

**EXPRESSION OF INTEREST IN APPOINTING A PANEL OF
ATTORNEYS**

UNIVERSITY OF KWAZULU-NATAL (UKZN)

EXPRESSION OF INTEREST (EOI)

EOI 01/2018

The University of KwaZulu-Natal ("UKZN") invites all interested parties to respond to the abovementioned Expression of Interest .

Interested parties are required to respond as follows :

- After having read and understood the intention and requirements of this EOI, by completing, in full, and submission of Annexure A and supporting documents.
- All submissions must be hand delivered to the University's **Procurement Department by 12h00 on Wednesday, 25 July 2018** at the following address:
Office Number 08-012
8th Floor
L-Block
Westville Campus
University of Kwazulu-Natal
University Road
Westville
4000
- All enquiries regarding this EOI must be directed to :
Legal Services Division : Ms Pushpa Naidu on 031 2608257 or Naidup@ukzn.ac.za or
Procurement Department: Ms June Khuzwayo on 031 2607914 or KhuzwayoJ@ukzn.ac.za
- All submissions made must reflect the description and reference number EOI 01/2018 as indicated above.

1. SCOPE OF REQUEST

The University of KwaZulu-Natal is in the process of identifying a panel of attorneys, with a minimum of five years experience, to assist with litigation and provide legal opinions and services on a consultancy basis on various aspects of law, involving administrative, constitutional, commercial, labour, intellectual property, patents, trade-marks and student discipline matters.

The University invites suitably qualified and experienced law firms in KwaZulu-Natal to submit an expression of interest to provide the above services. The successful law firms will serve on the panel of attorneys for a period of five years, subject to an annual renewal based on an assessment of the firm's performance.

Selection to the panel does not create any obligation nor expectation on the University to instruct the listed law firms to provide legal services. Preference will be given to law firms based within the provincial region of KwaZulu-Natal.

2. OFFEROR'S COMPLIANCE REQUIREMENTS

2.1 ELIGIBILITY CRITERIA

Failure to comply with any one of the eligibility criteria below will result in the offer not being evaluated and being disqualified from the process.

2.1.1 Entity Profile

An entity profile indicating the number of staff, core areas of expertise and experience, as well as number of years in the legal field.

2.1.2 Nature of Entity

Nature of entity (partnership, incorporation, etc) with certified registration documents. Details of Directors or partners of the entity and professionally qualified staff.

2.1.3 Registration

Details of registration with the KwaZulu-Natal Law Society. Certified copy of current and valid fidelity fund certificate from applicable Law Society.

2.1.4 Location

Location of offices (Head & Branches). Proof of Municipality Rates statement or Lease Agreement/s.

2.1.5 EVALUATION CRITERIA

2.1.5.1 Litigation / Commercial

2.1.5.1.1 Number of partners in each department, together with years of experience. A minimum of five years' professional legal experience is essential.

2.1.5.1.2 Number of associates and/or professional assistants in each department;

2.1.5.2 Labour Law

2.1.5.2.1 Number of partners in each department, together with years of experience. A minimum of five years of experience is essential.

2.1.5.2.2 Number of associates and/or professional assistants in each department.

2.1.5.3 Administrative law

2.1.5.3.1 Number of partners in each department, together with years of experience. A minimum of five years of experience is essential.

2.1.5.3.2 Precisely what areas of expertise is covered by this department.

2.1.5.4 Intellectual Property

2.1.5.4.1 Number of partners in each department, together with years of experience. A minimum of five years of experience is essential.

2.1.5.4.2 Precisely what areas of expertise is covered by this department.

2.2 OTHER REQUIREMENTS

2.2.1 General Conditions and Definitions for Broad-Based Black Economic Empowerment

Applicants shall provide a valid up to date declaration of the current compliance levels with the Codes of Broad-Based Black Economic Empowerment. Proof of compliance provided, may be in the form of a verification BBBEE certificate or sworn affidavit as inscribed in the Codes.

2.2.2 Tax clearance certificate

A valid and current Tax Clearance Certificate, obtained from the South African Revenue Services, must be enclosed or a Log in pin to enable online verification. The conditions detailed in the Instruction for Application for Tax Clearance Certificates must be adhered to.



2.2.3 Fee Structure

The fee structure that is applicable and will be charged in respect of services rendered, must be provided. In addition there must be an indication given whether your firm is prepared to enter into an agreed fee structure with UKZN which might deviate from your current fee structure.

2.2.4 Non-payment of commission declaration

A declaration must be enclosed that no commission relating to this transaction will be paid to any party. If commission is payable by yourself to any person(s) or body as a result of being awarded this offer, you must submit with this offer full details of the applicable person(s) or body and the amount payable.

2.2.5 Declaration of interest

The required declaration of interest form must be completed, duly signed by an authorised representative of the offeror, and submitted with the offer.

3. SELECTION PROCESS

3.1 Interested parties are required to express their interest by the completion and signing of Annexure A attached hereto. Applicants are required to return completed originals of Annexure A, together with the requested documents to the University of KwaZulu-Natal by the stipulated closing time and date.

3.2 Applicants may be invited for presentation of their submissions to the University of KwaZulu-Natal.



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ANNEXURE A

EXPRESSION OF INTEREST BY OFFEROR

OFFEROR'S BUSINESS PARTICULARS AND CONTACT DETAILS

Company Name :	
Business Address :	
Contact Person :	
Contact number :	
E-mail Address :	
Entity Reg. No (if applicable):	

STATEMENT OF COMPLIANCE BY OFFEROR

The Statement of Compliance below must be duly completed and signed by an authorised representative of the offeror and submitted with all supporting documents attached.

Reference	Eligibility Criteria	Comply Yes/No	Nature of evidence attached
2.1.1	Profile of the Entity		
2.1.2	Nature of Entity		
2.1.3	Registration with applicable Law Society		
2.1.4	Location of office/s		
2.1.5	Departmental information		
2.2.1	BBBEE Compliance		

Reference	Eligibility Criteria	Comply Yes/No	Nature of evidence attached
2.2.2	Valid Tax Clearance Certificate, obtained from the South African Revenue Services		
2.2.3	Fee Structure		
2.2.3.1	Will you be prepared to enter into an agreed fee structure with UKZN?		
2.2.2.4	Declaration that no commission relating to this transaction will be paid to any party. If commission is payable, the full details thereof.		
2.2.2.5	Declaration of interest form duly signed by an authorised representative.		
	This Compliance Control Schedule has been duly signed by an authorised representative.		

EVALUATION CRITERIA

Reference	Evaluation Criteria	Comply Yes/No	Nature of evidence attached
2.1.5.1	Litigation/ Commercial		
2.1.5.1.1	Number of partners in each department, together with years of experience and qualifications. Minimum 5 years of experience in the department.		
2.1.5.1.2	Number of associates and/or professional assistants in each department		
2.1.5.2	Labour Law		
2.1.5.2.1	Number of partners in each department, together with years of experience and qualifications. Minimum 5 years of experience in the department.		
2.1.5.2.2	Number of associates and/or professional assistants in each department		



Reference	Evaluation Criteria	Comply Yes/No	Nature of evidence attached
2.1.5.3	Administrative law		
2.1.5.3.1	Number of partners in each department, together with years of experience and qualifications. Minimum 5 years of experience in the department		
2.1.5.3.2	Precisely what areas of expertise is covered by this department		
2.1.5.4	Intellectual Property		
2.1.5.4.1	Number of partners in each department, together with years of experience and qualifications. Minimum 5 years of experience in the department		
2.1.5.4.2	Precisely what areas of expertise is covered by this department		



DECLARATION BY DULY AUTHORISED OFFICIAL

I, the undersigned, hereby declare that the information provided is true and correct and that I am duly authorised to sign the offer documentation on behalf of the offeror.

Signature:

Date:

Name in block letters:

Capacity:



DECLARATION OF INTEREST

1.	If Offerer is a Sole Proprietor: Are you (or your spouse, child or parent) currently employed by UKZN?	Yes	No
1.1	If yes, provide particulars:		
		
2.	If Tenderer is a Sole Proprietor: Have you (or your spouse, child or parent) been employed by UKZN in the past 12 months?	Yes	No
2.1	If yes, provide particulars:		
		
3.	If Offerer is a Sole Proprietor: Do you (or your spouse, child or parent) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Bid?	Yes	No
3.1	If yes, provide particulars:		
		
4	If Offerer is a company, close corporation, partnership, trust or association: Are any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) currently employed by UKZN?	Yes	No
4.1	If yes, provide particulars:		
		



		
5.	If Offerer is a company, close corporation, partnership, trust or association: Have any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) been employed by UKZN in the past 12 months?	Yes	No
5.1	If yes, provide particulars:		
		
6.	If Offerer is a company, close corporation, partnership, trust or association: Do any of the Tenderer's employees, shareholders, directors, members, partners, beneficiaries or trustees (or any of their spouses, children or parents) have any relationship (family, friend or other) with any person who may be involved with the evaluation or adjudication of this Bid?	Yes	No
6.1	If yes, provide particulars:		
		

I, _____ (full names), certify that the information furnished in this declaration of interest is true and correct.

SIGNED at _____ on this _____ day of _____ 20

Signed by or on behalf of **THE OFFERER**

If signed on behalf of the offerer, the signatory hereby warrants that (she/he) is duly authorised to sign this declaration on its behalf.

Signature: _____

Designation: _____