



the doj & cd

**Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA**

**TENDER DOCUMENT FOR
SABINET ONLINE (PTY) LTD**

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF SUBSCRIPTION SERVICES FOR A LEGAL LIBRARY COMPRISING OF : LOCAL ONLINE, ELECTRONIC AND PRINTED FOR THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT, OFFICE OF THE CHIEF JUSTICE (OCJ), LEGAL AID SOUTH AFRICA, NATIONAL PROSECUTING AUTHORITY (NPA), SPECIAL INVESTIGATING (SIU) AND THE PUBLIC PROTECTOR FOR A PERIOD OF THREE YEARS.

REQUEST FOR BID

RFB 2019 03

ISSUE DATE:

16 AUGUST 2019

CLOSING DATE AND TIME:

13 SEPTEMBER 2019 AT 11:00

COMPULSORY BRIEFING SESSION:

Date : 26 AUGUST 2019 (Monday)

Time : 10:00 am

Venue : National Department of Justice and Constitutional Development, Momentum Building, 329 Pretorius Street, Pretoria 0001, Auditorium 1

1 | RFB: 2019 03 VIRTUAL LIBRARY SERVICES

SECTION 1: INVITATION TO BID AND BIDDER'S PARTICULARS

BID NUMBER	CLOSING DATE	CLOSING TIME
RFB: 2019 03	13 SEPTEMBER 2019 (Friday)	11:00

1. INVITATION TO BID – SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

BID NUMBER:	RFB: 2019 03	CLOSING DATE:	13 SEPTEMBER 2019 (Friday)	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF SUBSCRIPTION SERVICES FOR A LEGAL LIBRARY COMPRISING OF : LOCAL ONLINE, ELECTRONIC AND PRINTED FOR THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT, OFFICE OF THE CHIEF JUSTICE (OCJ), LEGAL AID SOUTH AFRICA, NATIONAL PROSECUTING AUTHORITY (NPA), SPECIAL INVESTIGATING (SIU) AND THE PUBLIC PROTECTOR FOR A PERIOD OF THREE YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: Momentum Building, 329 Pretorius Street, Pretoria 0001, at the Reception, East Tower

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN			

(CCA) AND NAME THE APPLICABLE IN THE TICK BOX	ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes [IF YES ENCLOSE PROOF]	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT	CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	SCM@justice.gov.za
E-MAIL ADDRESS	SCM@justice.gov.za		

SECTION 2 TERMS AND CONDITIONS FOR BIDDING

(i) BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

(ii) TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

(iii) QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

SECTION 3 - SCM PRE COMPLIANCE CHECK APPLICABLE TO THIS BID

Without limiting the generality of the Department other critical requirements on this Bid, bidder(s) must submit the documents listed in below table. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on SCM compliance with the listed administration and mandatory bid requirements. The bidder(s) proposals will be regarded as non-compliance of the document where the requirement is **YES**.

DOCUMENT THAT MUST BE SUBMITTED AND COMPLY WITH AS PART OF SCM PRE EVALUATION		
COMPULSORY BRIEFING SESSION	YES	<ul style="list-style-type: none"> A compulsory briefing session will be held on a specified date as indicated in this RFB. Failure of the prospective bidders to attend the compulsory briefing session will invalidate the prospective bidders bid. An original briefing certificate of attendance will be issued to prospective bidders that attended the compulsory briefing session, which must be included in the envelope of the technical proposal, upon the lodgement of the bid. Failing to submit the signed certificate of attendance in the prescribed manner will invalidate the prospective bidders bid proposal.
INVITATION TO BID – SBD 1	YES	<ul style="list-style-type: none"> Complete and sign the supplied pro forma document
DECLARATION OF INTEREST – SBD 4	YES	<ul style="list-style-type: none"> Complete and sign the supplied pro forma document
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PPR 2017- SBD 6.1	YES	<ul style="list-style-type: none"> Complete and sign the supplied pro forma document
DECLARATION OF BIDDER'S PAST SCM PRACTICES – SBD 8	YES	<ul style="list-style-type: none"> Complete and sign the supplied pro forma document

DOCUMENT THAT MUST BE SUBMITTED AND COMPLY WITH AS PART OF SCM PRE EVALUATION

<p>CERTIFICATE OF INDEPENDENT BID DETERMINATION – SBD 9</p>	<p>YES</p>	<ul style="list-style-type: none"> • Complete and sign the supplied pro forma document
<p>REGISTRATION ON CENTRAL SUPPLIER DATABASE (CSD)</p>	<p>NO</p>	<ul style="list-style-type: none"> • The bidder must be registered as on the Central Supplier Database (CSD). If your institution is not registered, please proceed to complete the registration of your company prior to submitting your Bid. Visit https://secure.csd.gov.za/ to obtain your vendor number. • Submit a recent detailed proof of CSD report.
<p>GOOD STANDING ON TAX AFFAIRS</p>	<p>NO</p>	<ul style="list-style-type: none"> • The bidder must be in good standing with SARS in respect of any relevant legislative tax commitments and must provide together with the bid response a SARS pin number for verification purposes.
<p>ANNEXURE C ONLINE LOCAL PUBLICATIONS</p>	<p>YES</p>	<ul style="list-style-type: none"> • To be fully Completed

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person
connected to the bidder is employed :.....
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.
.....
.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 of above R50 000 000 (all applicable taxes included)

- 1.2 a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFB 2019 03: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF SUBSCRIPTION SERVICES FOR A LEGAL LIBRARY COMPRISING OF : LOCAL ONLINE, ELECTRONIC AND PRINTED FOR THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT, OFFICE OF THE CHIEF JUSTICE (OCJ), LEGAL AID SOUTH AFRICA, NATIONAL PROSECUTING AUTHORITY (NPA), SPECIAL INVESTIGATING (SIU) AND THE PUBLIC PROTECTOR FOR A PERIOD OF THREE YEARS.

in response to the invitation for the bid made by:

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any

competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 **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.**

10. 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) 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

GCC - GENERAL CONDITIONS OF CONTRACT (GCC)

GCC FOR GOVERNMENT PROCUREMENT

NOTES

The purpose of this document is to:

- Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.
- In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

- 1.1. The following terms shall be interpreted as indicated:
- 1.2. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.3. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.4. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.5. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.6. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.7. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.8. "Day" means calendar day.
- 1.9. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.10. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.11. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.12. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.13. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site," where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents, information and inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights.

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.4. A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.5. A cashier's or certified cheque
- 7.6. The performance security will be discharged by the purchaser and returned to the supplier no later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department

- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract .Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 8.9. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 8.10. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

9. Delivery and documents

- 9.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 9.2. Documents to be submitted by the supplier are specified in SCC.

10. Insurance

- 10.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

11. Transportation

11.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

12. Incidental services

12.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

12.1.1. Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

12.1.2. Furnishing of tools required for assembly and/or maintenance of the supplied goods;

12.1.3. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

12.1.4. Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

12.1.5. Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

12.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

13. Spare parts

13.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

13.1.1. Such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

13.1.2. In the event of termination of production of the spare parts:

13.1.3. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

13.1.4. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

14. Warranty

14.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

14.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 14.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 14.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 14.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

15. Payment

- 15.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 15.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 15.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 15.4. Payment will be made in Rand unless otherwise stipulated in SCC.

16. Prices

- 16.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

17. Contract amendments

- 17.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

18. Assignment

- 18.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

19. Subcontracts

- 19.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

20. Delays in the supplier's performance

- 20.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 20.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 20.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 20.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 20.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 20.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

21. Penalties

- 21.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

22. Termination for default

- 22.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - 22.1.1. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - 22.1.2. If the Supplier fails to perform any other obligation(s) under the contract; or
 - 22.1.3. If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 22.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 22.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding ten (10) years.
- 22.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 22.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 22.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 22.6.1. The name and address of the supplier and / or person restricted by the purchaser;
 - 22.6.2. The date of commencement of the restriction
 - 22.6.3. The period of restriction; and
 - 22.6.4. The reasons for the restriction.
- 22.7. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 22.8. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

23. Anti-dumping and countervailing duties and rights

- 23.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

24. Force Majeure

- 24.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 24.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

25. Termination for insolvency

- 25.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

26. Settlement of Disputes

- 26.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 26.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 26.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 26.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 26.5. Notwithstanding any reference to mediation and/or court proceedings herein,
- 26.6. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 26.7. The purchaser shall pay the supplier any monies due the supplier.

27. Limitation of liability

- 27.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 27.2. The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 27.3. The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

28. Governing language

- 28.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that exchanged by the parties shall also be written in English.

29. Applicable law

- 29.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

30. Notices

- 30.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 30.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

31. Taxes and duties

- 31.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 31.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 31.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

32. National Industrial Participation (NIP) Programme

- 32.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

33. Prohibition of Restrictive practices

- 33.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 33.2. If a service provider (s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 33.3. If a service provider(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SECTION 5: BID REQUIREMENTS AND SPECIAL BID CONDITIONS

1. Definitions

- 1.1. *"and/or" - means the bidder must offer both but the Department may select one or both of the options.*
- 1.2. *"Department" – means the Department of Justice and Constitutional Development.*
- 1.3. *"DoJ&CD" - means the Department of Justice & Constitutional Development.*
- 1.4. *"SSA" – means the State Security Agency*
- 1.5. *"PPPF" – means Preferential Procurement Policy Framework*
- 1.6. *"RFB" – means Request For Bid. In this document, RFB and "bid" is used interchangeably and shall have the same meaning and effect.*
- 1.7. *"Receiving party" – any legal recipient of this document*
- 1.8. *"Validity Period" – means 90 days commencing from the RFB closing date. This date could be extended by agreement between DoJ&CD and the Bidders.*
- 1.9. *"Responsibility" – The management, custodianship and payment.*

2. Confidential information disclosure notice

- 2.1. This document contains confidential information that is the property of the Department of Justice & Constitutional Development (DoJ&CD). This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFQ.
- 2.2. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from the DoJ&CD.
- 2.3. All copyright and Intellectual Property herein vests with DoJ&CD.
- 2.4. For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 2.5. The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of DoJ&CD (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

- 2.6. The receiving party shall take all such steps as may be reasonably necessary to prevent DoJ&CD's confidential information coming into the possession of unauthorised third parties. In protecting the receiving party's confidential information, DoJ&CD shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 2.7. Any documentation, software or records relating to confidential information of DoJ&CD, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:
 - 2.7.1. Shall be deemed to form part of the confidential information of DoJ&CD;
 - 2.7.2. Shall be deemed to be the property of DoJ&CD;
 - 2.7.3. Shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
 - 2.7.4. Shall be surrendered to DoJ&CD on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.
 - 2.7.5. It is a condition of this bid that the taxes of the successful bidder must be in order, for the full and uninterrupted duration of the contract, anything seemingly to the contrary the Department reserve the right to cancel the contract.

3. Bidder Queries

Any bidder who has reasons to believe that this specification is written in such a manner that it favours any organisation, must inform the Department in writing, stating reasons for believing such, before the clarification questions closing date.

4. Bid specifications legal review

Any bidder who has reasons to believe that any clause of this specification is in conflict with any applicable legislation in the Republic of South Africa, must inform the Department in writing, stating reasons for believing such (quoting applicable legislation & clauses), before the clarification questions closing date.

1. News and press releases

Bidders or their agents shall not make any news releases concerning this RFB or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with DoJ&CD.

2. Precedence of documents

- 2.1 This RFB consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFB and the stipulations in any other document attached hereto, or the RFB submitted hereto, the relevant stipulations in this RFB shall take precedence;

2.2 Where this RFB is silent on any matter, the relevant stipulations addressing such matter and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that DoJ&CD may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by DoJ&CD; and

2.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFB. It however remains the exclusive domain and election of DoJ&CD as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of DoJ&CD in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

3. Queries

3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, to SCM@justice.gov.za;

3.2 Under no circumstances may any employee within DoJ&CD, be approached for any information. Any such action may result in a disqualification of a response submitted in competition to the RFB; and

3.3 DoJ&CD reserves the right to place a received query and it's corresponding response thereto, on its website, or a website that it has officially selected for such correspondence.

4. Language

All correspondence for this bid shall be in English.

5. Gender

Any word implying any gender shall be interpreted to imply all other genders.

6. Headings

Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

TERMS OF REFERENCE

RFB 2019 03: THE TERMS OF REFERENCE FOR THE PROCUREMENT OF SUBSCRIPTION SERVICES FOR A LEGAL LIBRARY COMPRISING OF: LOCAL ONLINE, ELECTRONIC AND PRINTED FOR THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT, THE OFFICE OF THE CHIEF JUSTICE (OCJ), LEGAL AID SOUTH AFRICA, NATIONAL PROSECUTING AUTHORITY (NPA), SPECIAL INVESTIGATING UNIT (SIU) AND THE PUBLIC PROTECTOR FOR A PERIOD OF THREE (3) YEARS

1. PURPOSE

The Department of Justice and Constitutional Development, (hereinafter referred to as "the DoJ&CD"), The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) invites prospective bidders to bid for subscriptions for online, electronic and print local publications.

2. BACKGROUND

The DoJ&CD is currently providing publications (printed and electronic) to the Magistrates Courts, State Attorneys, Masters' Offices, Family Advocate Offices, State Law Advisors, National Office, Justice College, South African Law Reform Commission, Office of the Chief Justice (OCJ), and the Constitutional Court.

The new bid for the procurement of Library publications will constitute a shared service between the DoJ&CD, the OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), the Public Protector, Special Investigating Unit (SIU).

The list of the DoJ&CD offices are attached as **Annexure A**, the OCJ offices are attached as **Annexure A1**, *Legal Aid South Africa* **Annexure A2**, National Prosecuting Authority (NPA) **Annexure A3**, the Public Protector **Annexure A4**, Special Investigating Unit (SIU) **Annexure A5**.

3. SCOPE OF WORK

- 3.1. The bidder(s) **must** indicate the service/goods for which they are bidding for, as indicated below (3.2) when they submit their bid proposal.
- 3.2. The bidder must bid separately for ALL items as per supplier in an Annexures within a category to validate their bid as described below:

3.2.1. Online Local Publications Annexure C

3.2.1.1 Online Local Publications Sabinet (Annexure C)

4. DURATION OF THE CONTRACT

The period of the contract for the supply of all local library publications shall be for three (3) years, commencing from the date stipulated in the letter of award.

5. DELIVERABLES

The bidder(s) must provide all or any of the following services/goods:

- 5.1. Statutes of the RSA and Regulations;
- 5.2. South African Law Reports with cases containing headnotes, fly notes and annotations;
- 5.3. Government Gazettes (National and Provincial);
- 5.4. South African Law Journals in full text from various publishers and institutions; and
- 5.5. Serials/Continuations.

6. PRINTED LOCAL PUBLICATIONS ANNEXURE B

6.1 REQUIREMENTS FOR LOOSE LEAF STATUTES OF THE REPUBLIC OF SOUTH AFRICA

6.1.1. Correctness of contents

The bidder(s) shall be responsible to the DoJ&CD, the OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), the Public Protector, Special Investigating Unit (SIU) for the correctness of the contents of the Statutes and Updating Services. The grouping and further titling of the Statutes shall be undertaken in consultation with the DoJ&CD, the OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), the Public Protector, Special Investigating Unit (SIU).

6.2. Preparation of copy

The bidder(s) shall be responsible for the preparation of copies for the Statutes and Updating Services.

6.3. Style

The updating service shall be printed in English. The work shall include an index which shall be printed in English. The additional layout and style must be strictly in accordance with existing format.

6.4. Preliminary notes

Each subject in alphabetical sequence shall be classified according to their subject matter under separate heading.

6.5. Historical annotations

Each notion of the Acts must be historically annotated on the lines of the existing Acts. The bidder(s) shall exercise every care in the selection and expression of these annotations as it is essential that the textual matter of the Acts not be interspersed with too much additional comment.

6.6. Date of commencement of an Act

Each Act shall indicate the date of commencement, the date of promulgation if it is different from the date of commencement, the date on which it is assented to and which language was signed by the President.

6.7. Reference to Regulations

Reference to Regulations promulgated under the various Acts shall be included.

6.8. Reference to Decided Cases

Reference shall be made to all appropriate Decided Cases.

6.9. Numbering of pages

The system of numbering of pages to be applied to the work shall be the same as in the existing work.

6.10. Font size

The Font size is mainly as follows:

- * Mainly font size 10 New Times Roman on 11 point body interspersed with 8 points tables, tabular work, statements and headings.
- * Annotations, indexes, preliminary notes and footnotes and mainly 8 points New Times Roman on 8 point body.

6.11. Updating services

Amendments shall be printed in the type and size specified for the index, text and annotations.

6.12. Type area

The maximum type measure shall be 60 pica ems in depth, including running heads and footnotes, by 32 pica ems in width minimum depth of 54 pica ems.

6.13. Size

The trimmed size of the Acts and the updating services must be in A4.

6.14. Improvements in style

The bidder(s) shall, during the duration of the contract be allowed to bring about improvements in the style of the Acts, but no alterations which affect the style and presentations of the Acts. In terms of the Updating Services, such alterations shall not be implemented without prior consultation with and written approval by the Chief Director: Court Performance provided in addition all that alterations which ill affect the contract price shall also require the prior written approval of the Chief Director: Court Performance.

6.15. Punching

The punching shall be exactly in accordance with the requirements of the loose-leaf binder specified to accommodate the sheet of the Acts, so as to allow for easy removal and updating of sheets. The holes shall be 6mm in diameter. The centre of the hole shall be 7mm from the edge of the sheet.

6.16. Loose-leaf Binder: Size

The cover size shall be 312 mm (± 2 mm) x 219 mm (± 2 mm) hinge included to accommodate a sheet of 297 mm x 210 mm.

6.17. Loose-leaf Binder: Capacity

70 mm of paper shall be accommodated when the mechanism is in the locked position and at least 1 cm space on the post for easy removal or paging.

6.18. Binding Covers

Covers shall be made of 2.5mm ($\pm 20\%$) Millboard. Standard 090 chipboard may be used on the spine where caliper variances can affect welding and blocking.

6.19. Binding materials

The faces shall be covered in maroon weight vinyl PVC coated fabric turned in 19 mm (± 2 mm) all round. The spine section will be lined with maroon dyed cloth on the inside to overlap the turn-in of the outer cloth and 25mm (± 5 mm) of the overboard. Both covers shall be hinged and the inside of the cover lined with a good quality paper which will overlap the cloth by 13mm (± 2 mm). The major hinging shall allow the cover to open. The colour of the deck cloth and vinyl PVC coated fabric must be alike and the cover must match existing binders.

6.20. Binder Titling

Item to be blocked on spine, only at the head, as per existing binder in gold foil. May be blocked at foot with bidder(s) s' name. A strip of 6 gauges clear PVC 297mm x 45mm will be welded to the spine to form 15 pockets 12mm x 45mm. Note, all dimensions are ± 1 mm tolerance.

6.21. Mechanism

The post shall be spaced to accommodate 8cm punching and 70mm to filing. The mechanism shall consist of four sections.

6.22. Lifting bar

The flat section shall be standard 11.5mm x 2.5mm mild steel with longitudinal edges coined, plus 2 x 4.76mm diameter posts at 8cm centres forming the two inner post of the mechanism. The post will be spot welded and braised to the flat section. All parts will be nickel plated.

6.23. Base Plate

The flat section shall be 11.5mm x 2.5mm mild steel with longitudinal edges coined with two 4.76mm diameter posts at 24cm centre forming the two outer locking posts of the mechanism. The post will be welded and braised to the flat section and the assembled part nickel plated and riveted to the cover.

6.24. Locking Channel

Shall consist of two sections, one piece (0.5mm) forming the other channel to lock into the base parts when the mechanism is assembled. All parts will be nickel plated and the sub-assembly riveted to the cover.

6.25. Locking channel support plate

Shall be constructed of 1mm mild steel and shall be placed within the outer channel of the locking channel - supporting the locking plate. This will be nickel plated and form part of the sub-assembled locking channel before riveting to cover.

6.26. Annual editions of Wording of sections, etc. prior to amendment

Once a year, at the same time as the annual replacement pages are dispatched, a stapled and punched publication entitled Wording of sections, subsections; etc. of unrepealed Acts prior to amendment must be issued by the bidder(s).

6.27. The Publication will consist of two parts

The Table of contents listing must be in chronological order including the unrepealed Acts which have been amended during the year. Under each such Act, in numerical order, the sections which have been amended, with reference to the page on which the wording prior to the amendment is set out, must be shown.

Textual matters consisting generally of the full text to sections, etc prior to amendment, must be

grouped in numerical order under the heading (short title, number and year) of the Acts to which they belong.

6.28. Ancillary Material

Ancillary material contained in the work shall be maintained completely up to date to reflect additions and/or amendments to the Acts content, i.e.

- * Tables of Statutes
- * Alphabetical index to titles
- * Preliminary notes
- * Subject matter Indexes
- * References to decided cases
- * References to regulations

A Control sheet(s) to ensure the correct filing of the replacement pages and to indicate the titles to which the replacement pages must be issued.

6.29. Noter-up Service

A Noter-up Service shall be published as hitherto to advise users of the Statutes of the Republic of South Africa of all material which will ultimately be incorporated into the work by means of replacement pages. Four issues in cumulative form will appear annually (March, May, August and November).

6.30. Packing and Distribution

All parcels for dispatch shall be properly and securely made to ensure conveyance without the risk of damage in transit.

6.31. Time and expeditions

Dispatch of the periodic Updating Service shall be completed at least twice per year, unless the sitting of Parliament is delayed in which case the time for delivery shall be extended.

6.2. REQUIREMENTS FOR OTHER LOOSE LEAF PUBLICATIONS

6.2.1. Main title of the publication

The supply of the main title must be the latest version.

6.2.2. Updates to Main title

The supply of all the updates to the Main title for the subscription period.

6.3. REQUIREMENTS FOR LAW REPORTS, JOURNALS AND YEAR BOOKS

6.3.1. Law Reports

The supply of loose parts of Law Reports and Indexes.

6.3.2. Journals and Yearbooks

The supply of loose parts of Journals and Indexes. Supply of annual Yearbooks.

7. ONLINE LOCAL PUBLICATIONS ANNEXURE C

7.1. The supply of the online/internet based Local Publications;

7.2. Direct online access via supplier registration; and

7.3. Access via Internet Protocol Authentication (IP).

8. ELECTRONIC LOCAL PUBLICATIONS ANNEXURE D

The supply of Publications in the following formats: cd/dvd/flash drive.

9. PRICING SCHEDULE

9.1. Pricing must be provided **strictly** as prescribed on all pricing **Annexures**.

9.2. The bidder(s) must provide the price for loose-leaf publications as follows:

(a) An all-inclusive price per title (content and binders for new orders);

(b) The bidder must provide where required the annual price quotation per subscription; and

9.3. All prices shall include VAT.

10. PAYMENT

10.1 The bidder must invoice the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) separately in respect of each official order;

10.2 Each invoice must specify the correct title, quantity and to which office it was delivered;

10.3 Payment will be effected within 30 days of receipt of all the required documentation which should be correct in every respect; and

10.4 If there are any discrepancies between the quoted price and the invoiced price, payment will be done in accordance with the quoted price as stipulated in the pricing schedule.

11. MONITORING AND EVALUATION

11.1. It shall be required for good governance that the bidder(s) meet with representative(s) of the National Office of the DOJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The

Public Protector and the Special Investigating Unit (SIU) jointly on a quarterly basis and when the need arise. The costs of such meeting will be for the account of the Bidder(s).

11.2. The bidder(s) must provide the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) with monthly performance reports for purposes of control and monitoring. The said report should include but not limited to the following:

- a. Name of Publication/Title;
- b. Number of times accessed/Pages viewed;
- c. Concurrency failures;
- d. Document accessed;
- e. Downloaded;
- f. Printed; and
- g. Emailed

11.3. The following indicators will be used to monitor the performance of the supplier(s).

CONTRACT PERFORMANCE REPORT: PUBLICATIONS OFFICES:

SERVICE LEVEL PERFORMANCE	COMPLIANT / NON COMPLIANT	CHALLENGES	STEPS TAKEN TO RECTIFY
Accessibility of all local online publications			
Accessibility of all electronic publications and monthly statistics			
Quarterly Courier delivery reports			
Accurate delivery of ordered goods (as per the PO)			
BUDGETARY CONTROL	COMMENTS	CHALLENGES	STEPS TAKEN TO RECTIFY
Orders quantified and delivered as per the submitted invoice			
COMPLIANCE	COMMENTS	CHALLENGES	STEPS TAKEN TO RECTIFY
Compliance to SLA			
RELATIONSHIP MANAGEMENT	COMMENTS	CHALLENGES	STEPS TAKEN TO RECTIFY
Willingness to resolve disputes			
Turnaround time for dealing with queries			

- 11.4. The service provider(s) must allow DoJ&CD The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) access to a front end tool to monitor online user activity; for purposes of determining utilization of publications per category of users and times of utilization.
- 11.5. The bidder(s) must supply the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) with a monthly reconcilable payment schedule in the format below:

Invoice Date	Title	Invoice No	Invoice amount	Order No	Quantity	Office/ Court	Amount paid to date	Outstanding Amount

12. SPECIAL CONDITIONS

- 12.1. Following the closure of the bid, no new publications/services will be included in this Tender without the approval of the delegated authority for the expansion of the Tender;
- 12.2. The DoJ&CD The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserves the right to award the bid in parts, or not award part of the tender or make no award at all or to appoint different bidder(s) for different services. The DoJ&CD reserves the right to award the tender to more than one bidder based on the annexures within a category in a catalogue;
- 12.3. Should the pricing in the bid not be done in accordance with the prescripts under paragraph 8, the bid will be regarded as invalid;
- 12.4. The bidder(s) shall be responsible for the replacement of any lost or damaged publications. It will be deemed received and in good condition upon confirmation by the recipient within DoJ&CD The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU);
- 12.5. Deliveries will be done as stipulated in the DoJ&CD, The OCJ, *Legal Aid South Africa*, National

Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU)'s Purchase Order;

- 12.6. The suppliers must ensure that quantities delivered are in accordance with the Purchase Order. Where the supplier has partially or not delivered an item/s DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) will submit a claim which must be settled within a period of 30 days;
- 12.7. If the publishing of any online publication is discontinued the Bidder(s) must provide a credit note for the relative value of the item within 30 days after notification of the discontinuance of the publication. No set off or replacement is permitted without a new order.
- 12.8. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserve the right to cancel any subscription, which is not carried out to its satisfaction. A 30 day notice of such cancellation will be communicated to the supplier;
- 12.9. The bidder(s) must acknowledge in writing receipt of a Purchase Order from the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) and the OCJ. The request for quotation (Order Letters/RFQ) from the catalogue is not an order to Purchase thus does not require the bidder to deliver any material.
- 12.10. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) will indicate particulars of addresses to the Bidder(s) to enable delivery. The bidder to confirm the delivery addresses before dispatching the consignment;
- 12.11. The bidder(s) must inform the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU), within two (2) weeks of receiving an order, if the publications are available or not;
- 12.12. Updates/amendments and books are to be delivered to the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU)'s offices without any delays. A maximum timeframe shall be 30 days from the receipt of order, failing which the Department will charge a 10% penalty of the total invoice amount;
- 12.13. Payment will be effected within 30 days of receipt of all the required documentation which should be CORRECT in every aspect. Payment will only be made once the CORRECT invoice is received;

- 12.14. The bidder(s) must keep the DoJ&CD informed in respect of all new publications and new editions of textbooks;
- 12.15. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserve the right to procure any of the requested services from one or more bidder(s);
- 12.16. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) has the right to award the bid per Annexure for all items unless the item has been discontinued or available in a different category;
- 12.17. The License for the Online (Internet) services remains the responsibility of the DoJ&CD. The supplier must ensure that the service is available, accessible and uninterrupted;
- 12.18. The License for the Electronic (Intranet) services already purchased will remain in the ownership of the DoJ&CD, The OCJ, the Constitutional Court, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) for perpetual access;
- 12.19. The shared one (1) License must be accessible from all domains that is DoJ&CD, The OCJ, the Constitutional Court, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) for Online (Internet) services;
- 12.20. This bid is catalogue based (consolidated Annexure P1-P3) and will be used by DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) to order selected items as and when required;
- 12.21. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserves the right to purchase its requirements elsewhere outside the contract if:
- 12.21.1. The items are urgently required and not immediately available from the appointed bidder(s) at that particular time; or
- 12.21.2. An emergency arises.

- 12.22. The DoJ&CD and The OCJ will be piloting an in-house Legal publications (online and printed) services during the contract period and therefore reserves the right to publish/provide some of the publications (online and printed) to some or all of DoJ&CD and OCJ offices during the contract period;
- 12.23 If a party breaches any terms of the Contract and fails to rectify such breach within 30 days of written request then the aggrieved party may without prejudice of any other rights that it may have, terminate the Contract forthwith;
- 12.24. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserve the right to cancel the award in the event an SLA is not signed within a month (30 day);
- 12.25. Each invoice shall reflect one Purchase Order number and must be submitted to the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) together with proof of the delivery of publications or updates/amendments;
- 12.26 The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) will only consider the Delivery Despatch Note/Packaging Slip which is compared to the Purchase Order as proof of delivery. The Proof of Delivery (POD) is confirmation of receipt of the Package/Parcel, not the content of the parcel;
- 12.27. The bidder(s) must provide any replacement pages not received, defective, damaged or poorly bound publications delivered. Only original loose leaf replacement pages will be accepted;
- 12.28. All parcels and containers must be sent by registered post or courier and be clearly addressed to the respective office/court as indicated on the purchase order;
- 12.29. All information, documents, and reports must be regarded as confidential and may not be made available to any unauthorized person or institutions without the written consent of the Accounting Officer or his/her delegate;
- 12.30. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserves the right to cancel the awards in circumstances whereby the successful bidder has provided falsified information;

- 12.31. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserves the right to contact all references provided to verify the stipulated information;
- 12.32. The successful Bidder(s) will enter into a Service Level Agreement with the DoJ&CD and co-signed by The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU);
- 12.33. The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserve the right to increase or decrease the provision of publications/services to offices/courts with a one month's written notice to the successful bidder(s). A new Purchase Order for current requirements will be issued annually;
- 12.34. A Compulsory Briefing Session will be held on the date which will be specified on the Tender Bulletin at the National Department of Justice and Constitutional Development, Momentum Building, 329 Pretorius Street;
- 12.35. The parties hereto reserve the right to notwithstanding anything to the contrary, contained in this contract, to be a specific condition hereof that the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) shall have the right to terminate the contract, or part thereof with one month's written notice should the need for the service no longer exist;
- 12.36. The prices as quoted by the bidder (s) shall be regarded as fixed for the first year of the contract. Any price adjustment will be in accordance with the CPIX for the second and third year of the contract;
- 12.37. The service provider is responsible for payment of transport/travel, accommodation and labour costs of their contractors and those costs shall not be for the account of the Departments including any other related costs;
- 12.38. The successful bidder must provide training and skills transfer on the databases and systems in order to conduct research independently to all officials within DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) during the contract period; and
- 12.39. It is a requirement that successful bidders must submit monthly online usage statistics.

13. PENALTIES:

If the bidder(s) fail to comply with the above conditions herein and also fail to perform any of the services, the The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) has the right without prejudice to its other remedies under the contract to deduct penalties in a sum prescribed.

13.1. Supply of loose leaf pages:

The bidder(s) must notify the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) of the supply of any new replacement pages published and dispatched. If the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) has not received the replacement pages within thirty (30) days then penalties in the amount of ten (10) % on the total amount invoiced for the office/court for the month will be applied.

13.2. Supply of the electronic storage device (cd/dvd/flash drive):

The bidder(s) must supply an electronic storage device(s) which is readable and not corrupted. Should it be detected that it is not readable a replacement device must be provided within 5 working days, failing which penalties in the amount of ten (10) % on the total amount invoiced for the office/court for the month will be applied.

Repetitive breach of contract (continuous breach for a maximum of 3 times) in all of the above categories, will lead to a penalty amount of 5% of the total consolidated invoiced amount for the month.

SECTION 14 – MANDATORY REQUIREMENTS

1. A panel representing the Department will evaluate all proposals received according to a set of evaluation criteria.
2. The bidder confirms compliance by ticking on the comply column as an indication of acceptance of all the contents of this document and confirms that all conditions and requirements as stipulated in this document are contractually binding.
3. **N: B:** If the bidder does not mark in the relevant column as to **Comply** with each of the below technical mandatory requirements, it shall be regarded as mandatory non-performance/non-compliance and the bid **SHALL** be disqualified.

ITEM	DESCRIPTION	
1.	COMPANY PROFILE.	COMPLY
	Bidders must provide a company profile. (The CV's/resumes of the Board of Directors, key project team managers and copies of Identity documents).	
2.	PROJECT PLAN	COMPLY
	A detailed project plan for the various services that will be delivered. (Sub items should include turnaround times, list of services, delivery method).	
3.	EXPERIENCE	COMPLY
	Demonstrate experience of engagement in excess of five (5) years in similar work projects. At least three (3) contactable references and signed letters of references for similar work indicating the telephone and e-mail contact details and the contract value).	
4.	FINANCIAL STANDING	COMPLY
	Letter from the bank/financial institution of good standing with a rating not older than six (6) months.	
5.	REPORTING	COMPLY
	Monthly Report 1. <i>User Statistics Report:</i> 1.1 <i>Number of online users per month per domain (hits, article request, session visits and searches).</i> 1.2 <i>Total cost per cost center/responsibility office on item usage.</i> 1.3 <i>Publications accessed per cost center/responsibility office.</i> 1.4 <i>The number of downloads per cost</i>	

ITEM	DESCRIPTION	
	<p><i>center/responsibility office.</i></p> <p>2. Report of Dispatched Publications</p> <p><i>Monthly statistics of printed publications delivered at the cost center/responsibility office.</i></p>	
6.	PARTICIPATION OF OTHER DEPARTMENTS IN THIS CONTRACT	COMPLY
	The bidder consents that the Department may allow other Departments/Agencies to participate in this contract, or to cede the whole or parts thereof to other Departments/Agencies (e.g. the Office of the Chief Justice), under the same terms and conditions for their own account.	
7.	PAYMENTS	COMPLY
	Unless other stated, all payments will be effected within 30 days from date of receipt of a detailed invoice in line with goods or services delivered together with the appropriate proof of delivery or sign off, where applicable. Where stipulated, payments will be effected in line with set delivery milestones. No advance payments shall be allowed.	
8.	GENERIC CONTRACTING PROCESS	COMPLY
	Bidder accepts and shall abide by the generic contracting process of the Department, as outlined in this bid document.	
9.	BIDDER'S OWN CONDITIONS	COMPLY
	<p>Bidders must not qualify the bid with their own conditions.</p> <p>Caution: If the bidder does not specifically withdraw its own conditions when requested by the Department, the bid response will be disqualified.</p>	
10.	RIGHT TO CANCEL OR REJECT	COMPLY
	The DOJ&CD reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or not to award at all.	
11.	FULLY COSTED SERVICE & PRICING SCHEDULE	COMPLY
	<p>The bidder confirms that their bid response is an all-inclusive response that will fully meet all requirements, and that will achieve all the purposes, as set out in this document.</p> <p>The bidder is aware and accepts that the price schedule provides for composite pricing and does not contain detailed costing elements but confirms that all services that are required to meet all the requirements of the service have been included in the bid price.</p> <p>The bidder must fully complete all pricing schedules as per the pricing schedules.</p> <p>The Department reserves the right to award optional items where indicated on the pricing schedule.</p>	
12.	PENALTIES	COMPLY
	If a bidder fails to perform any or all of the service(s) within the agreed timeframes, the	

ITEM	DESCRIPTION	
	<p>Department has the right, without prejudice to its other remedies under the contract, to deduct from the amounts payable, as a penalty, a sum calculated on the percentage under the penalty column levied against the costs or value for non-performance of a particular service definition.</p> <p>The bidder will not be entitled to any service credits should the service be delivered within or ahead of target timeframes.</p> <p>No penalties will be imposed against the bidder in instances where due dates are not met as a result of services that fall outside the scope of the contract with the bidder.</p> <p>The enforcement of a penalty does not exempt the bidder from resolving a problem nor does it stop the repetitive levying of the penalty at the stipulated percentage value of a particular service level. The penalty shall be enforced for subsequent periods of non-performance until resolved.</p> <p>Service dispute resolution processes may be triggered due to consistent non-performance on the part of the bidder. During a service dispute, the bidder shall continue to render services in accordance with the service levels. In instances where a service dispute arises, the Department undertakes to pay such invoices which are not the subject of the service dispute.</p> <p>Notwithstanding the aforementioned, and without prejudice to any other rights the Department has, the Department reserves the right to enter into dispute resolution process at any point in time with the view of contract cancellation (e.g. service not rendered, unsatisfactory performance, sub-standard work, etc.).</p> <p>The Department reserves the right to deduct any penalty amount due, from the next invoice, irrespective of the service to which the penalty applies to.</p>	
13.	COPYRIGHT AND INTELLECTUAL PROPERTY	COMPLY
	<p>All copyright and Intellectual Property herein vests with the Department.</p> <p>No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from the DOJ&CD.</p> <p>All deliverables (e.g. documents) produced out of the contract will remain the sole intellectual and copyright property of the Department and will only carry the brand (corporate identity) of the Department. No co-branding will be allowed.</p>	
14.	COSTS INCURRED IN PREPARATION OF RFB RESPONSES	COMPLY
	<p>The Department shall not be liable for any costs incurred by the bidder in the preparation of response to this RFB. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal.</p>	
15.	RSA LEGAL ENTITY	COMPLY
	<p>The Prime Bidder must be a registered business entity that has its full time operations and capability in South Africa.</p>	
16.	CLARIFICATION REGARDING RFB AFTER CLOSING DATE	COMPLY
	<p>The Department may request written clarification regarding any aspect of this proposal</p>	

ITEM	DESCRIPTION	
	<p>(e.g. price confirmation and clarification, verification of certifications, clarification of technical aspects, etc.)</p> <p>The bidders must supply the requested information in writing within the specified time-frames after the request has been made, otherwise the bidder's proposal shall be disqualified.</p>	
17.	PRECEDENCE OF DOCUMENTS	COMPLY
	<p>The following order of precedence of documents will apply in concluding the contract and/or SLA:</p> <ol style="list-style-type: none"> 1. The RFB (this document), 2. The Service Level Agreement (SLA), 3. The Bidder's response <p>In case of a conflict between the above documents, the conditions of the RFB document will prevail followed by the SLA (agreed position between the parties) and thereafter the Bidder's response.</p>	
18.	FORMAL CONTRACT	COMPLY
	<p>The bidder accepts that any offer and/or acceptance entered into will only considered valid and binding if reduced in writing.</p> <p>The bidder accepts that any verbal agreement will not constitute a valid contract.</p>	
19.	DISCRETION TO EXTEND THE BID RESPONSE VALIDITY PERIOD	COMPLY
	<p>The DOJ&CD may request for an extension of the bid response validity period.</p> <p>When called upon to extend the validity period, the bidder must respond within the required time-frames and in writing.</p>	
20.	WITHDRAWAL OF RFB BEFORE VALIDITY EXPIRY	COMPLY
	<p>Should the bidder withdraw their proposal before the proposal validity expiry date, the Department reserves the right to recover any additional expenses incurred by Department in having to accept any less favourable proposal and/or the additional expenditure incurred by Department in the preparation of a new RFB and by the subsequent acceptance of any less favourable proposal.</p>	
21.	AMENDMENTS TO THIS RFB	COMPLY
	<p>Any amendment or change of any nature made to this RFB shall only be of force and effect if it is in writing by the Departments designated representative as stipulated in this document.</p>	
22.	CHANGES TO WORDING OF THE ORIGINAL RFB DOCUMENT	COMPLY
	<p>Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.</p>	
23.	SUBCONTRACTORS	COMPLY
	<p>This bid shall be awarded to the primary bidder. No separate agreements shall be</p>	

ITEM	DESCRIPTION	
	concluded with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable and liable for the fulfillment of the responsibilities and obligations of the contract.	
24.	AWARD PROCESS	COMPLY
	<p>The Department may issue a letter to engage a prospective bidder to commence negotiations. The negotiation process may be subject to a predefined timeframe that will be determined by the Department, during which the parties must reach consensus. If the outcome of the negotiations is successful, the Department will issue a final Letter of Award.</p> <p>Where an agreement is not reached within the predefined timeframe, or extended timeframe, the Department reserves the right to close the negotiation process with such a bidder. The Department reserves the right to close the negotiations with such a bidder and engage the next bidder.</p> <p>The acceptance of the Letter of Award represents the formal contractual commitment from the Department and execution of the contract from its inception.</p>	
25.	ENFORCEMENT OF PROVISIONS	COMPLY
	<p>Failure or neglect by either party to (at any time) enforce any of the provisions of this bid shall not, in any manner, be construed to be a waiver of any of that party's rights in that regard and in terms of this bid.</p> <p>Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this bid, or prejudice the right of that party to institute subsequent action.</p>	
26.	INTEREST ON ACCOUNTS IN THE EVENT OF DISPUTES	COMPLY
	No interest shall be payable on accounts due to the successful bidder in the event of a dispute arising out of any stipulation in the contract.	
27.	ABILITY TO DELIVER TO ANY OFFICE IN THE RSA	COMPLY
	The bidder shall be required to deliver goods and/or services to any office in the RSA. The bidder confirms that, for the duration of the contract, the bidder will have adequate technical competency to meet all the functional requirements and service level standards.	

15. TECHNICAL EVALUATION CRITERIA

15.1. The bid will be evaluated on 2 dimensions:

- Technical Mandatory Requirement
- B-BBEE and Price

15.2. The evaluation of bids shall be based on the 90/10 B-BBEE principle and the points of evaluation criteria are as follows:

Table 15.2.1.

Price points	90
Preferential points/ B-BBEE	10
Total	100 points

- 15.3. A panel representing the DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) will evaluate the proposal received according to a set of evaluation criteria;
- 15.4. In order to ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria;
- 15.5. Bidders who meet the above mentioned criteria in paragraph 15 will be evaluated in accordance with 90/10 – preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000);
- 15.6. The points out of 100 will be calculated on the basis of 90 points for price, and 10 points for preference points, BBEE. The points in respect of price will be calculated on the price of the bid;
- 15.7. It must be noted that the price tendered must be inclusive of all costs;
- 15.8. Bidders are required to submit their bids as per prescribed price schedule for each Annexure; and
- 15.9. The application of the evaluation criteria will be implemented on each annexure within a category.

16. BBBEE STATUS

Subject to sub-regulation (3), points must be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

17. DISCLAIMER

The DoJ&CD, The OCJ, *Legal Aid South Africa*, National Prosecuting Authority (NPA), The Public Protector and the Special Investigating Unit (SIU) reserves the right not to accept any bid in its entirety or partially. The lowest price bid will not necessarily be accepted.

ANNEXURE: C
ONLINE LOCAL PUBLICATIONS
SABINET

ONLINE LOCAL PUBLICATIONS SABINET - Annexure C

NO	PRODUCT DESCRIPTION	PRICING			
		Cost of E-Book	Number of Users	Cost of License	Total Costs
1	SA Gazettes				
2	Net-Law				
3	Bill Tracker and Policy Documents				
4	Sabinet Labour				
5	Retrospective Government Gazettes Archive				
6	Retrospective Provincial Government Sabinet Municipal By-Laws				
7	Provincial Legislation (Provincial Net-				
8	SA e-Publications (Law Collection)				
9	SA Cat Plus * SACat * SANB (South African National Bibliography) * UCTD (Union Catalogue for These and Dissertations) * Navtech * Sumsidie * Current and Completed Research				
10	Sabinet Request				
11	SabiCat: Cataloguing and Acquisitions Support Service				

ANNEXURE A

DOJ&CD LIST OF ALL THE OFFICES AND SITES WITH LIBRARIES

1. MPUMALANGA

NO	NAME	PHYSICAL ADDRESS
1	Amersfoort	Cnr Sybrnad v Niekerk & Plein Street, Amersfoort
2	Amsterdam	President Street Amsterdam, 2375
3	Balfour	Frank Street, Balfour, 2410
4	Barbeton	President Square, De Villiers Street, Barberton, 1300
5	Belfast	100 v Riebeeck Street, Emakhazeni, Belfast, 1100
6	Bethal	65 Chris Hani Street Bethal, 2310
7	Breyten	57 Breytenbach Street, Breyten, 2330
8	Carolina	28 Voortrekker Street, Carolina
9	Delmas	1 Dolomeit Street, Delmas, 2210
10	Eerstehoek	9 Police Station Street, Eerstehoek
11	Ermelo	17 Jan van Riebeeck Street, Ermelo, 2350
12	Evander	Cnr Ghent & Bologna Street, Evander, 2280
13	Graskop	19 th Monument South Avenue, Graskop
14	Groblersdal	13 Tautes Street, Groblersdal
15	Hendrina	25 Church Street, Hendrina
16	Kriel	Cnr. Lewellyn & Bronwyn Street, Kriel
17	KwaMhlanga	50 BA, Kwamhlanga
18	Lydenburg	Cnr Voortrekker & De CLerq Street Lydenburg
19	Mapulaneng (Bushbuckridge)	Bushbuckridge, Next to Twin City, R40, Graskop Road

ANNEXURE A

NO	NAME	PHYSICAL ADDRESS
20	Mbibane	Farm 1, Vaalbank
21	Mdutjana (Siyabuswa)	3b Rethabile Street, Siyabuswa, 0472
22	Mhala (Thulamahashe)	Thulamahashe Main Road, Next SAPS & Municipality Offices
23	Middleburg	16A Dr Beyers Naude Street, Middleberg
24	Mkhuhlu	Hazyview Skukuza, Main Road, next to ASPS & Post Office, Mkhuhlu
25	Mkobola	Stand 6 Kwaggafontein C, Mpumalanga
26	Morgenzon	199 De Jager Street, Morgenzon
27	Moutshe (Elanasdoorn)	1 Court Street, Elanasdoorn
28	Nelspruit	17 Bester Street, Nelspruit
29	Nkomazi	Magistrates Building, Tonga Road, Tonga
30	Nsikazi (Kabokweni)	Stand 1212, Kabokweni
31	Piet Retief	23 A Church Street, Piet Retief, 2380
32	Sabie	Cnr Main street & 7 th Avenue, Sabie
33	Standerton	13 Dr Beyers Naude Street, Standerton
34	Volkrust	56 Louis Trichardt Street, Volkrust
35	Wakkerstroom	150 Engelbrecht Street, Wakkerstroom
36	Watervalboven	No.1, 3 rd Avenue, Waterval Boven, 0940
37	White River	Chiefmgiyeni, Khumalo Drive, Whiterivier
38	Witbank	14 Delville street, Witbank
39	Office of the Family Advocate	3 Marloth Street, Nelspruit
40	Regional Office	24 Brown Street, Nelspruit

ANNEXURE A

2. NORTHERN CAPE

NO	NAME	PHYSICAL ADDRESS
1	Barkly West	9 Transvaal road, Barkly West, 8375
2	Britstown	22 LONG STREET BRITSTOWN 8782
3	Calvinia	26 Stigling Street, Calvinia 8190
4	Carnarvon	9 Hanau Street
5	Colesberg	8 CAMPBELL STR COLESBERG 9795
6	De Aar	VOORTREKKER-STRAAT 43 DE AAR
7	Douglas	14 RHODES STREET, DOUGLAS
8	Fraserburg	54 Voortrekker Street Fraserburg 6960
9	Garies	MAIN STREET 34 GARIES
10	Griekwastad	MAIN RAOD 15 GRIEKWASTAD
11	Groblershoop	NO1 MAIN STREET GROBLERSHOOP 8850
12	Hanover	CNR/CHURCH & DARLINGSTREET HANOVER
13	Hartswater	C/O STRYDOM & JAN VIJOEN STREET MAGISTRATE COURT HARTSWATER

ANNEXURE A

14	Hopetown	1 CATHCART ST HOPETOWN
15	Jan Kempdorp	2 PIET RETIEF STREET, JAN KEMPDORP,8550
16	Kakamas	26 Voortrekkerstreet KAKAMAS
17	Kathu	HENDRICK VAN ECK ROAD, KATHU 8446
18	Keimoes	Main Street 52 Keimoes
19	Kenhardt	BRUSSEL STREET KENHARDT
20	Kimberley	cnr Stead & Knight Streer new Public Building Kimberley
21	Kuruman	BEN MALAN AVE KURUMAN
22	Noupoort	54 VOORTREKKER STREET NOUPOORT
23	Olifantshoek	9 COX STR OLIFANTSHOEK
24	Philipstown	Burgstreet,Petrusville/17 Du Plessis Street, Philipstown,8795
25	Pofadder	SCHOOL STREET, POFADDER
26	Port Nolloth	Beach Road, Port Nolloth,8280
27	Postmasburg	No 13 Jordaan Street, Postmasburg,8420
28	Prieska	Stewart St 01 Prieska 8940
29	Richmond	288 MARKET STREET

ANNEXURE A

		RICHMOND NC
30	Springbok	1 HOFSTREET, RICHMOND
31	Sutherland	21 PIET RETIEF STR SUTHERLAND
32	Upington	WEIDEMANSTRAAT 1 UPINGTON 8801
33	Victoria West	1 VICTORIA STREET VICTORIA WEST
34	Warrenton	9 STRUWIG STREET WARRENTON
35	Williston	Kuhnstreet Williston 8920
36	Master of the High Court	5 Sol Plaatje Drive, Civic Centre, Kimberley
37	Family Advocate	Umzimkhulu House, c/o Russel and Elliot Street, Kimberley
38	State Attorney	Cnr Lennox & Chapel Streets, Woolworths Building Kimberley
39	Regional Office	NPO Building, C/O Knight & Stead Street, Kimberley

3. FREE STATE

NO	NAME	PHYSICAL ADDRESS
1	Bethulie	16 Joubert Str Bethulie, 9992
2	Boshof	4 Van ZYL Str, Boshof, 8340
3	Bethlehem	Corner Oxford and Grey,

ANNEXURE A

		Chris Street, 9992
4	Bloemfontein	Corner St George and President Brand, BFN, 9300
5	Bothaville	31 President Str, Bothaville 9660
6	Brandfort	69 Voortreker Str, Brandfort,9400
7	Bultfontein	05 Mc Cullem Street, Bultfontein, 9670
8	Clocolan	Dirkieauys Avenue, Clocolan, 9735
9	Dealsville	18 SCHOOL Str, Dealsville, 9348
10	Dewetsdrop	16 Church Str, Dewetsdrop,9940
11	Edenburg	21 Van Dyk Str, Edenburg, 9908
12	Edenville	25 Jordan Str, Edenville, 9535
13	Excelsior	Commissioner Str, Excelsior, 9760
14	Fauresmith	52 Voortreker Road, Faurismith, 9978
15	Ficksburg	16 Voortrekker Str, Ficksburg, 9730
16	Fouriesburg	40 Reitz Street, Fouriesburg, 9725
17	Frankfort	24 Van Rineen Str, Frankfort 9830
18	Harrismith	39 Southey Str, Harrismith, 9880
19	Heilbron	Corner Elscilliers, Heilbron, 9650
20	Henneman	No 3 Botha Str, Henneman, 9445
21	Hertzogville	10 Strauss Str, Hertzogville, 9482
22	Hoopstad	12 Van Zyl Str, Hoopstad, 9479
23	Hobhouse	27 Miller Str, Hobhouse, 9740
24	Jacobsdal	6 Andries Pretorious Str, Jacobsdal, 8710
25	Jagersfontien	12 Klooster Conviet Str,

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		Jagersfontien, 9974
26	Kestell	53 Van Resburg, Kestell, 9860
27	Kroonstad	Corner Mark & Murray Str, Kroonstad, 9499
28	Ladybrand	21 Church Str Ladybrand, 9745
29	Lindley	19 Church Str, Lindley, 9630
30	Marquard	6 Church Street, Marquard, 9610
31	Memel	Knipe Str, Memel, 2970
32	Makoane	Near Makoane Police Station Witzeshoek, 9870
33	Odendaalsrus	Weeber Street, ODENDALSRUS, 9480
34	Parys	11 Phillip Str, Parys, 9585
35	Paul Roux	44 Voortrekker Str, Paul Roux, 9800
36	Steynrus	15 Van Riebeck Str Steinsrus, 9515
37	Petrusburg	Corner Boshoff & Water Str, Petrusburg
38	Phillipolis	46 Tobie Miller Str, Phillipolis, 9970
39	Phuthadithaba	Cnr Moremoholo/ SETAI Str P/BAG X 801 Phuthadichaba 9870
40	Reddersburg	3 Norval Street, Reddersburg, 9904
41	Reitz	40 Church Str, Reitz, 9810
42	Rouxville	10 Murray Str, 9958
43	Sasolburg	Cnr Fitchardt & Bain Str, Sasolburg
44	Senekal	Landros Avenue, Senekal, 9600
45	Smithfield	Gen. Hertzog, Smithfield, 9966
46	Springfontein	1 Pieterse, Springfontein, 9917
47	Theunissen	Le Roux Str 57,

ANNEXURE A

		Thuenissen, 9410
48	ThabaNchu	Opposite Selossha Police Station, ThabaNchu
49	Trompsburg	36 Kerk Straat, Trompsburg, 9913
50	Tseki	PRIVATE Bag X 869 Tseki 9870
51	Tseseng	LC Mota Shopping Complex, Tseseng, 9868
52	Ventersburg	2 Voortekker Street, Ventersburg, 9450
53	Viljoenskroon	21 Engelbrecht Street, Viljoenskroon, 9520
54	Villiers	Cnr Pearson & Billiers, Villiers, 9840
55	Virginia	20 Virginia Garden, Virginia 9430
56	Vrede	46 Kuhn Str, Vrede, 9835
57	Vredefort	23 Orange Str, Vredefort, 9595
58	Warden	27B School Str, Warden, 9890
59	Welkom	Buiton Str/ Heerden, Opposite the Casino, Welkom, 9460
60	Wepener	2 Minnaar Street, Wepener, 9944
61	Wesselsbron	Corner Pretorious & President Steyn Str, Wesselsbron, 9680
62	Winburg	24 Leech Str, Winburg, 9420
63	Zastron	20 Hoofd Str, Zastron, 9950
64	Family Advocate	Sanlam Building 2 nd Floor 163A Nelson Mandela Drive, Bloemfontein 9300

ANNEXURE A

65	The Master of the High Court	Southern Life Building, c/o Charlotte Maxeke and Aliwal Streets Bloemfontein, 9301
66	The Regional Head	53 Charlotte Maxeke Street, Colonial Building, Bloemfontein 9300
67	Botshabelo	Hospital Street, Botshabelo 9781
68	Koffiefontein	6 Hampden Street, Koffiefontein 9986
69	Koppies	Church Street, Koppies 9540
70	Petrus Steyn	19 Reitz Street, Petrus Steyn 9640

4. LIMPOPO

NO	NAME	PHYSICAL ADDRESS
1	Bela-Bela	22 Pretoria Avenue, Bela-Bela, 0480
2	Bochum	Main Road, Next to Bochum Plaza, Bochum
3	Dzanani	Hillside Street, Dzanani
4	Ellisras/Lephalale	2 Park Lane, Lephalale
5	Giyani	Giyani Main Road, opposite old Nkhensani Hospital Giyani
6	Louis Trichardt	103 Munnik Street, Louis Trichardt, 0920
7	Lulekani	Chris Hani, Street, Next to SAPS, Lulekani
8	Mokerong	Registry, Magistrate Mokerong, Cnr Dudu Madisha & Hospital Street,

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NO	NAME	PHYSICAL ADDRESS
		Mahwelereng
9	Malamulele	The Magistrate Malamulele, Private Bag x 9180,
10	Mankweng	1057 Unit C, Mankweng
11	Musina	1ste Flax Avenue, Musina
12	Mutale	Registry, Mutale Magistrate, Tshilamba Next to SAPS, Mutale, 0956
13	Modimolle/ Nylstroom	Cnr Dr. JS Moroka & Church street, Modimolle
14	Namakgale	Cnr Calvin Ngobeni and Eckson Malatji Street Namakgale
15	Naphuno	Cnr Magistrate and Police Station street Naphuno
16	Nebo	Nebo, Next to Old Post Office, Maserum Ule Park, Nebo
17	Northam	24 Dwars Street Northam
18	Phalaborwa	Sealene Road Phalaborwa
19	Phalala	Witpoort, Seleka Witpoort, Lephallale 0555
20	Polokwane	92 Bok Street, Polokwane, 0799 0870
21	Ritavi	1513A Hlanganani Street, Letaba 0870
22	Sekhukhune	Next to SAPS Sekhukhune, Schoonoord
23	Thabazimbi	4 th Avenue, No.10 Thabazimbi
24	Thohoyandou	Nest to Old Mutual Bid Opposite Game Centre, Thohoyandou
25	Tiyani	Main Road Next to Police Station and Post Office Tiyani.
26	Tshilwavhusiku	Next to SAPS, Tshilwavhusiku
27	Tzaneen	18 Morgon Street, Tzaneen, 0850
28	Praktiseer	Police Station road, Next to Tubatsi Police station
29	Polokwane Master of the High Court	First Floor Library, Gardens Corner, Hans van Rensburg

ANNEXURE A

NO	NAME	PHYSICAL ADDRESS
		Polokwane
30	Regional Office: Polokwane	92 Bok Street, Polokwane, 0799
31	Polokwane Family Advocate Office	Wyndom Park Building, 23 Rabie, Street Polokwane
32	Seshego	Nelson Mandela Dve, Seshego, 0751
33	Sekgosese (Tshitale)	Mulima Sekgosese Road, Mulima, 0817
34	Mokopane/ Potgietersrus	70 Hooge Street Mokopane
35	Hlanganani	Near Waterval Police station,
36	Master of the High Court Thohoyandou	Cnr Grobler and Hans van Rensburg, Office 105, Library Garden, 1st floor, Polokwane
37	Thabampoopo	Lebowakgoma Zone F, Next to Maphori
38	Mokgoopong/Naboo mspruit	47, 5 th Avenue, Mokgoopong
39	Bolobedu	Next to Bolobedu Police Station, Ga-Kgapane 0838
40	Vuwani	Next to Vuwani Police Station, Polokwane

5. WESTERN CAPE

NO	NAME	PHYSICAL ADDRESS
1	Albertinia	6 William Street, Albertinia 6695
2	Athlone	Old Klipfontein Road, Athlone 7764
3	Atlantis	Wesfleur Circle Rygersdal Atlantis 7349
4	Beaufort West	c/o Church & Bird Street, Beaufort West 6970
5	Bellville Commercial Court	c/o Voortrekker & AJ West Street, Bellville
6	Bellville Magistrate Court	c/o Voortrekker and landsdros Street, Bellville
7	Bishop Lavis	c/o Myrtel Road and Vahalla,

ANNEXURE A

		Bishop lavis 7490
8	Bluedowns	11 Bentley Crestain Blue Downs 7579
9	Bonnievale	1Coetzee Street, Bonnievale 6730
10	Bredasdorp	22 Lang Street Bredasdorp 7280
11	Caledon	28 Church Street Caledon 7230
12	Calitzdorp	13 Queen Street, Calitzdorp 6660
13	Ceres	44 Voortrekker Street Ceres 6835
14	Clanwilliam	4 Main Street, Clanwilliam 8135
15	George	c/o 130 York & Courtney Street, George 6530
16	Goodwood	273 Voortrekker Street (c/o Voortrekker & Molteno), Goodwood 7460
17	Grabouw	202 Hoofweg Grabouw 7160
18	Heidelberg	52 Van Riebeeck Street, Heidelberg 6665
19	Hermanus	63 Main Road, Hermanus 7200
20	Hopefield	24 Voortrekker Road, Hopefield 7355
21	Khayelitsha	c/o Steve Biko & Walter Sisulu Street, Khayelitsha 7793
22	Knysna	11 Main Street, Knysna 6570
23	Kuilsriver	122 Van Riebeeck Avenue,

ANNEXURE A

		Kuils River 7580
24	Laaiplek	c/o Jameson & Van Zyl Street, Laaiplek 7365
25	Ladismith	57 Koningin Street, Ladismith 6655
26	Laingsburg	54 Station Street, Laingsburg 6900
27	Malmesbury	1 Retief Street, Malmesbury 7299
28	Mitchells Plain	1st Lane, East Ridge, Mitchells Plain 7789
29	Montagu	39 Piet Retief Street, Montagu 6720
30	Mooreesburg	7 Station Street, Moorreesburg 7310
31	Mossel Bay	Louis Fourie Road, Mossel bay 6500
32	Murraysburg	14 Church Street, Murraysburg 6995
33	Oudtshoorn	120 St John Street, Oudtshoorn 6620
34	Paarl	c/o Market Street & Bergrivier Boulevard, Paarl 7622
35	Parow	Arnold Wilhelm Street, Parow 7500
36	Philippi	C\O Iceliben & Lansdown Road Philippi 7781
37	Piketberg	44 Voortrekker Street, Piketberg 7320
38	Porterville	37 Voortrekker Straat Porterville

ANNEXURE A

39	Prins Albert	26 Kerk Street, Prince Albert 6930
40	Riversdale	13 Mitchell Street, Riversdale 6670
41	Robertson	50 Kerk Street, Robertson 6705
42	Simonstown	133 St Georges Street, Simon's Town 7995
43	Somerset West	33 Caledon Street, Somerset West 7130
44	Stellenbosch	Alexander Street, Stellenbosch 7600
45	Strand	C\O Main Bay Drive, Strand 7139
46	Swellendam	88 Voortrek Street, Swellendam 6740
47	Tulbagh	c/o Piet Retief & Waterkant Street, Tulbagh 6820
48	Uniondale	51 Voortrekker Street, Uniondale 6460
49	Van Rhyndorp	2 Church Street, Vanrhynsdorp 8170
50	Vredenburg	17 Piet Retief Street , Vredenburg 7380
51	Vredendal	24 Voortrekker Street, Vredendal 8160
52	Wellington	30 Jan van Riebeeck Street, Wellington 7655
53	Wolseley	29 Eeufes Street ,

ANNEXURE A

		Wolseley 6830
54	Worcester	57 Adderley & Waterloo Street, Worcester 6850
55	Wynberg	Church Street, Wynberg 7824
56	Cape Town State Attorney	22 Long Street Cape Town 8000
57	Cape Town Family Advocate	C/O Hout Street & St George's Mall 55 Union Castle building 10 th floor Cape Town 8000
58	George Family Advocate	11 th Floor Plain Park Building, Plain Street Cape Town 8000
59	Worcester Family Advocate	67 High Street, Worcester
60	Cape Town Regional Office	11 th Floor Plain Park Building, Plain Street Cape Town 8000
61	Master of the High Court	45 Castle Street, Dullar Omar building Cape town

6. KWAZULU-NATAL

No	NAME	PHYSICAL ADDRESS
1.	Babanango	Cnr Justice and Main Street, Babanango
2.	Bergville	Sharrat Street Bergville
3.	Camperdown	10 Bishop Street Camperdown
4.	Chatsworth	1 Justice Street Chartsworth
5.	Dannhauser	6 Church Street Dannhauser
6.	Dududu (Vulamehlo)	P77 Dududu Mani Rd, Scottburgh
7.	Dundee Magistrate Court	77 Gladstone Street Dundee

ANNEXURE A

8.	Durban Magistrate Court	Cnr Somtseu & Stanger Road, Durban 4000
9.	Durban Regional Office	No 2 Devonshire Place; Smith Street
10.	Durban State Attorney	6th Floor , MetLife Building, 391 Anton Lembede Street
11.	Emlazi	V1318 Mangosuthu Highway,V Section Emlazi
12.	Empangeni	6 Union Street, Empangeni 3880
13.	Emzumbe	Emzumbe Location Hibberdene 4220
14.	Escort Magistrate Court	Albert Street Escort
15.	Eshowe Magistrate Court	Lot 69, Babanango Road Eshowe
16.	Eskhawini Magistrate Court	H11 Ilanda Street, Esikhawini
17.	Durban Family Advocate	143 Grove Street, 15th Floor Maritime House
18.	Glencore Magistrate Court	Justice Lane
19.	Greytown Magistrate Court	Bell Street
20.	Harding Magistrate Court	Murchison Street
21.	Hibberdene Magistrates Court	11 Minerba Crescent
22.	Himeville	George Street
23.	Hlabisa Magistrate Court	Lot 318,Saunder Street
24.	Hlanganani	Bulamain Road, Polela Centre
25.	Howick	Morling Street, Howick
26.	Impendle Court	East Street, Impendle
27.	Ingwavuma Lower Court	Main Road, Ingwavuma
28.	Inkanyezi Lower Court	King Dinuzulu Township
29.	Izingodwane Lower Court	Old Main Road
30.	Kokstand Lower	Barker Street

ANNEXURE A

	Court	
31.	KZN Family Advocate Library	143 Margaret Mncadi Ave
32.	Ladysmith Lower Court	16 Kelate Street
33.	Magistrate Emzumbe (Turton)	V1318 Mangosuthu Highway,V Section
34.	Master Office Durban	2 Devonshire Place, 2nd Floor
35.	Melmoth District Court	25 Reinhold
36.	Moorriver	Cloughton Terras
37.	Mpumalanga	1 Kelly Road, Hammarsdale
38.	Ndwedwe	Ndwe Court House Road
39.	New Castle Magistrate Court	Murchison Street
40.	New Hanover	Main Road
41.	Nkandla Lower Court	Lot 208, Ndlangubo Street
42.	Nongoma Lower Court	LOT 96, Main Road
43.	Nqutu Lower Court	Lot 69, Babanango Road
44.	Ntuzuma	Dalmaney Road
45.	Paulpietersburg Lower Court	33 Kruger Street
46.	Pietermaritzburg Magistrate Court	Cnr Church & Otto Streets
47.	Pinetown Lower Court	5 Chancery Lane
48.	Pongala Lower Court	Koppie Alleen
49.	Port Shepstone Lower Court	5 Court House Road
50.	Regional Office	No 2 Devonshire Place; Smith Street
51.	Richmond	Chilley Street
52.	Richmond Lower Court	V1318 Mangosuthu Highway,V Section
53.	Scottburgh Magistrates Court	Scott Street
54.	Scottisburgh Lower Court	c/o Airth & Scott Street, Scottburgh 4180
55.	Simdlangentsha Lower Court	Notshane Location

ANNEXURE A

56.	Stanger Magistrate Court	127 King Shaka Street
57.	State Attorney	12th Floor, North State Building, 95 Market Street Durban
58.	Tugela Ferry Magistrate Court	Tugela Ferry Village, Main Road, Msinga 3010
59.	Ubombo Lower Court	Lot 15, Main Road
60.	Umbumbulu	Main Street
61.	Umzinto Magistrates Court	SAPS, Court Road
62.	Utrecht	51 Voor Street
63.	Verulam lower Court	52 Moss Street
64.	Vryheid Magistrate Court	212 Church Street

7. NORTH WEST PROVINCE

NO	NAME	PHYSICAL ADDRESS
1.	Atamelang	Seodi Avenue
2.	Bafokeng	3582 Motsatsi Street
3.	Bloemhof	38 Kerk Street
4.	Brits	Cnr Van Velden & Court Sreets
5.	Christiana	17 Pretorius Street
6.	Coligny	75 Voortreker Street
7.	Delareyville	23 General Delarey Street
8.	Ditsobotla	4338 Ramaboa Street
9.	Family Advocate	461 / 805 Steve Biko Drive, Unit 2
10.	Fochville	Cnr of Losberg and Chuch Street
11.	Ganyesa	Next To Post Office
12.	Groot Marico	Voortrekker Street
13.	Klerksdorp	Church Street, Klerksdorp
14.	Koster	46 Malan Street Koster
15.	Kudumane/Mothibistard	Kgosi Mothibi Road Kudumane
16.	Lehurutshe	2520 D.P. Moloto Street,
17.	Lichtenburg	Landdros Maartens Avenue
18.	Madikwe	1 Mogokari Street

ANNEXURE A

19.	Mankwe	934 Unit 3, Mogwase
20.	Master Of High Court	44 Shippard Str
21.	Mmabatho Regional Court	Cnr Robert Sobukwe & Sekane Roads
22.	Molopo	University Drive, Mmabatho
23.	Moretele	Jubilee Road Stand Nr 435 Shopping Complex, Temba 0407
24.	Odi	8535 Setlalentoa Street Zone 5
25.	Orkney	Ramaboa Street, Zone 3, Itsoeng, 2744
26.	Ottosdal	No.42 Voortrekker Street
27.	Pampierstad	L M Mangope Street
28.	Potchefstroom	123 Van Riebeeck Street
29.	Rustenburg	13 Nelson Mandela Street
30.	Schweizer Reneke	1 Botha Street
31.	State Attorney	44 Shippard Str
32.	Stilfontein	Cent livers Road, Stilfontein
33.	Swartruggens	13 Jan Van Riebeeck Street
34.	Taung	8584 Taung Hospital Road
35.	Ventersdorp	Grey Street, Ventersdorp
36.	Vryburg	C/o Market & De Kock Streets
37.	Wolmaranstad	28 Piet Retief Street
38.	Zeerust	27 President Street Zeerust

8. GAUTENG PROVINCE

NO	NAME	PHYSICAL ADDRESS
1.	Alexandra	223 Second Street, Wynberg
2.	Atteridgeville	1 Hlahla Street, Atteridgeville 0008
3.	Benoni	29 Harpur Street, Benoni, 1500
4.	Boksburg	Cnr Trichardt & Adderley Str, Boksburg 1460
5.	Brakpan	Prince George & Kritzingen Street, Brakpan 1541
6.	Brixton/ Commercial Court	Cnr High & Mercury Street, Brixton 2019/Eloff & Commissioner
7.	Bronkhorstspuit	38 Kruger Street, Bronkhorstspuit 1020
8.	Cullinan	2 School Road, Cullinan 1000
9.	Edenvale	Cnr Linksfield & 1st Avenue, Edenvale 1609
10.	Ekgangala	4995 Section D, Ekgangala 1021
11.	Germiston	78B President Street, Germiston 1401

ANNEXURE A

12.	Heidelberg [GP]	62 Begeman & Ueckerman Street, Heidelberg 1438
13.	Hillbrow	Cnr Sam Hancock & Queen Street, Hillbrow 2038
14.	Jeppe Branch Court	Mr A P McMahon
15.	Johannesburg/Family Court	Cnr Fox & West Street, Johannesburg 2000
16.	Justice College	420 Festival street, Hatfield, Pretoria, 0028
17.	Kempton Park	17 Monument Road, Kempton Park 1620
18.	Khutsong	Next to Khutsong Police Station
19.	Kliptown	49 Beacon Road, Kliptown 1812
20.	Krugersdorp	36 Biccard Street, Krugersdorp 1739
21.	Lenasia	Cnr Station & Nivana Drive, Lenasia 1821
22.	Magistrate Court JHB	36 Biccard Street, Krugersdorp 1739
23.	Master of the High Court Johannesburg	66 Marshall Street, Hollard Building, cnr Sauer & Marshall streets, JHB
24.	Master of the High Court Pretoria	The SALU Building, 316 Thabo Sehume Street, Pretoria,0001
25.	Meadowlands	Heck Roodt Circle, Zone 2, Meadowlands 1851
26.	Meyerton	Cnr Fenton & Kruger Street, Meyerton 1960
27.	Midrand	Cnr old Pretoria Road & North Street, Midrand
28.	National Office	329 Pretorius street (c/o Sisulu & Pretorius str), Pretoria, 0001
29.	Newlands	186 Main Road, Newlands 2092
30.	Nigel	Cnr 4th Avenue & Church Street, Nigel 1490
31.	Oberholzer	64 Van Zyl Smit Street, Oberholzer 2499
32.	Orlando	c/o Mooki and Rathebe Street, Orlando East 1806
33.	Palm Ridge	Cnr K146 road and Palm Ridge road, Palm Ridge, Alberton
34.	Pretoria LC	Cnr Francis Baard & Sophie De Bruyn Street, Pretoria 0001
35.	Randburg	18 Shepherd Avenue, Randburg 2125
36.	Randfontein	Cnr Pollock & Sutherland Street, Randfontein 1760
37.	Regional Office Gauteng	Cnr Kruis and Pritchard streets, Johannesburg, 2001 (opposite South Gauteng High court)
38.	Roodepoort	Cnr Rex & Meyer Street, Roodepoort 1724
39.	Sebokeng	18 Moshoeshe Street, Sebokeng 1983
40.	Soshanguve	Soshanguve Highway Block H, Soshanguve 2096
41.	South African Law Reform Commission	2007 Lenchen Avenue South, Centurion, Pretoria
42.	Soweto	Cnr Ndaba and Kunene St,Protea,

ANNEXURE A

		Soweto 1819
43.	Springs	Welgedacht Road, Springs 1559
44.	State Attorney Pretoria	Old Mutual Centre, 167 Andries(Thabo Sehume) Street, Pretoria, 0001
45.	State Attorney Johannesburg	12th Floor, North State Building, 95 Market Street (C\O Kruis Street), Johannesburg, 2001
46.	Tembisa	244 Gqagqa Section, Tembisa 1632
47.	Vanderbijlpark	Cnr General Hertzog & F W Beyers Street, Vanderbijlpark 1911
48.	Vereeniging	Cnr Leslie & Beaconsfield Ave, Vereeniging 1939
49.	Welbekend	R25 Plaas Onbekend, Bapsfonte, Bronkhorstspuit 1020
50.	Westonaria	36 President Steyn Street, Westonaria 1780
51.	Wynberg	223 Second Street, Wynberg

9. EASTERN CAPE

NO	NAME	PHYSICAL ADDRESS
1	KOMGA	1 Govt Avenue, Komga 4960
2	IDUTYWA	Next To Police Station , Idutywa 5000
3	WILLOWVALE	C/O Main & Hill Street, Willowvale 5040
4	CENTANE	CCSC Building ,Bell Street, Centane 4980
5	BUTTERWORTH	52 Blyth Street, Butterworth 4960
6	TSOMO	Main Street, Tsolo 5170
7	NQAMAKWE	Blyth street, Ngqamakwe 4990
8	QUMBU	95 Main Street, Qumbu 5180
9	LIBODE	Main Street (R61), Libode 5160
10	NGQELENI	76 King George Street Ngqeleni 5140
11	MQANDULI	68 Main Street, Mqanduli 5080

ANNEXURE A

12	ELLIOT	34 Voortrekker Street, Elliot , 5460
13	MACLEAR	Royal Road, Maclear 5480
14	TSOLO	Main Street Tsolo, 5170
15	UITENHAGE	6 Durban Street,m Uitenhage 6230
16	ABERDEEN	2A Porter Street, Aberdeen 6270
17	JANSENVILLE	46 Main Street Jansenville , 6265
18	JOUBERTINA	8 Van Riebeeck Street , Joubertina 5235
19	STEYLERVILLE	35 Sarel Cilliers Street Steylerville 6250
20	WILLOWMORE	36 Weymeyer Street Willowvale 5040
21	HUMANSDORP	Du Plessis Street, Humansdorp 6300
22	HANKEY	Phillip Street, Hankey 6350
23	STERKSPRUIT	81 Herschel Road, Sterkspruit, 9762
24	COFIMVABA	High Street Cofimvaba 5380
25	ALIWAL NORTH	15 Smith Street Aliwal North 9750
26	DORDRECHT	Mark Plein Street NR 2 Dordrecht 5435
27	INDWE	23 Voortrekker Street Indwe 5445
28		52 Westgate Street, Port St Johns 5540

ANNEXURE A

	PORT ST JOHNS	
29	ENGCOBO	High Street, Engcobo 6050
30	FLAGSTAFF	Main Street,(R61) Flagstaff 4810
31	MOUNT FRERE	Main Street Mt Frere 5090
32	LUSIKISIKI	C/O Stanford & Main Street Lusikisiki 4820
33	TABANKULU	81 Main Street, Tabankulu 5130
34	KIRKWOOD	Middle Street, Kirkwood 6120
35	QUEENSTOWN	76 Robinson Road Queenstown 5320
36	STERKSTROOM	8 Hopley Street Sterkstroom 5425
37	NTABETHEMBA	1 Main Street, Ntabathemba 5528
38	TARKASTAD	Van Reenen Street Tarkastad 5370
39	BURGERSDORP	Church Street Burgerdorp 9744
40	VENTERSTAD	Tennant Street Venterstad 9798
41	SEYMOUR	75 Curzon Street Seymour 5750
42	STEYNSBURG	C/O Hendrick Portgieter & Kruger Street Steynsburg 5920
43	LADY FRERE	40 Indwe Road Lady Frere 5410
44	MOLTENO	C/O Robinson & Smith Street Molteno 5500
45	HOFMEYER	Voortrekker Street Hofmeyer 5930

ANNEXURE A

46	LADY GREY	19 Martin Street Lady Grey 9755
47	BARKLEY- EAST	No 1 Graham street, Barkley East 9786
48	JAMESTOWN	Aliwal Road Jamestown 9742
49	STUTERRHEIM	23 Dragon Street Stutterheim 4930
50	PEDDIE	Main Street Peddie 5640
51	KEISKAMMAHOEK	Cemetery Avenue Keiskammahoek 5670
52	FORT BEAUFORT	Market Street 4, Fort Beaufort 5720
53	MAGISTRATE PORT ELIZABETH	1 De Villiers Street North End
54	CRADOCK	50 Market Square Cradock 5880
55	MIDDELBURG	40 Loop Street Middleburg 5900
56	PEARSTON	45 Voortrekker Street Pearston 5860
57	PORT ALFRED	Pascoe Crescent Port Alfred 5325
58	MAGISTRATE ZWELITSHA	Main Road , Zwelitsha 5608
59	MT FLETCHER	Main Street (on R56) Mount Fletcher 5510
60	STATE ATTORNEY EAST LONDON	17 Fleet Street East London
61	MASTERS BISHO	1 st Floor Sita Building no 254 CNR Phalo & Rharhabe Avenue Bisho 5605
62	MASTERS GRAHAMSTOWN	5 Burthust street Grahamstown 6140
63	L C CARTHARTH	Main Street Carthcart 5310

ANNEXURE A

64	EAST LONDON REGIONAL OFFICE	3 Phillip Frame Road Waverley Park Chiselhurst East London
65	MIDDLEDRIFT	CNR Mangconde & Mkwayi Streets Middledrift 5685
66	ALICE	Long Market Street Alice 5700
67	KING WILLIAMSTOWN DIVORCE COURT	Cnr Oak and Reserve Streets King Williams Town 5600
68	CALA	Umtata Road 472, Cala 5455
69	KING WILLIAMSTOWN LC	117 Alexandra Road 5600
70	MALUTI	138 Police Street Road, Maluti 4740
71	MAGISTRATE MDANTSANE	No 1 Mazawule Street NU 1 Mdantsane 5219
72	MASTERS MTHATHA	7 Craister Street Holy Cross Mthatha
73	SOMERSET EAST	01 Worcester Street Somerset East 5850
74	L.C ADELAIDE	49A Church A Street, Adelaide 5760
75	L C GRAAF REINETT	26 Church Street Graaff Reinet 6280
76	STATE ATTORNEY MTHATHA	94 Sisson Street Old Road Casthouse NPA Building Fort Gale Mthatha
77	WITTLESEA	3 Shepston Street Whittlesea 5360
78	MAGISTRATE BEDFORD	Andreu Tupin Street Bedford 5780
79	L C ALEXANDRIA	2 Court Street Alexandria 6185
80	L C EAST LONDON	4 Buffalo Road East London 5200
81	MTHATHA LITIGATION OFFICE	94 Sisson Street Old Road Casthouse NPA Building Fort Gale Mthatha
82	FAM ADVOCATE PE	523 Govan Mbeki Avenue North
83	MT AYLIFF	67 Church Street Mount Ayliff 4735
84	BIZANA	Erf 104 Main Street (R61) Bizana 4800

ANNEXURE A

85	EAST LONDON FAMILY ADVOCATE	29 ST Peters Road Southernwood
86	GRAHAMSTOWN DISTRICT COURT	104/106 High street
87	MTHATHA DISTRICT COURT	74 CNR Victoria Street Mthatha
88	MTHATHA FAMILY ADVOCATE	6 th Floor Manpower Building Mthatha 5099
89	PE MASTERS OF THE HIGH COURT	523 Goven Mbeki Avenue North End 6000
90	PE STATE ATTORNEY	29 Western Road Central

ANNEXURE A1**THE OCJ LIST OF ALL THE OFFICES AND SITES WITH LIBRARIES**

NO	NAME	PROVINCE	PHYSICAL ADDRESS
1	Kimberley High Court	Northern Cape	5 Sol Plaatje Drive, Civic Centre, Kimberley
2	Free State High Court	Free State	Corner Fontein & President Brand Str, Bloemfontein, 9300
3	Supreme Court of Appeal Court	Free State	Corner Elizabeth & President Brand Str, Bloemfontein, 9300
4	Polokwane High Court	Limpopo	34 Landross Mare, Polokwane
5	Limpopo High Court/Thohoyandou	Limpopo	Government Building, Shopping Complex Thohoyandou
6	Cape Town Labour Court	Western Cape	113 Loop Street, 1 st Floor, Twineel House Cape Town
7	Western Cape High Court	Western Cape	35 Keerom Street, Cape Town 8000
8	High Court- Pietermaritzburg	KwaZulu-Natal	301 Church Street
9	Durban High Court	KwaZulu-Natal	12 Masonic (Dullah Omar) Grove Durban
10	Durban Labour Court	KwaZulu-Natal	I.C.L. House, 480 Smith Street, Durban, 4000
11	North West High Court	North West	Cnr Hector Peterson and University Drive
12	Constitutional Court	Gauteng	1 Hospital street, Constitution Hill,

			Braamfontein, 2017
13	Labour Court Johannesburg	Gauteng	Arbour Square Building 6th and 7th Floors c/o Juta & Melle Streets Braamfontein 2001
14	Land Claims Court	Gauteng	Cnr Hill & Kert Streets, Randburg, 2125
15	North Gauteng High Court	Gauteng	Cnr Paul Kruger & Vermeulen (Madiba) Streets, Pretoria, 0002
16	South Gauteng High Court	Gauteng	Cnr Kruis and Pritchard streets, Johannesburg, 2001
17	Grahamstown High Court	Eastern Cape	104/106 High Street Grahamstown
18	Mthatha High Court	Eastern Cape	CNR 74 Victoria & Frere Road Mthatha 5099
19	Port Elizabeth High Court	Eastern Cape	584 Govan Mbeki Street North End 6055
20	Bisho High Court	Eastern Cape	10 Independence Avenue , Bisho
21	Port Elizabeth Labour Court	Eastern Cape	1 st Floor Fidelity House 190 Govan Mbeki Avenue
22.	The Office of the Chief Justice	Gauteng	41 Fox Street , 14 Floor Edura House, Johannesburg
23.	Mbombela High Court	Mpumalanga	Samora Machel Drive, Mbombela

A2

Legal Aid South Africa

National Office

Legal Aid House

29 De Beer Street

Braamfontein, Johannesburg

South Africa

2017

Telephone :0118772000

Legal Aid South Africa
EASTERN CAPE PROVINCIAL OFFICES

No	Offices	Head of Offices (HOO)	Postal Address	Physical Address	Telephone Number	Fax Number
Eastern Cape Province						
1	Aliwal North	Ms Netarie Verwey	P O Box 153 Aliwal North Docec 4 Aliwal North	67 Somerset Street Aliwal North 9750	051 633 2579	051 634 2662
2	Butterworth	Mr Lunga Marenene	P O Box 553 Butterworth 4960 Docec1 Butterworth	ECDC Building No 24 High Street Butterworth	047 491 0006	086 530 4119
3	East London	Ms Tobeka Maqwati	P O Box 7570 East London 5200 Docec 57 East London	33 Fleet Street Commissioner Street Entrance East London 5200	043 704 4700	043 722 3503
4	Graaff-Reinet	Mr Phumlani Dlamkile	P O Box 326 Graaf-Reinet 6280 Docec 3 Graaf-Reinet	64 Church Street Graaf-Reinet 6280	049 807 2500	049 892 6033
5	Grahamstown	Ms Imkitha Salman-Beya	P O Box 105 Grahamstown 6140 Docec 18 Grahamstown	69 High Street Grahamstown 6140	046 622 9350	046 622 8873
6	King Williams Town	Mr Mandia Mngaza	P O Box 2323 King Williams Town 5600 Docec 4 King Williams Town	2nd Floor Old Mutual Building Cnr Cathcart & Macclean Street King Williams Town	043 604 6600	043 642 4885
7	Mthatha	Ms Nolitha Jali	P O Box 536 Mthatha 5099 Docec 13 Mthatha	98 Sutherland Street. PRD Building Mthatha 5099	047 501 4600	047 531 4144
8	Port Elizabeth	Ms Lynette Franklin	P O Box 27989 Greenacres 6057 Docec 127 Port Elizabeth P O Box 1398 Queenstown	1 Uitenhage Road North End Port Elizabeth 6001	041 406 2800	041 487 3335
				No 2 - 4 Shepstone Road Jeanitel bid, Erf 5273	045 807 3500	045 838 4620

9	Queenstown	Ms Yolundi Ngxola - Tshona	5320 Docex 28 Queenstown	Queenstown 5319	
10	Uitenhage	Mr Wongiwe Makhenyane	P O Box 459 Uitenhage 6230 Docex 6 Uitenhage	32-36 Baird Street Uitenhage 6230	041 991 1811 041 991 1814
	Eastern Cape Provincial Office	Mr Hope Bambiso PE	P O Box 63799 Greenacres Port Elizabeth 6056 Docex 131 Newton Park	5 Mangold Street Newtown Park Port Elizabeth 6001	041 363 8863 041 363 1216

Legal Aid South Africa
FREE STATE & NORTH WEST PROVINCIAL OFFICES

No	Offices	Head of Offices (HOO)	Postal Address	Physical Address	Telephone Number	Fax Number
Free State Province						
1	Bethlehem	Mr Wouter de Villiers	P O Box 1324 Bethlehem 9700 Docex 15 Bethlehem	24 Cnr Commissioner & Naudé Street Bethlehem 9700	056 303 6824	056 303 6823
2	Bloemfontein	Mr Machini Motloung	P O Box 9899 Bloemfontein 9300 Docex 46 Bloemfontein	1st Floor Southern Plaza Building 41 Charlotte Maxeke Street Bloemfontein 9301	051 447 9815	051 447 2106
3	Botshabelo	Mr Cuma Siyo	PO Box 6141 Botshabelo 9781 Docex 001 Botshabelo	Shop No.1 Re-A-Hola Shoppin Complex Botshabelo 9781	051 534 4398	051 534 4930
4	Kroonstad	Ms Anele Tshapa	P O Box 2229 Kroonstad 9500 Docex 12 Kroonstad	99 Murray Street Kroonstad 9501	056 216 4800	056 212 4522
5	Phuthaditjaba	Mr Puseletso Mokoena	Private Bag X 831 Witsieshoek 9870 Docex 4 Harrismith	Cnr Motloung & Setai Street FDC Office Block E Phuthaditjaba 9866	058 713 5000	058 713 5002
6	Welkom	Ms Stefani De Villiers	P O Box 335 Welkom 9460 Docex 1 Welkom	Archiquant Building 8 Heerent Street Welkom 9460	057 357 2847	057 357 1948
North West Province						
7	Klerksdorp	Ms Melinda de Kock	P O Box 2793 Klerksdorp 2570 Docex 9 Klerksdorp	19 Bram Fischer Street Klerksdorp 2570	018 464 3022	018 462 6607
8	Lichtenburg	Ms Dimakatso Mkhari	P O Box 1208 Lichtenburg 2740 Docex 7 Lichtenburg	25 Barjies Street Lichtenburg 2740	018 632 7600	018 632 7609
9	Mafikeng	Ms Victoria Maelisa Mophulane	P/ Bag X2125 Mafikeng 2745 Docex 8	3794 IEC Building Protea Office Park Sekame Road Mafikeng	018 381 1096	018 381 5084

10	Potchefstroom	Mr Moima Phakedi	Matifeng P O Box 1447 Potchefstroom 2520 Docex 23 Potchefstroom	44 Dr James Moroka Street Royal Building, 2nd Floor Potchefstroom 2531	018 293 0045	018 297 7425			
11	Rustenburg	Ms Charmain Smit	P O Box 2090 Rustenburg 0300 Docex 31 Rustenburg	122 Beyers Naude Drive Albach Building Rustenburg 0299	014 592 3185/6	014 592 3187			
12	Vryburg	Mr Aubrey Kunene	P O Box 652 Vryburg 8601 Docex 7 Vryburg	71 Vry Street Vryburg 8601	053 927 0095 053 927 0142 053 927 0145	053 927 0119			
Free State & North West Provincial Office			Bloemfontein 9300 Docex 125 Bloemfontein	Hydro Park Building 100 Kellner Street Westdene Bloemfontein	051 412 8040/43	051 444 2386			

Legal Aid South Africa
GAUTENG PROVINCIAL OFFICES

No	Offices	Head of Offices (HOO)	Postal Address	Physical Address	Telephone Number	Fax Number
Gauteng Province						
1	Alexandra	Ms Nelisa Soji	P O Box 1192 Bramley 2018 Docex 5 GlenHazel	650 Louis Botha Ave Bramley Johannesburg 2018	011 766 6170	011 766 0662
2	Benoni	Ms Nomawethu Mtebele	P O Box 2972 Benoni 1500 Docex 12 Benoni	23 Tom Jones Str Bedford Court Building Benoni 1501	011 845 4311	011 421 1082
3	Ga-Rankuwa	Mr Lungelo Mditshhe	P O Box 23 Ga-Rankuwa North 0209 Docex 3 Akasia	222 Main Street Zone 15 Ga-Rankuwa Industrial 0208	012 700 0595	012 700 1908
4	Germiston	Ms Aysa Ismail	P O Box 4302 Germiston South 1401 Docex 23 Germiston	United House, 2nd and 3rd Floor 175 Meyer Street Cnr Meyer and Library Streets Germiston 1401	011 842 7300	011 825 7987 / 872 1534
5	Johannesburg	Ms Ncikazi Moahloli	P O Box 62378 Marshalltown 2107 Docex 259 Johannesburg	70 Fox Street Marshalltown Johannesburg 2000	011 870 1480	011 838 6658
6	Krugersdorp	Mr Stephen Mofokeng	P O Box 660 Krugersdorp 1740 Docex 19 Krugersdorp	51 Burger Street Krugersdorp	011 660 2335	011 660 2050
7	Pretoria	Ms Flavia Isola	P O Box 1281 Pretoria 0001 Docex 350 Pretoria	5th Floor Steyn Towers 271 Pretorius Street Pretoria	071 084 6750	012 324 1950
8	Soshanguve	Mr Michael M Ramaphosa	PO Box 401 Soshanguve 152 Docex 5 Pretoria North	Medicos Centre Stand no 2093 Block H Soshanguve 0152	012 797 2721	012 797 2573

9	Soweto	Mr Mireli Motsepe	P O Box 392 Pimville 1808 Docex 115 Johannesburg PO Box 1725 Tembisa 1620 Docex 30 Kempton Park P O Box 3948 Vereeniging 1930 Docex 25 Vereeniging	Office 403 & 411 A Maponya Mall Chris Hani Road Klipspruit Shop 42 Tembisa MegaMart Mall Botswana Road (Olfantsfontein Road) Tswelopelo Section Tembisa 8 Jasmine Mansions 28 Senator Mrks Ave Vereeniging 1938	011 938 3547	011 983 8220
10	Tembisa	Ms Elizabeth Niewoudt			011 316 0164	011 316 0198
11	Vereeniging	Mr Thami Manaba			016 421 3527	016 421 4287
Gauteng Provincial Office		Adv Wilna Lambley PE	P O Box 16237 Lyttelton Docex 134 Pretoria	144 Cantonment Road Selborne Centre Lyttelton Pretoria 0157	012 664 2921	012 664 6920

Legal Aid South Africa
KWAZULU NATAL PROVINCIAL OFFICES

No	Offices	Head of Offices (HOO)	Postal Address	Physical Address	Telephone Number	Fax Number
KwaZulu-Natal Province						
1	Durban	Ms Nomsa Nkosi	P O Box 4397 Durban 4000 DoceX 214 Durban	The Marine Building ground floor 22 Dorothy Nyembe Street Formerly known as Gardner Street Durban 4001	031 304 0100	031 304 3564
2	Empangeni	Ms Lungile Magoso	P O Box 38 Empangeni 3880 DoceX 18 Empangeni	Mazule House 7 Maxwell Street Empangeni 3008	035 792 4949	035 792 4954
3	Ladysmith	Mr Sithembiso Khumalo	P O Box 1181 Ladysmith 3370 DoceX 9 Ladysmith	371 Murchison Street Cnr Murchison & Eggerton (opposite Anderson Motors) PBS Building Ladysmith 3370	036 638 2500	036 637 5036
4	Newcastle	Ms Fathima Buckus	P O Box 1850 Newcastle 2940 DoceX 7 Newcastle	65 Scott Street Newcastle 2940	034 328 7100	034 312 3426
5	Pietermaritzburg	Ms Nokuphiwa Nguqu	Suite 173 Postnet X9118 Pietermaritzburg 3200 DoceX 54 Pietermaritzburg	183 Church Street Pietermaritzburg 3201	033 394 2190	033 342 2576
6	Pinetown	Mr Vis Nair	P O Box 1006 Pinetown 3600 DoceX 162 Durban	1st Floor ABSA Building 1 Church Road Pinetown 3600	031 719 2700	031 701 5880
7	Port Shepstone	Mr Roger Jasson	P O Box 50148 Port Shepstone 4240 DoceX 5 Port Shepstone	2nd Floor MB Centre 49 Aiken Street Opposite ABSA Bank Port Shepstone 4240	039 688 9600	039 682 5908
8	Umlazi	Mr Mandla Ntobela	P O Box 36265 Ntokozweni 4089 DoceX 1	V1332 Ithala Industrial Park Cnr Mangosuthu Highway & Road 1902 Umlazi 4031	031 918 8100	031 906 1477

9	Verulam	Mr Bhekizenzo Mfhehwa	Umlazi P O Box 183 Verulam 4340 Doceex 380 Durban	Suite 1 Ayesha Razak Centre 1st Floor 23 Groom Street Verulam 4340	032 533 2654	032 533 2651
10	Vryheid	Mr Mr Sibuko Mashaba	P O Box 852 Vryheid 3100 Doceex 5 Vryheid	116 Landrost Street Vryheid 3100	034 989 6300	034 989 8311
	KwaZulu Natal Provincial Office	Mr Vela Mdaka PE	P O Box 2489 Pinetown 3600 Doceex 281 Durban	7th Floor Charter House Cnr Crompton & Union Street Pinetown 3600	031 717 8450	031 702 1960

Legal Aid South Africa
LIMPOPO & MPUMALANGA PROVINCIAL OFFICES

No	Offices	Head of Offices (HOO)	Postal Address	Physical Address	Telephone Number	Fax Number
Limpopo Province						
1	Makhado	Mr Elton Makhadi	P O Box 4591 Louis Trichardt 0920 Docex 8 Louis Trichardt	Noor Gardens Cnr Krogh & Devenish Str Louis Trichardt 0920	015 519 1100	015 519 1103
2	Modimolle	Ms Mercy Malola	P O Box 4373 Modimolle 0510 Docex 8 Modimolle	Shop 8 Nyl Sake Sentrum Nelson Mandela Drive Modimolle 0510	014 717 4977	014 717 4980
3	Polokwane	Mr Thabo Ledwaba	P O Box 1314 Polokwane 0700 Docex 24 Polokwane	Polokwane High Court Cnr Bodenstein & Biccard Street 3rd Floor Polokwane	015 291 2429	015 295 4386
4	Thohoyandou	Mr Thomas M Madzaga	P O Box 3550 Thohoyandou 0950 Docex 3 Thohoyandou	Shop 2 Metropolitan Complex Thohoyandou 0950	015 962 6206	015 962 6383
5	Tzaneen	Ms Tsakani Maluleke-Sihlangu	P O Box 2365 Tzaneen 850 Docex 16 Tzaneen	2nd Floor Office 220-237 Tzaneen Crossing Mall Cnr Lydenburg & Skurving Str Tzaneen	015 307 3129	015 307 3113
Mpumalanga Province						
6	Ermelo	Mr Matthew L Shongwe	P O Box 656 Ermelo 2350 Docex 9 Ermelo	14 Joubert Street Ermelo 2350	017 819 7291	017 819 7270
7	Middelburg	Ms Jacobeth Rampa	P O Box 827 Middelburg 1050 Docex 3 Middelburg	5A Laver Street Middelburg 1050	013 243 5964	013 282 1235
8	Nelspruit	Mr Sipho Ndhlovu	P O Box 5103 Nelspruit 1200 Docex 31	Room 806 8th Floor 30 Brown Street Nedbank Building Nelspruit	013 753 2154	013 755 1540

Name	Address	City	Postal Code	Telephone Number	Fax Number
9 Witbank	Nelspruit P O Box 4373 Emalahleni 1035	Mr Evans Mabitsele	1200	013 656 5290	013 656 5291
Limpopo & Mpumalanga Provincial Office	P O Box 11237 Bendor Park 0713	Ms Mpho Kgabi PE	Corima Park Number 3 Rhodes Drift Avenue Bendor Polokwane 0700	015 296 0117	015 296 0102

Legal Aid South Africa
WESTERN CAPE & NORTHERN CAPE PROVINCIAL OFFICES

No	Offices	Head of Offices (HOO)	Postal Address	Physical Address	Telephone Number	Fax Number
Western Cape Province						
1	Athlone	Mr Ron Holmes (Acting)	P O Box 166 Athlone 7760 Doceex 9 Athlone	2nd Floor, Kipfontein Road Melofin Centre 7764 Athlone	021 697 5252	021 697 5316
2	Bellville	Ms Ronelle Arendse	Doceex 70 Bellville	68 Durban Road Van Der Stel Bldg Cnr Voortrekker & Durban Street Bellville 7535	021 949 3062	021 949 2534
3	Cape Town		P O Box 516 Cape Town 8001 Doceex 19 Cape Town	3rd Floor South African Reserve Bank Building 60 St Georges Mall Cape Town 8001	021 426 4126	021 426 5766
4	George	Ms Zukiswa Mavuso	Doceex 27 George	Tommy Joubert Building Cnr Craddock & Courtenay Street George 6530	044 802 8600	044 874 0779
5	Caledon	Mr Neils Du Plessis	Doceex 3 Caledon	22 Church Street Caledon 7230	028 212 1815	028 212 1826
6	Malmesbury	Mr Elroy Machelm	Doceex 6 Malmesbury	1st Floor, The Frank Building 47 Voortrekker Road Malmesbury 7300	022 482 1784	022 482 4449
7	Stellenbosch	Mr Shawn Flowers	P O Box 534 Stellenbosch 7600 Doceex 38 Stellenbosch	Office 201, 2nd Floor Eikestad Mall, Bird Street Stellenbosch 7600	021 882 9221	021 882 9237
8	Vredendal	Mr Janus Roothman	Doceex 3 Vredendal	9 Dorp Street Vredendal 8160	027 201 1030	027 213 2627
9	Worcester	Ms Fawzia Essop Bacus	Doceex 1 Worcester	1st Floor, WC Building Cnr High & Stockenström Streets Worcester 6850	023 348 4040	023 348 4051
Northern Cape Province						
8 Campbell Street 051 763 2281 051 753 2284						

10	Colesburg	Ms. Liezel Du Toit	Docex 4 Colesburg	Colesburg 9795		
11	Kimberley	Mr Joseph Bosealetse	P O Box 846 Kimberley 8300	4 Sydney Street Pretmax Building Kimberley 8301	053 832 2348	053 832 2356
12	Upington	Ms Silindile Hlatshwayo	Docex 4 Kimberley	Umbra Building 3rd Floor 54 - 59 Mark Street Upington 8800	054 337 9200	054 337 9210
	Western & Northern Cape Provincial Office	Ms Cordelia Robertson PE	Postnet 100 P/Bag X5879 Upington 8800	2nd Floor, Trumali Road Shiraz House Brandwacht Office Park Stellenbosch 7600	021 861 3000	021 866 8657
			Docex 12 Upington			
			Docex 23 Stellenbosch			

Legal Aid South Africa
SATELLITE OFFICES

No	Offices	No	Satellite Office	Postal Address	Physical Address	Telephone Number	Fax Number
GAUTENG PROVINCE							
1	Benoni	1	Nigel	PO Box 2972 Benoni 1500 Docex 12	Kruger and Okes 23 Kingsway Street Nigel 1491	011 814 5159	011 814 5259
2	Soweto	2	Westonaria	None	Shop 3 Elizabeth Centre President Steyn Street Westonaria	011 753 2604	011 753 2629
3	Vereeniging	3	Heidelberg	PO Box 3948 Vereeniging 1930 Docex 25	Portion 4 24 Uekerman Street Eslin Building Heidelberg 1441	016 341 4430	016 341 4430
LIMPOPO PROVINCE							
4	Makhado	4	Musina	PO Box 4591 Louis Trichardt 920	Stand No 2110 Nkhata Crescent Street Nancefield Extension 5 Musina	015 533 1691	015 533 1692
5	Modimolle	5	Lephalale	PO Box 17 Lephalale 555	First Floor 2 Booysen Street Stamax Building	014 763 1433	014 763 1437
6	Polokwane	6	Mokopane	PO Box 1314 Polokwane 0700 Docex 24 Polokwane	58 Rabe Street Rayveen Complex Mokopane 0626	015 491 4461	015 491 4759
		7	Lebowakgomo	PO Box 1314 Polokwane 0700 Docex 24 Polokwane	Old Mutual Bld First Floor Lebowakgomo	015 633 7636	015 633 7704
		8	Bochum	PO Box 1314 Polokwane 0700 Docex 24 Polokwane	Shalas Complex Block B2 Mainstreet Senwabarwana	015 505 9031/2	015 505 9030
7	Tzaneen	9	Giyani	PO Box 2365 Tzaneen 850	Ground Floor Old Mutual Building Giyani Main Road Giyani	015 812 3065	015 812 3697
		10	Phalaborwa	PO Box 2365 Tzaneen 850	Shop No 4 32 Wildevey Street Phalaborwa	015 781 0960	015 781 0976
KWAZULU-NATAL PROVINCE							
8	Empangeni	11	Ingwavuma	PO Box 38 Empangeni 3880	Shop no. 4 Kosibay Hot Chicken Complex Skhemelele 3988	035 591 0950	035 591 0907
		12	Mkuze	PO Box 38 Empangeni 3880	Shop 22F , Mkuze Plaza Old Main Road Mkuze 3974	035 573 1655	035 576 1656

ITU	Office	ITU	Satellite Office	Postal Address	Physical Address	Number	Fax Number
9	Ladysmith	13	Estcourt	PO Box 1010 Estcourt 3310	Shop No 1 127 Albert Street Estcourt 3310	036 352 1997	036 352 1998
10	Newcastle	14	Dundee	PO Box 1850 Newcastle 2940	Unit 13 56 Smith Street Dundee 3000	034 212 4460	034 212 4351
11	Pietermaritzburg	15	Greytown	Suite 173 Postnet X9118 Pietermaritzburg 3200	Shop No 1 40 Bell Street Greytown 3250	033 417 2146	033 417 2146
		16	Bulwer	Suite 173 Postnet X9118 Pietermaritzburg 3200	Shop 5 Stavcom Building Main Road Bulwer	039 832 0515/6	039 832 0518
12	Port Shepstone	17	Kokstad	PO Box 50148 Port Shepstone 4240	29 Barker Street Kokstad 4700	039 727 5081	039 727 5082
		18	Ixopo	PO Box 33 Ixopo 3276	Shop No 3 Margaret Street Ixopo 3276	039 834 9392	039 834 2967
13	Umlazi	19	Umzinto	PO Box 186 Umzinto 4200	Office A11 Hypersingh Centre Cnr Court & Textile Road Umzinto	039 974 4591	039 974 4591
14	Verulam	20	Stanger	P.O. Box 183 Verulam 4340	Suite 1 Stanger Mall Stanger Mall 55 King Shaka Street Stanger 4450	032 551 3740	032 551 3957
15	Vryheid	21	Ulundi	PO Box 852 Vryheid 3100	Fairbreeze Office Park Princess Magogo Street Ulundi 3838	035 870 0832	035 870 3108
MPUMALANGA PROVINCE							
16	Ermelo	22	Piet Retief	PO Box 809 Piet Retief 2380	14 Kruger Street Piet Retief 2380	017 826 4567	017 826 2725
		23	Eerstenhoek	PO Box 112 Elukwatini 1192	Stand Number 88 Nhlazatshe G Elukwatini 1192	017 883 7931	017 883 0118
		24	Standerton	PO Box 1321 Ermelo 2430	Office No 7 Time Square Building 48 Charl Cilliers Street Standerton	017 712 5928	017 712 5963
17	Middelburg	25	Groblersdal	PO Box 827 Middleburg 1050	Eldorado 7 Voortrekker Street Groblersdal 470	013 262 4770 013 262 4769	013 262 4768
		26	Siyabuswa	PO Box 827 Middleburg 1050	1664 A Maghawe Street Siyabuswa	013 973 3963	013 973 3461
18	Nelspruit	27	Burgersfort	PO Box 1146 Lydenburg, 1120	83 Aloe Street Suite 2, Ground floor Umshanti Building Aloe Ridge West, Burgersfort 1150	013 231 7058	No Fax available
		28	Bushbuckridge	PO Box 2357 Bushbuckridge 1280	R40 Road Protea Building Bushbuckridge 1280	013 799 1832	013 799 1835
		29	Tonga	PO Box 1021 Kwalugedlane 1341	Stand 77 Tonga View N/A	082 725 0729	017 634 8532

NO	Office	NO	Outgoing Office	Postal Address	Physical Address	Number	FA Number
19	Witbank	30	Secunda	PO Box 7630 Secunda 2302 Docex 8	2nd Floor Old Mutual Building, Horwood Street Secunda Complex Secunda	017 634 8532	017 634 6571
		31	Kwa-Mhlanga	PO Box 4373 Witbank 1035	Erf 538/7 Kwa-Mhlanga Bankview	013 947 3379	013 947 3498
EASTERN CAPE PROVINCE							
20	Aliwal North	32	Sterkspruit	PO Box 153 Aliwal North 9750 Docex 4 Aliwal North	Site 99 Main Street Sterkspruit	051 611 0348	051 611 0349
21	Graaff-Reinet	33	Somerset East/Oos	PO Box 448 Somerset East 5850 Docex 3 Graaff-Reinet	Visser Centre 12 Nojoli Street Somerset Oos 5850	042 243 0610	042 24 33 048
		34	Cradock	PO Box 584 Cradock 5880 Docex 3 Graaff-Reinet	Market Square Adderley Street Cradock 5880	048 881 4867	048 881 2275
22	Grahamstown	35	Fort Beaufort	PO Box 487 Fort Beaufort 5720 Docex 18 Grahamstown	37 Henrietta Street Fort Beaufort 5720	046 645 2270	046 645 1318
23	King Williams Town	36	Stutterheim	PO Box 2323 King Williams Town Docex 4 King Williams Town	75 Hill Street Stutterheim 4930	043 683 2973	043 683 1093
24	Mthatha	37	Lusikisiki	PO Box 536 Mthatha Docex 13 Mthatha	Office No 9 & 10 Embassy Building AMCA Road Lusikisiki	039 253 1442	039 253 1442
		38	Bizana	PO Box 536 Mthatha Docex 13 Mthatha	159 Main Street Bizana	039 251 0098	039 251 0098
		39	Mount Frere	PO Box 536 Mthatha Docex 13 Mthatha	Erf 339 Hospital Road Mt Frere 4870	039 255 1473	039 255 1473
25	Port Elizabeth	40	Humansdorp	PO Box 393 Humansdorp 6300 Docex 127 Port Elizabeth	Tredalux Building 23 Main Street (at the rear) Humansdorp 6300	042 295 2794	042 295 2768
26	Queenstown	41	Elliot	PO Box 1398 Queenstown 5320 Docex 28 Queenstown	18 Market Street Elliot 5460	045 9311 984	045 9311 986
27	Uitenhage	42	Kirkwood	PO Box 459 Uitenhage 6230 Docex 6 Uitenhage	32 B John Street Kirkwood	042 230 0713	042 230 0679

(19)	Offices	(20)	Satellite Office	Postal Address	Physical Address	Number	Fax Number
WESTERN CAPE PROVINCE							
28	Athlone	43	Mitchells Plain	PO Box 1566 Athlone 7760 Docex 9 Athlone	Mitchells Plain Court Mitchells Plain 7785	021 370 4220	No Fax available
29	Caledon	44	Swellendam	Docex 3 Caledon	67 Voortrekker Street Swellendam 6470	028 514 3026	028 514 2674
30	George	45	Beaufort West	Docex 27 George	102 Bird Street Beaufort West 6970	023 415 1689	023 414 3162
		46	Riversdale	Docex 27 George	17 Heidelberg Road Riversdale 6670	028 713 4620	028 713 4621
		47	Oudtshoorn	Docex 27 George	Allied Building Room 302, 303 & 304 Kerk Street Oudtshoorn	044 279 2255	044 279 2558
31	Malmesbury	48	Atlantis	Docex 6 Malmesbury	Drosdy Centre Westfleur Circle Atlantis 7349	021 572 8522	022 482 4449
		49	Vredenburg	Docex 6 Malmesbury	1st Floor Standard Bank Bld Main Street Vredenburg 7380	022 713 1006	022 713 1007
32	Vredendal	50	Calvinia	Docex 3 Vredendal	20 Hantam Street Calvinia	027 341 2240	027 341 2264
		51	Springbok	Docex 3 Vredendal	Portion of Old Royal Food Cnr of Riebeck & Loop Street Springbok 8240	027 718 2449	027 718 2453
NORTHERN CAPE PROVINCE							
33	Colesburg	52	De Aar	47 Church Street De Aar 7000 Docex 4 Colesburg	47 Church Street De Aar 7000	053 631 1950	053 631 1321
		53	Victoria West	14 Church Street Victoria West 7070 Docex 4 Colesburg	14 Church Street Victoria West 7070	053 621 0039	053 621 0037
34	Kimberley	54	Hartswater	PO Box 846 Kimberley 8300 Docex 4	21 Tom Naude Street Hartswater 8570	053 474 0341	053 474 0312
35	Upington	55	Kuruman	Private Bag X5879 Upington 8800 Docex 12	3 Federale Mynbou Street Kuruman 8460	053 712 3782	053 712 3783
		56	Prieska	PO Box 422 Prieska 8940 Docex 12 Upington	29 Loots Boulevard Prieska 8940	053 353 1184	No Fax available
		57	Postmasburg	22 Boe Street Postmasburg 8420 Docex 12 Upington	22 Boe Street Postmasburg 8420	053 313 3642	053 313 3642
NORTH WEST PROVINCE							
36	Klerksdorp	58	Wolmaranstad	Kruger mall 12 Kruger Street Wolmaranstad 2630	Kruger mall 12 Kruger Street Wolmaranstad 2630	018 596 2775	018 596 1004
37	Lichtenburg	59	Delareyville	PO Box 918 Delareyville 2770	49 Government Street Delareyville 2770	053 948 1092	053 948 1182
38	Potchefstroom	60	Carletonville	PO Box 1447 Potchefstroom 2520	49 A van Zyl & Smit Street Oberholzer 2502	018 787 2346	018 787 2346

NO	Offices	NO	Outgoing Office	Local Address	Original Address	Number	Fax Number
FREE STATE PROVINCE							
39	Botshabelo	61	Ladybrand	PO Box 6141 Botshabelo 9781	23 Piet Relief Street Office 2 Terblanche 9745	051 924 0350	051 924 0360
40	Bethlehem	62	Ficksburg	No Post box	15 Erwee Street Ficksburg 9730	051 933 3081	051 933 4086
		63	Frankfort	No Post box	33 JJ Hadebe Street Frankfort 9830	058 813 1624	058 813 2171
41	Phuthaditjhaba	64	Vrede	PO Box 716 Vrede 9835	18 Ras Street Vrede 9835	058 913 3521	058 913 3579

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OFFICE	PHYSICAL ADDRESS
NPA Head Office	VGM Building 123 Westlake Ave Weavind Park 0184
DPP Eastern Cape (Bhisho)	Tourism House Phalo Avenue Bhisho 5608
DPP Eastern Cape (East London Office)	17 Fleet Street East London 5200
DPP Eastern Cape (Grahamstown)	Hayton Building 94 High Street Grahamstown 6140
DPP Eastern Cape (Mthatha)	TBC House Lower Sissions Street Fortgate Mthatha
DDPP Eastern Cape (Port Elizabeth)	Wooltrust House 18 Grahamstown Road North End Port Elizabeth 6000
DPP Free State	Waterfall Centre Cnr Aliwal and St Andrews Street Bloemfontein 9301
DPP Gauteng Local Division (Johannesburg)	Innes Chambers Cnr Pritchard and Kruis Street Johannesburg 2000
DPP Gauteng: Pretoria	Prudential Building 28 Church Square Pretoria 0001
DPP Limpopo (Polokwane)	Block B High Court Building 36 Biccard Street Polokwane
DDPP Limpopo (Thohoyandou)	Venda High Court Old Parliament Building Thohoyandou 0950
DPP KwaZulu Natal (Pietermaritzburg)	High Court Building 301 Church Street Pietermaritzburg 3201
DDPP KwaZulu Natal (Durban)	Southern Life Building 88 Joe Slovo Street Durban

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DPP KwaZulu	4001
DPP Mpumalanga	High Court Building Samora Machel Drive Mbombela
DPP North West	East Gallery Megacity Complex Sekame Road Mmabatho 2745
DPP Northern Cape	Wilcon House Fabricia Road Beaconsfield Kimberley 8301
DPP Western Cape	115 Buitengracht Street Cape Town 8000
Special Commercial Crimes Unit (Cape Town)	Commissioner House Cnr AJ West and Voortrekker Road Bellville 7530
Special Commercial Crimes Unit (Durban)	John Ross House Victoria Embankment Durban 4000
Special Commercial Crimes Unit (Pretoria)	228 Visagie Street Pretoria

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PARTICULARS OF THE PUBLIC PROTECTOR'S NATIONAL, PROVINCIAL & REGIONAL OFFICES:

HEAD OFFICE

Head Office			
Ms P Mogaladi	Executive Manager: Administrative Justice and Service Delivery	012-366 7071	PonaK@pprotect.org
Ms N Motsitsi	Executive Manager: Complaints – and Stakeholder Management	012 366 7028	NthorisengM@pprotect.org
Ms N Tejane	Executive Manager: Provincial Investigations and Integration (Inland)	012 366 7260	NelisiweT@pprotect.org
Adv S Fourie	Executive Manager: Provincial Investigations and Integration (Coastal)	040-6351287/1360	StoffelF@pprotect.org
Physical Address	Public Protector Office Hillcrest Office Park 175 Lunnon Road 0083		

Postal Address	Office of the Public Protector Private Bag X677 Pretoria 0001		
Tel:	(012) 366 7000 (012) 366 7112		
Fax:	(012) 362 3473		
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Fax2email	086 575 3292		

PROVINCIAL OFFICES

Gauteng

Provincial
Representative:

Ms Winnie Manyathela

Physical Address:

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Postal Address:

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2017

Telephone Numbers:

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(011) 492 2801 (011) 492 2801
(011) 492 2806 (011) 492 2806

e-mail winniem@pprotect.org
Fax: (011) 492 2365

Mpumalanga

Provincial Representative: Mr Botromia Sithole

Physical Address: Pinnacle Building
Suite 101
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Nelspruit

Postal Address: P O Box 3373
Nelspruit
1200

Tel: (013) 752 8543 (013) 752 8543

e-mail botromias@pprotect.org

Fax: (013) 752 7883

North West

Provincial Representative: Mr Sechele Keebine

Physical Address: Public Protector's Chambers
C/o Martin & Robinson Streets
Mafikeng

Postal Address: P O Box 512
Mafikeng
2745

Tel: (018) 381 1060 (018) 381 1060/1/2

e-mail sechelek@pprotect.org

Fax: (018) 381 2066

Western Cape

Provincial Representative: Ms Sune Griessel

Physical Address: 4th Floor
51 Wale Street/Bree Street
Cape Town

Postal Address: P.O. Box 712
Cape Town
8000

Tel: (021) 423 8644 (021) 423 8644

e-mail suneg@pprotect.org

Fax: (021) 423 8708

Kwa-Zulu Natal**Provincial
Representative:****Adv Mlandeli Nkosi****Physical Address:****22nd Floor
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Commercial City Building
Durban****Postal Address:****P O Box 4267
Durban
4000****Tel:****(031) 307 5300 (031) 307 5300/5250/5251****e-mail****Mlandelin@pprotect.org****Fax:****(031) 307 2424****Limpopo****Provincial
Representative:****Mr George Matimolane****Physical Address:****18 Landros Mare street
Polokwane****Postal Address:****P O Box 4533
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A5

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3. BLOEMFONTEIN OFFICE

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4. Western Cape (Cape Town Office)

RAAPENBERG ROAD
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5. EAST LONDON OFFICE

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6. NELSPRUIT OFFICE

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7. POLOKWANE OFFICE

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8. DURBAN OFFICE

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9. MAFIKENG OFFICE

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