

Annexure A**RFP UJ 60/2024: Appointment of a Panel of Legal Service Providers for the University of Johannesburg for a Period of Three Years****1. Scope Of Work**

The University of Johannesburg requires the services of suitably qualified and experienced legal practitioners practicing in their own account in small, medium or large law firms to tender for services that the University requires, with regard to representing the University during disciplinary and incapacity cases as well as to offer ad hoc formal and informal legal opinions on a monthly retainer basis. Furthermore, represent the University at external tribunals such as the CCMA, Labour Court, Labour Appeal Court and Constitutional Court on a service billing basis.

Bidder(s) must provide and demonstrate how it prepares a litigation strategy or what methodology it may use in order to assist the University in dealing with or handling its litigation matters in a cost-effective, pragmatic and efficient manner. The University must ensure compliance with legislation when executing its functions and act in the best interest of the UJ. The UJ should act without fear, favour or prejudice. Bidders must also indicate (provide a 1 page brief) how the bidder will handle any potential conflict of interest, when assisting the UJ. Bidders must attend to and finalise all cases expediently and expeditiously in the best interest of the University.

2. The tender will be evaluated in three (3) stages

Stage 1 – Mandatory Administrative Compliance

Stage 2 – Technical / Functional Compliance

Stage 3 - Financial and B-BBEE

2.2 . Stage 2 – Technical / Functional Requirements

Service Providers must achieve a minimum of 70 points out of 100 points in stage 2 in order to be considered for further evaluation in terms of stage 3: financial and B-BBEE.

	Functional Requirements	Weighting	Comments
1	Four (4) reference letters pertaining to labour law litigation, initiating cases and having represented clients at CCMA/Bargaining Council, Labour Court and Labour Appeal Court not older than 12 months.	20	

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	<ul style="list-style-type: none"> ➤ 1 relevant reference letter = 5 points ➤ 2 relevant reference letter = 10 points ➤ 3 relevant reference letter = 15 points ➤ 4 relevant reference letter = 20 points 		
2	<p>NQF level 7 qualification in Labour Law or equivalent. = 5 points</p> <p>Registered Law firm with 5 years' experience in labour law litigation at CCMA/Bargaining Council, Labour Court and Labour Appeal Court = 5 points</p>	10	
3	<p>A minimum of five (5) years of related experience - per candidate (CVs and qualifications must be provided)</p> <ul style="list-style-type: none"> ➤ 1 relevant resource with cv and qualification = 10 points ➤ 2 relevant resources with cv and qualification = 20 points ➤ 3 relevant resources with cv and qualification = 30 points 	30	
4	<p>Previous experience in attending CCMA/Bargaining Council, Labour Court or Labour Appeal Court matters</p> <ul style="list-style-type: none"> ➤ 2 years relevant experience = 10 points ➤ 3 years relevant experience = 20 points ➤ 4 years relevant experience = 30 points ➤ 5 years relevant experience = 40 points 	40	
Total points obtainable		100	

A bidder must achieve a minimum of 70 out of 100 points to be considered for further evaluation in stage 3.

Bidders who obtain 70 points or more in stage 2, will be invited to present their proposals to the UJ bid evaluation committee.


2.3 Stage 3 – Financial and B-BBEE Evaluation Criteria

Bidders who have complied with the requirements in stages 1 and 2 will be evaluated in terms of Price and B-BBEE in the following scoring matrix.

CATEGORY	SCORING CRITERIA	ALLOCATED POINTS
BROAD BASED BLACK ECONOMIC EMPOWERMENT		20
B-BBEE Contribution Level		
Level 1 Contributor	20	
Level 2 Contributor	18	
Level 3 Contributor	14	
Level 4 Contributor	12	
Level 5 Contributor	8	
Level 6 Contributor	6	
Level 7 Contributor	4	
Level 8 Contributor	2	
Level 9/0 Contributor	Non-Compliant contributor	
PRICE		80
PRICE		80
B-BBEE		20
TOTAL		100

Fees Table – per month

Proposed Fee Per month (Including VAT) (Retainer)

-  In addition, bidders must provide a fees table with hourly rates and rates for different representatives.