for. The bidder must also furnish Sentech with relevant contact details of its key clients for reference check purposes.

CRITERIA 3: KEY PERSONNEL YEARS OF EXPERIENCE: INTELLECTUAL PROPERTY LAW

The table below must be completed for the personnel allocated to Sentech in that particular competency. Please indicate by a Tick (✓) the points you are claiming for in the empty blocks.

NAMES OF THE NOMINATED PERSONNEL	KEY PERSONNEL YEARS OF EXPERIENCE IN INTELLECTUAL PROPERTY LAW	Attach CV's in Annexure A of your Bid Responses.

	Points Score Allocation: Director / Partner	15 points	TICK (✓)	20 points	TICK (✓)	30 points	TICK (✓)	
	Personnel Experience: Number of years in Intellectual Property Law	2-4 years		5-10 years		10+ years		[Attach CV's demonstrate Years of experience in Intellectual Property Law Reference a page or section in your response where CV is attached]
	Points Score Allocation: Senior Associate	10 points	TICK (✓)	15 points	TICK (✓)	20 points	TICK (✓)	
	Personnel Experience: Number of years in Intellectual Property Law	2-4 years		5-10 years		10+ years		

CRITERIA 4: KEY PERSONEL ALLOCATED TO SENTECH EXPERTISE AND EXPERIENCE: INTELLECTUAL PROPERTY LAW

PLEASE NOTE that in respect of the INTELLECTUAL PROPERTY LAW Sentech's specific core requirements include the following which need to be addressed:

Please provide a summary of the Partner AND Senior Associate experience and knowledge in Intellectual Property Law with specific emphasis on the ICT (Broadcasting and Telecoms sector), including how will Sentech benefit from such knowledge and experience (approximately 1000 words or please add an annexure properly referenced if required) also key will be what system and technology the company has in place to ensure up to date monitoring and registration of IP and what value add will be derived by SENTECH in the use of your services.
Details of experience / projects / legal suit / cases undertaken and the outcome thereof with reference to Intellectual Property Law Also indicate the mechanisms, systems and processes in place that will offer Sentech an advance offering in terms of protection of Sentech registered IP rights and possible infringement notifications etc. Also indicate all other relevant points that will enhance the service offering to Sentech for intellectual property administration etc. (Max 3 references). Please provide an indication of the Partner's and Senior Associate's turnaround times that Sentech may expect when briefed.
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Scores under Criteria 4 will be awarded on the following basis:

Assessment of response under relevant category	Scoring
Excellent. Exceeds expectations. Demonstrates clear understanding of issues/questions & expands on the	35

response sought. Provides excellent mechanisms processes and systems in place with respect to IP protections and rights. Excellent turnaround times.	
Good. Meets expectations / Demonstrates understanding of the issue & some thought in framing a response. Provides good mechanisms processes and systems in place with respect to IP protections and rights. Good indicative turnaround times.	20
Satisfactory. Meets expectations /standardised response / no attempt to customise / minor reservations Provides satisfactory mechanisms processes and systems in place with respect to IP protections and rights. Satisfactory indicative turnaround times.	10
Poor. Does not meet expectations. Response is weak & does not fully address the issue. Some reservation. Very little IP protection systems in place. Long indicative turnaround times.	5
Very Poor. Is insufficient / irrelevant & requires evaluator to make assumptions. No systems in place to protect IP rights. Does not answer the question / issue.	3
Unacceptable. No attempt to address the question.	0

CRITERIA 5: ACCESSABILITY AND AVAILABILITY OF ALLOCATED DIRECTORS/PARTNERS AND SENIOR ASSOCIATES: INTELLECTUAL PROPERTY LAW

Office Hours (Mon – Fri 8:00 to 16:30)	5 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) PLUS After Hours	10 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) plus After Hours plus Weekends and Public Holidays	15 points	TICK (✓)	

CRITERIA 1: LEGAL FIRM EXPERIENCE: LABOUR AND EMPLOYMENT LAW

Bidders will be evaluated on the criteria below and the scoring will be applied according to the tables below. Bidders must ensure that they complete the tables that correspond with their selection.

Bidders MUST INDICATE BY A TICK (✓) their firms experience in LABOUR AND EMPLOYMENT LAW

LEGAL FIRM EXPERIENCE				EVIDENCE REQUIRED
Legal Firms Experience: Number of years in Practice in Labour and Employment Law	2-4 years	5-9 years	10 years+	Company profile describing competency
Please Indicate by a Tick (✓) your Firms Experience in Practice at Labour and Employment Law				
Points Score Allocation:	2 points	3 points	5 points	

CRITERIA 2: QUALIFICATION OF PERSONNEL: LABOUR AND EMPLOYMENT LAW

Sentech pre-supposes that each assignment may require a minimum of 2 personnel. Bidders should preferably nominate 2 personnel (1 Director or Partner and 1 Senior Associate) for each competency area in respect of which they are bidding for. Only bidders who supply certified copies of original qualifications and supply proof of the personnel nominated for each competency area can claim the applicable points. **Please Note that no points can be claimed for any non-Law related qualifications and a maximum of 25 points can only be awarded.**

Qualification	Director or Partner that will be allocated to Sentech	Senior Associate that will be allocated to Sentech
LLM or Higher	15 points	10 points
LLB; BProc; Biuris	10 points	5 points

Please tick relevant box

Bidders will be awarded points as per the table above for the nominated key personnel according to their qualification. Tenderers **MUST COMPLETE** the table below with the names and qualifications of the nominated personnel allocated to Sentech.

NAME OR PERSONNEL NOMINATED	QUALIFICATIONS & COURSES	LABOUR AND EMPLOYMENT LAW (Director / Partner) or (Senior Associate)	Attach Qualification & Certificates in Annexure A of your Bid Responses.

The bidder must provide 2 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided for each service category the bidder is bidding for. The bidder must also furnish Sentech with relevant contact details of its key clients for reference check purposes.

CRITERIA 3: KEY PERSONNEL YEARS OF EXPERIENCE: LABOUR AND EMPLOYMENT LAW

The table below must be completed for the personnel allocated to Sentech in that particular competency. Please indicate by a Tick (✓) the points you are claiming for in the empty blocks.

NAMES OF THE NOMINATED PERSONNEL	KEY PERSONNEL YEARS OF EXPERIENCE IN LABOUR AND EMPLOYMENT LAW							Attach CV's in Annexure A of your Bid Responses.
	Points Score Allocation: Director / Partner	15 points	TICK (✓)	20 points	TICK (✓)	30 points	TICK (✓)	
	Personnel Experience: Number of years in Labour and Employment Law	2-4 years		5-10 years		10+ years		[Attach CV's demonstrate Years of experience in Labour and Employment Law Reference a page or section in your response where CV is attached]
	Points Score Allocation: Senior Associate	10 points	TICK (✓)	15 points	TICK (✓)	20 points	TICK (✓)	
	Personnel Experience: Number of years Labour and Employment Law	2-4 years		5-10 years		10+ years		

CRITERIA 4: KEY PERSONEL ALLOCATED TO SENTECH EXPERTISE AND EXPERIENCE: LABOUR AND EMPLOYMENT LAW

PLEASE NOTE that in respect of the Labour and Employment LAW Sentech's specific core requirements include the following which need to be addressed:

Please provide a summary of the Partner AND Senior Associate experience and knowledge in Labour and Employment Law, including how will Sentech benefit from such knowledge and experience. Provide information of any articles, books, papers, seminars provided or delivered (approximately 1000 words or please add an annexure properly referenced if required) as well as what value add will SENTECH derive from the provision of services by yourselves. Include rate of success in CCMA , Labour court matters etc.

Details of experience / projects / legal suit / cases undertaken and the outcome thereof with reference to Labour and Employment Law. Also indicate experience in dealing with various aspects of LRA, bargaining councils, strikes lock outs, union negotiations etc and the value proposition that Sentech would derive, Representation on behalf of client in Labour Court or at the CCMA. (Max 3 references). Please provide an indication of the Partner's and Senior Associate's turnaround times that Sentech may expect when briefed.
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Scores under Criteria 4 will be awarded on the following basis:

Assessment of response under relevant category	Scoring
Excellent. Exceeds expectations. Demonstrates clear understanding of issues/questions & expands on the response sought. Excellent turnaround times.	35
Good. Meets expectations / Demonstrates understanding of the issue & some thought in framing a response. Good indicative turnaround times.	20
Satisfactory. Meets expectations /standardised response / no attempt to customise / minor reservations. Satisfactory indicative turnaround times.	10
Poor. Does not meet expectations. Response is weak & does not fully address the issue. Some reservation. Long indicative turnaround times.	5
Very Poor. Is insufficient / irrelevant & requires evaluator to make assumptions. Does not answer the question / issue.	3
Unacceptable. No attempt to address the question.	0

CRITERIA 5: ACCESSABILITY AND AVAILABILITY OF ALLOCATED DIRECTORS/PARTNERS AND SENIOR ASSOCIATES: LABOUR AND EMPLOYMENT LAW

Office Hours (Mon – Fri 8:00 to 16:30)	5 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) PLUS After Hours	10 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) plus After Hours plus Weekends and Public Holidays	15 points	TICK (✓)	

CRITERIA 1: LEGAL FIRM EXPERIENCE: POPIA

Bidders will be evaluated on the criteria below and the scoring will be applied according to the tables below. Bidders must ensure that they complete the tables that correspond with their selection.

Bidders **MUST INDICATE BY A TICK (✓)** their firms experience in POPIA

LEGAL FIRM EXPERIENCE				EVIDENCE REQUIRED
Legal Firms Experience: Number of years in the area of POPIA	2-4 years	5-9 years	10 years+	Company profile describing competency
Please Indicate by a Tick (✓) your Firms Experience in Practice at POPIA				
Points Score Allocation:	2 points	3 points	5 points	

CRITERIA 2: QUALIFICATION OF PERSONNEL: POPIA

Sentech pre-supposes that each assignment may require a minimum of 2 personnel. Bidders should preferably nominate 2 personnel (1 Director or Partner and 1 Senior Associate) for each competency area in respect of which they are bidding for. Only bidders who supply certified copies of original qualifications and supply proof of the personnel nominated for each competency area can claim the applicable points. **Please Note that no points can be claimed for any non-Law related qualifications and a maximum of 25 points can only be awarded.**

Qualification	Director or Partner that will be allocated to Sentech	Senior Associate that will be allocated to Sentech
LLM or Higher	15 points	10 points
LLB; BProc; Biuris	10 points	5 points

Please tick relevant box

Bidders will be awarded points as per the table above for the nominated key personnel according to their qualification. Tenderers **MUST COMPLETE** the table below with the names and qualifications of the nominated personnel allocated to Sentech.

NAME OR PERSONNEL NOMINATED	QUALIFICATIONS & COURSES	POPIA (Director / Partner) or (Senior Associate)	Attach Qualification & Certificates in Annexure A of your Bid Responses.
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The bidder must provide 2 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided for each service category the bidder is bidding for. The bidder must also furnish Sentech with relevant contact details of its key clients for reference check purposes.

CRITERIA 3: KEY PERSONNEL YEARS OF EXPERIENCE: POPIA

The table below must be completed for the personnel allocated to Sentech in that particular competency. Please indicate by a Tick (✓) the points you are claiming for in the empty blocks.

NAMES OF THE NOMINATED PERSONNEL	KEY PERSONNEL YEARS OF EXPERIENCE IN POPIA							Attach CV's in Annexure A of your Bid Responses.
	Points Score Allocation: Director / Partner	15 points	TICK (✓)	20 points	TICK (✓)	30 points	TICK (✓)	
	Personnel Experience: Number of years in POPIA	2-4 years		5-10 years		10+ years		[Attach CV's demonstrate Years of experience in POPIA Reference a page or section in your response where CV is attached]
	Points Score Allocation: Senior Associate	10 points	TICK (✓)	15 points	TICK (✓)	20 points	TICK (✓)	
	Personnel Experience: Number of years POPIA	2-4 years		5-10 years		10+ years		

CRITERIA 4: KEY PERSONEL ALLOCATED TO SENTECH EXPERTISE AND EXPERIENCE: POPIA

PLEASE NOTE that in respect of POPIA's Sentech's specific core requirements include the following which need to be addressed:

Please provide a summary of the Partner AND Senior Associate experience and knowledge in POPIA, including how will Sentech benefit from such knowledge and experience. Provide information of any articles, books, papers, seminars provided or delivered (approximately 1000 words or please add an annexure properly referenced if required) as well as what value add will SENTECH derive from the provision of services by yourselves. Important is to show how will it ensure SENTECH is POPIA compliant as well as keeping up to date with the relevant POPIA list of compliance documentation and templates etc.

Details of experience / projects / legal suit / cases undertaken and the outcome thereof with reference to
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POPIA. (Max 3 references).

Please provide an indication of the Partner's and Senior Associate's turnaround times that Sentech may expect when briefed.

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Scores under Criteria 4 will be awarded on the following basis:

Assessment of response under relevant category	Scoring
Excellent. Exceeds expectations. Demonstrates clear understanding of issues/questions & expands on the response sought. Excellent turnaround times.	35
Good. Meets expectations / Demonstrates understanding of the issue & some thought in framing a response. Good indicative turnaround times.	20
Satisfactory. Meets expectations /standardised response / no attempt to customise / minor reservations. Satisfactory indicative turnaround times.	10
Poor. Does not meet expectations. Response is weak & does not fully address the issue. Some reservation. Long indicative turnaround times.	5
Very Poor. Is insufficient / irrelevant & requires evaluator to make assumptions. Does not answer the question / issue.	3
Unacceptable. No attempt to address the question.	0

CRITERIA 5: ACCESSABILITY AND AVAILABILITY OF ALLOCATED DIRECTORS/PARTNERS AND SENIOR ASSOCIATES: POPIA

Office Hours (Mon – Fri 8:00 to 16:30)	5 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) PLUS After Hours	10 points	TICK (✓)	
Office Hours (Mon – Fri 8:00 to 16:30) plus After Hours plus Weekends and Public Holidays	15 points	TICK (✓)	

ANNEXURE A - CV Template

Name / Surname	
Current Position in Firm	
Qualifications Held	
Year of Qualification Achieved	
Competency Nominated For	

Max 9 Assignments to be noted: Assignments should be in relation to the Competency being nominated for.

Client	Role in Project	Start Date of Assignment	Summary Description of Activities conducted during Assignment (max 200words)

ANNEXURE B

Sentech requires a first point of contact who will act as a Key Account Manager. This individual will be responsible to receive instructions for each Competency being tendered for. Please provide Sentech with the details of the Key Account Manager and the personnel assistant.

KEY ACCOUNT MANAGER

Name			
Position			
Telephone		Facsimile	
Cell			
e-mail address			

PERSONNEL ASSISTANT TO KEY ACCOUNT MANAGER

Name			
Position			
Telephone		Facsimile	
Cell			
e-mail address			

18. Declaration

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this Tender Data is understood.

Signed	Date
_____	_____
Name	Position
_____	_____
Tenderer	

19. Risk Assessment

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the tenderers' individual responses
- Any information received from past references

Sentech may disqualify tenderers based on the outcome of the risk assessment.

20. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

21. Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.
Total Points	20	

22. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[\frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

Ps = Points scored for price of bid under consideration
Pt = Rand value of bid under consideration
Pmin = Rand value of lowest acceptable bid

23. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation