

RFQ: 18/March/2024/Legal Services/Admin and Governance

SPECIFICATIONS:

To provide a solution -oriented legal service as and when required for a period of three years.

Services in the following specialist fields may be required.

- Commercial law, public sector and administrative law, employment law, compliance and corporate governance, intellectual property law and any other general litigation.
- Consulting and advising on any legal aspect as may be required from time to time.
- Drafting of contracts and legal documentation as and when required.
- Provide legal advice and interpretation of documents that have legal implications.
- Serves as a legal representative of ASSAf as and when it becomes necessary or is required.

NB: Bidders are required to give breakdown of their pricing by completing the attached SBD 3.3. This must be submitted together with quotation.

Deadline for Quotes: **28 March 2024**

All technical queries may be directed to Lynette du Plessis at Lynette@assaf.org.za

All SCM queries may be directed to Ms Madidimalo Rambau at Didi@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on compliance, specifications and pricing.

SUPPORTING DOCUMENTATION

- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable.
- Prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.
- ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.