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## REQUEST FOR PROPOSAL

**BID NUMBER: ECIC06P-2026/27**

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### PANEL OF LEGAL SERVICES FOR FIVE YEARS

**CLOSING DATE: 20 OCTOBER 2026**

**CLOSING TIME: 11H00 (SAST, OBTAINABLE BY DIALLING TELKOM ON 1026)**

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**Address** Byls Bridge Office Park, Building 9, Fourth Floor, 11 Byls Bridge Boulevard, Highveld Extension 73, Centurion, 0157, South Africa  
**Tel** +27 (0)12 471 3800 | **Email** [info@ecic.co.za](mailto:info@ecic.co.za) | **Website** [www.ecic.co.za](http://www.ecic.co.za)

**Directors:** Ms. DP Ndlovu (Chair), Ms. LR Seroka (CEO), Mr. S Mayekiso, Ms. SK O' Mahony, Mr. BI Mkhize, Ms. PM Mthethwa, Ms. XE Daku; Mr. W van Der Spuy, \*Mr. L. Govender, Mr. S Bhanisi | **Company Secretary:** Ms. N Moffatt

**Company registration no:** 2001/013128/30 | ECIC is a licensed non-life insurer and authorised Financial Services Provider (FSP 30656).  
Currently exempted in terms of FAIS Notice 78 of 2019.

\*alternate to Mr. W van Der Spuy

**YOUR EXPORT RISK PARTNER**

# REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

## Terms of Reference

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### **A. INTRODUCTION TO THE REQUEST FOR PROPOSAL (RFP)**

#### **1. Introduction**

- 1.1 The Export Credit Insurance Corporation of South Africa (SOC) LTD (ECIC or Corporation)<sup>1</sup> is a self-sustained state-owned entity listed under Schedule 3B of the Public Finance Management Act 1 of 1999 (as amended) and established in terms of the Export Credit and Foreign Investments Insurance Act 78 of 1957 (as amended).
- 1.2 The mandate of ECIC is to facilitate and encourage South African export trade by underwriting export credit loans and investments outside the country to enable South African contractors to win goods and services contracts in countries outside South Africa. ECIC is a registered Financial Service Provider and is regulated by the Financial Sector Conduct Authority and Prudential Authority (FSP No: 30656). Currently exempted in terms of FAIS Notice 78 of 2019.
- 1.3 ECIC operates at the following address:
- Byls Bridge Office Park  
Building 9, Fourth Floor  
11 Byls Bridge Boulevard  
Highveld Extension 73  
Centurion  
0157

#### **2. Background**

- 2.1 The terms of reference have been compiled to identify specialists within specific fields of the law with the required competence, skills and qualification whose services can be utilised by ECIC. Submissions must demonstrate experience and knowledge in all areas of law they specialise in. ECIC requires legal services in the following areas of law:
- 2.1.1 Commercial Law;
  - 2.1.2 Construction Law (related to Project Management);
  - 2.1.3 Environmental Law;
  - 2.1.4 Administration Law and Procurement Law
  - 2.1.5 Public Sector Law;
  - 2.1.6 Conveyancing;
  - 2.1.7 Property Law;
  - 2.1.8 Labour Law and Labour dispute resolution (Conciliation, Mediation, Arbitration and facilitation);
  - 2.1.9 Taxation;

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<sup>1</sup> Further information on the ECIC can be found at [www.ecic.co.za](http://www.ecic.co.za)

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2.1.10 Litigation;

2.1.11 Due Diligence;

2.1.12 Insurance Law;

2.1.13 General legal assistance (such as general litigation, damages claims, etc);

2.1.14 Company Law; and

2.1.15 Corporate Governance.

2.2 The services will be rendered as and when required, and in line with the relevant service level agreement.

### **3. Purpose**

3.1 The purpose of this Request for Proposal (RFP) is to appoint (list) bidders to the panel of legal service providers for a period of five years.

### **4. Procurement Regulations**

4.1 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

**B. TERMS OF REFERENCE****5. Scope of work**

- 5.1 The appointed bidder to the panel will be required to render specialised services and legal expertise to compliment the in-house legal department, on an as and when required, basis. The required areas of law (and services) have been categorised into categories as reflected below:

**Table 1**

| Item | Area                        | Scope                                                                                                                                                                                                                                                             | Expertise                                                                                                                                                                                                                                                                                                                                |
|------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Financial services laws     | Litigation.<br>Providing legal advice and opinions.<br>Briefing advocates.<br>Settlement of cases.                                                                                                                                                                | Experience in financial services laws and financial services laws litigation.<br>Understanding of the regulatory framework governing the application of the financial services law.<br>Understanding of financial services law jurisprudence for the purpose of providing legal opinions.                                                |
| 2.   | Corporate contract law. and | Advice on projects / transactions of a corporate law nature.<br>Review and advice on a broad range of complex matters and special project contracts.<br>Provide opinion on any contract related matters.                                                          | Experience in working in transactions of a corporate law nature.<br>Excellent research and drafting skills, for purposes of preparing legal opinions of a corporate law nature.<br>Understanding the legal and contractual framework governing public entities                                                                           |
| 3.   | General litigation          | Conduct litigation on behalf of the Corporation and develop and review appropriate litigation strategy in each matter.<br>Ensure effective and efficient litigation process is followed.<br>Provide custody of all pleadings and documents in litigation matters. | Knowledge of litigation processes and procedures in various forums including but not limited to the Magistrate court, High Court, and Labour Court.<br>Comprehensive and coherent understanding of all laws and regulations that determine and shape the role and responsibility of the Accounting Authority in the government entities. |

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| Item | Area                                                                                             | Scope                                                                                                                                                                                                                                                                                                                  | Expertise                                                                                                                                                                                                                                                                                                                                  |
|------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                                                  | Provide oral and written legal advice throughout the litigation process.                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                            |
| 4.   | Constitutional and administrative law (including public procurement)                             | <p>Provide legal opinion in respect of constitutional, administrative, and international law matters.</p> <p>Assist in drafting of public or private international law agreements.</p> <p>Ensure technical quality, adherence to best practise and consistency with the constitution and other Acts of Parliament.</p> | <p>Experience in providing opinions in constitutional, administrative, and international law matters.</p> <p>Extensive knowledge of South African constitutional and administrative law, including international law.</p> <p>Extensive experience in the drafting, vetting and interpretation of public and private international law.</p> |
| 5.   | Opinion on and legislations legal topics                                                         | <p>Provide legal opinion on prescript relating to Corporation as public entity.</p> <p>Provide legal opinion to the Corporation or the Accounting Authority as and when required.</p>                                                                                                                                  | Extensive experience in provision of legal opinion in the public sector, and to Accounting Authorities.                                                                                                                                                                                                                                    |
| 6.   | Legal advice on general legal matters and/or topics.                                             | <p>Provide legal expertise in matters of a general nature and conduct due diligence exercises.</p> <p>Conduct fraud investigations.</p> <p>General legal assistance (such as general litigation, damages claims, etc).</p>                                                                                             | Knowledge of administrative and criminal law                                                                                                                                                                                                                                                                                               |
| 7.   | Labour Law and labour dispute resolution (Conciliation, Mediation, Arbitration and facilitation) | <p>Provide legal expertise in matters of a general nature and labour dispute resolution.</p> <p>General legal assistance (such as grievance chairing, grievance initiation, etc).</p>                                                                                                                                  | Knowledge of labour law.                                                                                                                                                                                                                                                                                                                   |

5.2 Bidders are required to indicate which areas of law they are applying for. Bidders are required to provide evidence of their experience/expertise in each area of law they are applying for, see Annexure B.

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### **6. Technical requirements**

- 6.1 Admission as attorneys or advocates;
- 6.2 Membership or registration with the Legal Practice Council.
- 6.3 Bidders must be law firms, and all proposed practitioners must be registered with the Legal Practice Council. The bidder must provide proof of registration with the Legal Practice Council.
- 6.4 Bidders must submit copy of Fidelity Fund Certificate issued to the proposed practitioners by the Legal Practice Council. The bidder must provide proof of registration with the Legal Practice Council.
- 6.5 Bidders must submit a Certificate of Good Standing. The Certificate must be issued by the Legal Practice Council or relevant Law Society issued to the relevant Lead Legal Practitioner (Partner/Director) or to the law firm by the Legal Practice Council.
- 6.6 Lead Legal Practitioner (Director/ Partner) must submit an admission certificate from the High Court of South Africa.
- 6.7 Lead Legal Practitioner (Director/ Partner) must submit a copy of LLB Degree or B-Proc or equivalent.

### **7. Minimum requirements for legal providers**

- 7.1 A legal practice/consultancy that has been established for a minimum period of 5 (five) years. Alternatively, at least half of the directors or partners of the legal practice/consultancy, or the sole proprietor has at least 7 (seven) years post-article experience.

### **8. Documentation required**

- 8.1 Bidders are required to submit:
  - 8.1.1 A Company Profile including detailed curriculum vitae of all Key Personnel in the proposed team.
  - 8.1.2 The history of the legal practice and experience of Key Personnel in practice management.
  - 8.1.3 The respective backgrounds, fields of specialisation and relevant experience of all Key Personnel;
  - 8.1.4 The background and experience of staff members who assist such Key Personnel (i.e. candidate attorneys, professional assistants and/or associates);
  - 8.1.5 Location of the legal practice/consultancy, the proposals submitted by Bidders must be as comprehensive as possible.

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### **9. Conditions of a panel**

- 9.1 Only service providers that reach the minimum threshold as set out in functional evaluation criteria, will be eligible to participate in the Panel on an as and when required basis. As and when services are required by the Corporation, panel members will be requested to submit proposals including quotation on specific cases.
- 9.2 In requesting quotations and adjudicating the proposals on specific cases and projects, due consideration may be given to some or all of the following factors: Specific Goals, price, level of relevant experience in the sector or section of the Act (Law) particular to a case, conflicts of interest, and specific expertise and skills.
- 9.3 Service providers on the panel are not guaranteed any specific work assignments during the tenure of this contract – work will be allocated on a competitive basis (RFQ) against the appointed Service Provider Panel Members.

### **10. Duration of contract**

- 10.1 The panellist to this bid will be appointed to the panel for a period of five years, on an as and when required basis to render required legal services.
- 10.2 In the event that the appointed bidder is in progress with concluding a matter(s) but the matter(s) is yet to be concluded at the expiry date of the contract, the appointed bidder will be allowed to conclude such matter(s) as if the contract arranged through this RFP is still valid. Such matter(s) will be subject to the terms and conditions of the contract as if it was still valid.
- 10.3 All matter(s) arranged under the contract that is arranged through this RFP will remain valid until they close out, and they will be bound to the contract terms and conditions as if it is still valid.

### **11. Bid/contract conditions**

- 11.1 ECIC will enter into an agreement with the successful bidder to be listed in the panel, which will detail the terms of engagement. The contract will be monitored annually.
- 11.2 The appointed bidder must ensure that they maintain their fit and proper requirements for the entire duration of the agreement and share associated reports and confirmations as requested by ECIC.
- 11.3 The agreement may be terminated by the ECIC if it has reasonable grounds to do so, with not less than 30 days' prior written notice. A termination clause will form part of the agreement and may include events such as unsatisfactory performance, defining events, departure of key personnel, governance and ownership issues and reputational risks.

### **12. Due diligence/ site inspection**

- 12.1 At the ECIC's discretion, a due diligence and/or site inspection may be conducted on the identified bidder (*the due diligence site visit may take place remotely*). ECIC will visit the identified bidders' premises with the objective of verifying information as contained in their bid documents.

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- 12.2 Where applicable, the ECIC will issue criteria for the due diligence review or site inspection beforehand to the applicable bidder(s). Should it be discovered during a due diligence visit or site inspection that the information submitted by the identified bidder is inconsistent with what is on their current premises of business, ECIC reserves the right to disqualify such bidder.

### **13. Bid evaluation**

- 13.1 The proposals will be evaluated in phases as highlighted below and detailed in paragraphs 14 to 15 of this document:

#### **13.1.1 Phase One: Compliance**

- 13.1.1.1 In this evaluation stage, bidders are expected to submit proposals that align with this bid's requirements in all material respects. If the proposal submitted is not in line with the requirements of this bid, the proposal will be considered an unacceptable bid and will be disqualified from further evaluation.

#### **13.1.2 Phase Two: Pre-qualification**

- 13.1.2.1 An admitted attorney or advocates, who is in good standing with the Law Society of South Africa and who holds a Fidelity Fund Certificate (if a practising attorney). Bidders are required to provide ECIC with copy of Fidelity Fund Certificate or Fidelity Fund Certificate number. ECIC will verify the validity of the Fidelity Fund Certificate on the website of the Law Society of South Africa/Legal Profession Council.
- 13.1.2.2 A legal practice/consultancy that has been established for a minimum period of 5 (five) years. Alternatively, at least half of the directors or partners of the legal practice/consultancy, or the sole proprietor has at least 7 (seven) years post-article experience. The bidder must provide a profile that shows the number of years in practice.
- 13.1.2.3 Confirmation from the Financial Intelligence Centre of registration as an Accountable Institution in terms of Financial Intelligence Centre Act, 38 of 2001. The bidder must provide proof of registration as with the Financial Intelligence Centre of registration as an Accountable Institution.
- 13.1.2.4 Where a bidder fails to meet the requirements as listed in paragraphs 13.1.2.1 and 13.1.2.2, their proposal will be considered an unacceptable bid and will be disqualified from further evaluation.

#### **13.1.3 Phase Three: Functional evaluation (desktop evaluation)**

In this evaluation phase, bidders are expected to obtain a minimum of 80.00 out of 100 points to proceed to the next stage of the evaluation. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation phase. The ECIC will list to the panel only bidders who have achieved a minimum of 80.00 points under this evaluation criteria and who also satisfy the requirements listed under paragraph 15.

#### **13.1.4 Phase Four: Objective criteria**

ECIC will apply objective criteria as detailed in paragraph 15.

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### 14. Evaluation Phase Three: Functional

- 14.1 The proposal submitted by the bidder will be evaluated by the ECIC based on the following criteria and be rated as the factor score over 5 multiplied by the applicable points:

Factor scores: 0=Poor, 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

**Table 2**

| EVALUATION CRITERIA                                      | DESCRIPTION                                                                                                                                                                                                     | FURTHER DETAIL                                                                                                                                          | SUB    |        | POINTS |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|
|                                                          |                                                                                                                                                                                                                 |                                                                                                                                                         | FACTOR | POINTS |        |
| 1. Organisational Capacity, Experience in legal service. | 1.1 The bidder must demonstrate their experience in similar <u>assignments/legal services</u> and must illustrate their understanding of the services required (as per paragraph 5. Scope of Work) (30 Points). | 1.1.1 Bidder did not demonstrate their experience as required.                                                                                          | 0      | 30     | 60     |
|                                                          |                                                                                                                                                                                                                 | 1.1.2 Bidder partially demonstrated their experience in similar assignments/legal services or illustrated their understanding of the services required. | 1-3    |        |        |
|                                                          |                                                                                                                                                                                                                 | 1.1.3 Bidder demonstrated their experience in similar assignments/legal services and illustrated their understanding of the services required.          | 4-5    |        |        |
|                                                          | 1.2 Experience within the Government Sector (10 Points).                                                                                                                                                        | 1.2.1 Bidder did not demonstrate their experience as required.                                                                                          | 0      | 10     |        |
|                                                          |                                                                                                                                                                                                                 | 1.2.2 Bidder partially demonstrated their experience in similar assignments/legal services or their demonstration does not include public entities.     | 1-2    |        |        |
|                                                          |                                                                                                                                                                                                                 | 1.2.3 Bidder demonstrated their experience in similar assignments/legal services and demonstration included Schedule 3B Public Entities.                | 4-5    |        |        |

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| EVALUATION CRITERIA | DESCRIPTION                                                                                                                                                  | FURTHER DETAIL                                                                                                                  | SUB    |        | POINTS |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|
|                     |                                                                                                                                                              |                                                                                                                                 | FACTOR | POINTS |        |
|                     | 1.3 Current written references provided with contactable references <b>(10 Points)</b>                                                                       | 1.3.1 Bidder did not provide any written contactable references.                                                                | 0      | 10     |        |
|                     |                                                                                                                                                              | 1.3.2 Bidder provided one to four written contactable references.                                                               | 1-4    |        |        |
|                     |                                                                                                                                                              | 1.3.3 Bidder provided at least five written contactable references.                                                             | 5      |        |        |
|                     | 1.4 The service provider must demonstrate capacity to execute the project as outlined in the proposal submitted and available resources <b>(15 Points)</b> . | 1.4.1 Bidder did not demonstrate capacity to execute the project as outlined in the proposal submitted and available resources. | 0      | 10     |        |
|                     |                                                                                                                                                              | 1.4.2 Bidder demonstrated capacity to execute the project as outlined in the proposal submitted and available resources.        | 1-5    |        |        |
| 2. Capability       | 2.1 Level of experience and knowledge of individual resources <b>(20 Points)</b>                                                                             | 2.1.1 Bidder did not demonstrate experience and knowledge of individual resources.                                              | 0      | 15     | 30     |
|                     |                                                                                                                                                              | 2.1.2 Bidder demonstrated experience and knowledge of individual resources.                                                     | 1-5    |        |        |
|                     | 2.2 Minimum 5 years' experience in a similar capacity <b>(10 Points)</b>                                                                                     | 2.2.1 Bidder does not have a minimum 5 years' experience in a similar capacity.                                                 | 0      | 10     |        |
|                     |                                                                                                                                                              | 2.2.2 Bidder has at least a minimum 5 years' experience in a similar capacity.                                                  | 5      |        |        |

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| EVALUATION CRITERIA | DESCRIPTION                                                                                                                                     | FURTHER DETAIL                                                                                                                                                   | SUB    |        | POINTS |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|
|                     |                                                                                                                                                 |                                                                                                                                                                  | FACTOR | POINTS |        |
|                     | 2.3 Detailed CV and qualifications attached (5 Points)                                                                                          | 2.3.1 Bidder did not provide copies of detailed CV and qualifications.                                                                                           | 0      | 5      |        |
|                     |                                                                                                                                                 | 2.3.2 Bidder provided copies of detailed CV and qualifications.                                                                                                  | 5      |        |        |
| 3. Reporting        | 3.1 Demonstrate the ability for flexibility of the reporting system to allow for special reporting requirements as required by the Corporation. | 3.1.1 Bidder did not demonstrate the ability for flexibility of the reporting system to allow for special reporting requirements as required by the Corporation. | 0      |        | 10     |
|                     |                                                                                                                                                 | 3.1.2 Bidder demonstrated the ability for flexibility of the reporting system to allow for special reporting requirements as required by the Corporation.        | 5      |        |        |
| TOTAL               |                                                                                                                                                 |                                                                                                                                                                  |        |        | 100    |

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### **15. Phase Four: Objective criteria**

- 15.1 In this evaluation stage, ECIC will check if the bidder has a person who meet the following criteria in awarding the bid:
- 15.1.1 The bidder has a significant shareholder or owner (or equivalent) (directly or indirectly) who is classified or can be classified as a Prominent Influential Person (PIP) in accordance with the Financial Intelligence Centre Act, 38 of 2001 (FICA).
  - 15.1.2 The bidder has a shareholder or member or owner or director (or equivalent) who has questionable integrity status.
  - 15.1.3 The bidder has a director or equivalent who is classified or can be classified as a PIP in accordance with FICA.

### **16. Instructions to respondents**

#### **16.1 Correspondence**

- 16.1.1 No telephonic or any other form of communication with any other ECIC member of staff other than the named individual below relating to this RFP will be permitted. All enquiries must be in writing only.
- 16.1.2 All questions relating to the contents of the tender (conditions, rules, terms of reference, etc.) must be forwarded in writing via email to [procurement@ecic.co.za](mailto:procurement@ecic.co.za) by not later than 05 October 2026 Questions received after this date will not be entertained.
- 16.1.3 All questions must reference specific paragraph numbers, where applicable.
- 16.1.4 All enquiries (received on or before the closing date for enquiries) will be consolidated, and ECIC will publish one response document on the ECIC website ([www.ecic.co.za](http://www.ecic.co.za)) and the National Treasury eTender Portal (under the area where the current bid documents are published) within four working days after the date indicated in paragraph 16.1.2, on before 09 October 2026.
- 16.1.5 No requests for information shall be made to any other person or place and, in particular, not to the existing provider of this service.

#### **16.2 Submission of the proposals**

- 16.2.1 Bid documents must be clearly marked for ease of reference.
- 16.2.2 Bid documents must be submitted on PDF format on/or before the closing date and time to the following email address:  
  
[procurement@ecic.co.za](mailto:procurement@ecic.co.za)

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16.2.3 The following email submission procedures or protocols must be adhered to ensure safe and secure submission of the tender documents and supporting documents:

16.2.3.1 The tender document, including the supporting or returnable documents, should be submitted via email in PDF format.

16.2.3.2 If the PDF tender document, including the supporting or returnable documents, is less than 20 Megabytes (MB), it should be submitted as one document. If the electronic bid document is more than 20MB, the electronic tender document should be split in order to adhere to the 20MB email capacity.

16.2.3.3 Bidders are also encouraged to submit a USB detailing their tender proposals.

16.2.4 Only if bidders are experiencing challenges with emailing documents, tenders can be delivered at the ECIC Offices on/or before the closing date and time at:

11 Byls Bridge Boulevard  
Building 9, Fourth Floor  
Highveld Extension 73  
Centurion  
0157

16.2.5 **Notwithstanding the method of submission, any bid received after the closing date and time will not be accepted.**

16.2.6 All bids and all subsequent information received from respondents will not be returned. The proposals should be addressed to the Head of Procurement of ECIC.

## 17. Timeline of the bid process

17.1 The period of validity of the tender and the withdrawal of offers, after the closing date and time, is 180 days, expiring on Sunday, 18 April 2027. If there is a need to extend the bid validity period, ECIC will request, in writing, permission to extend the validity period from all bidders before the expiry of the current validity period.

17.2 After the due date for response from bidders on the request to extend the validity period, ECIC will assume that all bidders have agreed to the request to extend and continue evaluating all bids received at the closing date and time as received on the closing date and time. Any award will be on the quoted bid amount as indicated in the proposal as at the closing date and time of the bid. If a bidder does not agree to extend the validity period on the original terms (as at the closing date of the bid), ECIC will stop evaluating the proposal received from such bidder.

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17.3 The project timeframes of this bid are set out below:

**Table 3**

| STAGE | DESCRIPTION OF STAGE                                              | ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING) |
|-------|-------------------------------------------------------------------|-------------------------------------------------|
| 1.    | Advertisement of bid on Government e-tender portal / ECIC Website | Tuesday, 22 September 2026                      |
| 2.    | Questions relating to bid from bidder(s)                          | Monday, 05 October 2026                         |
| 3.    | Response to the questions from the bidders                        | Friday, 09 October 2026                         |
| 4.    | Bid closing                                                       | Tuesday, 20 October 2026                        |
| 5.    | Compliance and pre-qualification                                  | Friday, 30 October 2026                         |
| 6.    | Functional Evaluation                                             | Friday, 20 November 2026                        |
| 7.    | Bid Adjudication                                                  | Friday, 04 December 2026                        |

17.4 All dates and times in this bid are in South African Standard Time.

17.5 Any time or date in this bid is subject to change at the discretion of ECIC. The establishment of a time or date in this bid does not create an obligation on the part of ECIC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if ECIC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

17.6 ECIC will notify all bidders of the outcome of the bid within 30 days from the date of acceptance of bid by the identified bidder.

## 18. Bid rules

### 18.1 Awarding a bid

18.1.1 ECIC will not award a bid to a bidder:

18.1.1.1 Who is or the bidder's director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder are restricted to conduct business with the State.

18.1.1.2 Who is in the employ of the State or has a director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder who is in the employ of the State as contemplated in the Public Administration Management Act, 11 of 2014 and is prohibited from conducting business with the State in terms of section of PAMA.

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- 18.1.1.3 Who is in the service of the State or has a director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder and has not declared their business interest as required in the applicable SBD4 form.
  - 18.1.1.4 Has been found to have transgressed Prevention and Combating of Corrupt Activities Act, 12 of 2004 (as amended).
  - 18.1.1.5 Has been found to have transgressed or is transgressing the Competition Act, 89 of 1998 (as amended).
  - 18.1.2 ECIC shall not award a bid or contract or order to a bidder whose tax affairs are not compliant, except to foreign bidders with no tax obligations in South Africa.
  - 18.1.3 For a bidder or the bidder's director(s), trustee(s), shareholder(s), member(s), partners(s) or any person(s) having controlling interest in the bidder who have declared their business interest as required in the applicable SBD4 form, ECIC will not award a bid to a bidder who has declared their interest and:
    - 18.1.3.1 Is prohibited from conducting business with the State; or
    - 18.1.3.2 Does not have permission to conduct remunerative work outside their employment.
  - 18.1.4 ECIC will verify with the relevant Organ of State to determine if paragraphs 18.1.3.1 and 18.1.3.2 are not applicable.
  - 18.1.5 ECIC will assume that the person contemplated in paragraph 18.1.3 is prohibited from conducting business with the State or the person does not have permission to conduct remunerative work outside their employment if it does not receive any response within 14 days from such verification request to an Organ of State or any date ECIC may deem necessary.
- 18.2 **Documents/information required as a condition of award**
- 18.2.1 Proof of registration valid registration on the National Treasury Central Supplier Database (CSD).
  - 18.2.2 Completed and signed Standard Bidding Forms as follows:

**Table 4**

| Details                                                                                 | Form No. |
|-----------------------------------------------------------------------------------------|----------|
| Invitation to bid (all bidders must ensure that this Form is duly completed and signed) | SBD 1    |
| Declaration of Interest                                                                 | SBD 4    |

# REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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### 18.3 ECIC's rights

#### 18.3.1 ECIC reserves the right to:

- 18.3.1.1 Amend any bid conditions, bid validity period, bid specifications, or extend the bid closing date, all before the bid closing date. Such amendments will be posted on the ECIC's website under the relevant tender information. All prospective bidders must therefore ensure that they visit the website of ECIC ([www.ecic.co.za](http://www.ecic.co.za)) regularly before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 18.3.1.2 Cancel or withdraw this bid at any time, as a whole or in part without reasons and without attracting any liability.
- 18.3.1.3 Award this bid to more than one bidder.
- 18.3.1.4 Negotiate with all or some of the shortlisted bidders.
- 18.3.1.5 Not accept the lowest priced bid or award the bid to a bidder other than the highest scoring bidder.
- 18.3.1.6 Conduct site visits at bidder's offices and / or at client sites if so required.
- 18.3.1.7 Request any relevant information and/ or documents to verify or clarify information supplied in the bid response in relation, but not limited, to the structure of the bidding entity, bidder's capacity, proposed solution, proposed timelines etc.

### 18.4 Contract fees

- 18.4.1 Pricing should be all inclusive, covering all services as described under the scope of services of the issued Request for Quotation.

### 18.5 Confidentiality

- 18.5.1 Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. In submitting a response, a Service provider agrees that it shall not be entitled to any information disclosed by another respondent to ECIC, which ECIC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to ECIC.

### 18.6 Other matters

- 18.6.1 If the ECIC does not accept any proposal, it will declare this bid process closed and may then elect to:
  - 18.6.1.1 Proceed on a completely different basis; and/or

## REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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18.6.1.2 Not to appoint any respondent (in the event it deems all or any of the proposals not appropriate).

18.6.2 The ECIC reserves the right to engage in any processes required to validate all claims made in the proposal.

18.6.3 The ECIC has the right to enter into negotiation with a prospective Service provider regarding any terms and conditions, including fees, of a proposed contract.

18.6.4 Bidders are allowed to submit joint proposals to allow different companies/entities to undertake different components of the work under one single proposal. In such event however, each bidder is required to provide a B-BBEE certificate.

### 18.7 Disclaimer

18.7.1 The ECIC has produced this bid in good faith. However, the ECIC, its agents and its employees and associates, do not warrant its accuracy or completeness. The ECIC will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this bid due to any misinterpretation of this bid.

18.7.2 This bid is a request for proposals only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the ECIC and the bidder.

### 18.8 Terms of engagement

18.8.1 The ECIC's engagement of the service provider will be documented in a contract between the ECIC and the appointed bidder.

18.8.2 Service providers on the panel are not guaranteed any specific work assignments during the tenure of this contract – work will be allocated on a competitive basis (RFQ) against the appointed panel members.

## C. ANNEXURES

### Annexure A: Protection of personal information

1. ECIC recognises that when the Bidder submits its proposal in response to this bid, it will provide personal information, which ECIC will process for the sole purpose of evaluating the Bidder's proposal. By submitting its proposal in responding to this Request for Quotations, the Bidder hereby provide its consent to the processing of its Personal Information by ECIC.
2. The following terms shall have the meaning ascribed to them:
  - 2.1. **"Personal Information"** shall bear the same meaning as ascribed to it under POPI;
  - 2.2. **"POPI"** means Protection of Personal Information Act, No. 4 of 2013;
  - 2.3. **"Responsible Party"** shall bear the same meaning as ascribed to it under POPI; and
  - 2.4. **"bid"** means this Request for Quotations.
3. ECIC as the Responsible Party, undertakes to:
  - 3.1. comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
  - 3.2. treat all Personal Information strictly as defined within the parameters of POPI;
  - 3.3. process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, as permitted by law;
  - 3.4. secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;
  - 3.5. not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding trans-border information flows; and
  - 3.6. not retain any Personal Information for longer than is necessary for achieving the purpose in terms of a bid or in fulfilment of any other lawful requirement.
4. ECIC will ensure that all reasonable measures are taken to:
  - 4.1. identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;
  - 4.2. establish and maintain appropriate security safeguards against the identified risks;

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- 4.3. regularly verify that the security safeguards are effectively implemented;
  - 4.4. ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
  - 4.5. provide immediate notification to the Bidder if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Bidder where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
  - 4.6. remedy any breach of a security safeguard in the shortest reasonable time and provide the Bidder with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
  - 4.7. provide immediate notification to the Bidder where the Bidder has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
  - 4.8. provide the Bidder, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose of the bid and any applicable law; and
  - 4.9. notify the Bidder, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the Bidder.
5. The Bidder has the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the ECIC to ensure compliance with the provisions of this Annexure.

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#### **Annexure B: Category of firms (Example)**

This page has been left blank intentionally. Refer to the attached document titled Annexure B-Category of firms (Example).

# REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

Terms of Reference

## Applicable Standard Bidding Documents

SBD 1

### PART A INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EXPORT CREDIT INSURANCE CORPORATION OF SOUTH AFRICA                                                                                                           |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------|
| BID NUMBER:                                                                                                                                                                                                         | ECIC06P-2026/27                                                                    | CLOSING DATE:                                                     | 20 OCTOBER 2026                                | CLOSING TIME:                                                                                        | 11:00                       |
| DESCRIPTION                                                                                                                                                                                                         | PANEL OF LEGAL SERVICES FOR FIVE YEARS                                             |                                                                   |                                                |                                                                                                      |                             |
| <b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE FOLLOWING EMAIL ADDRESS:</b>                                                                                                                                          |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| Preferably via email: <a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>                                                                                                                            |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                    |                                                                   | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                                                                                      |                             |
| CONTACT PERSON                                                                                                                                                                                                      | Lulama Makwela                                                                     |                                                                   | CONTACT PERSON                                 | Lulama Makwela                                                                                       |                             |
| E-MAIL ADDRESS                                                                                                                                                                                                      | <a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>                 |                                                                   | E-MAIL ADDRESS                                 | <a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>                                   |                             |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| NAME OF BIDDER                                                                                                                                                                                                      |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| POSTAL ADDRESS                                                                                                                                                                                                      |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| STREET ADDRESS                                                                                                                                                                                                      |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| TELEPHONE NUMBER                                                                                                                                                                                                    | CODE                                                                               |                                                                   | NUMBER                                         |                                                                                                      |                             |
| CELL PHONE NUMBER                                                                                                                                                                                                   |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| FACSIMILE NUMBER                                                                                                                                                                                                    | CODE                                                                               |                                                                   | NUMBER                                         |                                                                                                      |                             |
| E-MAIL ADDRESS                                                                                                                                                                                                      |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| VAT REGISTRATION NUMBER                                                                                                                                                                                             |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                          | TAX COMPLIANCE SYSTEM PIN:                                                         |                                                                   | OR                                             | CENTRAL SUPPLIER DATABASE No:                                                                        | MAAA                        |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |                             |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                    |                                                                   |                                                |                                                                                                      |                             |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                    |                                                                   |                                                | <input type="checkbox"/> YES                                                                         | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                    |                                                                   |                                                | <input type="checkbox"/> YES                                                                         | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                    |                                                                   |                                                | <input type="checkbox"/> YES                                                                         | <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                    |                                                                   |                                                | <input type="checkbox"/> YES                                                                         | <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                    |                                                                   |                                                | <input type="checkbox"/> YES                                                                         | <input type="checkbox"/> NO |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. |                                                                                    |                                                                   |                                                |                                                                                                      |                             |

# REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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### PART B TERMS AND CONDITIONS FOR BIDDING

#### 1. 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE ~~PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS~~, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. ~~THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).~~

#### 2. 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g., company resolution)

DATE: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

- 1.1. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

|      |                                                                                                                                                                                          |               |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2.1. | Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>2</sup> in the enterprise, employed by the state? | <b>YES/NO</b> |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
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|           |                 |                           |

|      |                                                                                                                                    |               |
|------|------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2.2. | Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? | <b>YES/NO</b> |
|------|------------------------------------------------------------------------------------------------------------------------------------|---------------|

<sup>2</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

## REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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2.2.1. If so, furnish particulars:

| Full Name (Name of person employed by Export Credit Corporation of South Africa (SOC) Ltd, the procuring institution) | Relationship |
|-----------------------------------------------------------------------------------------------------------------------|--------------|
|                                                                                                                       |              |
|                                                                                                                       |              |
|                                                                                                                       |              |
|                                                                                                                       |              |
|                                                                                                                       |              |
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|                                                                                                                       |              |
|                                                                                                                       |              |

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

2.3.1. If so, furnish particulars:

| Name of Related Enterprise | Registration (ID) Number |
|----------------------------|--------------------------|
|                            |                          |
|                            |                          |
|                            |                          |
|                            |                          |
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|                            |                          |

# REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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### 3. DECLARATION

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

- 3.1. I have read and I understand the contents of this disclosure.
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. 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.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. 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.

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<sup>3</sup> 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.

## REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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

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

|                            |  |                   |  |
|----------------------------|--|-------------------|--|
| Name of declarer           |  |                   |  |
| Position/Title of declarer |  |                   |  |
| Name of bidder             |  |                   |  |
| Signature of declarer      |  | Date of signature |  |

## REQUEST FOR PROPOSAL: PANEL OF LEGAL SERVICES FOR FIVE YEARS

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#### Checklist

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

| ITEM | DOCUMENT REFERENCE                                                              |                         | ACTION TO BE TAKEN                                                                            | YES/<br>NO |
|------|---------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------|------------|
| 1.   | SBD 1                                                                           | Invitation to Bid       | Is the form duly completed and signed?                                                        |            |
| 2.   | SBD 4                                                                           | Declaration of Interest | Is the form duly completed and signed?                                                        |            |
| 3.   | CSD Report or MAAA Number                                                       |                         |                                                                                               |            |
| 4.   | Tender submission (if the bidder is submitting physical information/ documents) |                         | Two (2) printed copies (one original and one copy) submitted? (if submitting physical copies) |            |
|      |                                                                                 |                         | One (1) electronic copy submitted?                                                            |            |

I, the undersigned (name) ..... certify that the information furnished on this checklist is true and correct.

|                            |  |                   |  |
|----------------------------|--|-------------------|--|
| Position/Title of declarer |  |                   |  |
| Name of bidder             |  |                   |  |
| Signature of declarer      |  | Date of signature |  |