

REQUEST FOR PROPOSAL (RFP) LGSETA/LEGALPANEL/2015/01

PANEL OF LEGAL SERVICES FOR THE PERIOD ENDING 31 MARCH 2016

The Local Government Sector Education and Training Authority (LGSETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998. The Mandate of the LGSETA is to facilitate skills development for the local government sector, through developing a sector skills plan, and implementing learning programs in support thereof. The vision of the LGSETA is to be the foremost SETA, producing an extraordinarily skilled and capable local government sector.

The purpose and intent of this tender is for the establishment of a panel of preferred legal service providers with suitable experience to render specialized services which are not available in-house, on an "as-and-when required" basis for a period ending 31 March 2016.

COLLECTION OF BID DOCUMENTS: Bid documents will be made available from 24 March 2015, weekdays only from 09H00 until 16H00, subject to valid proof of payment. A non-refundable tender document fee of R500 for each tender document is payable by bank deposit and or EFT. Banking details are as follows: ABSA Bank; Branch Code: 632005; Account Number: 0100159031; Account name: Local Government Sector Education Training Authority; (Please quote the relevant tender reference number & your Company Name).

BID DOCUMENTS ARE NOT TRANSFERABLE: Hard copies of the tender documents can be collected at the LGSETA Head Office located at 1st Floor, 47 Van Buuren Road, Bedfordview, 2007 (also subject to valid proof of payment). Please quote a tender reference number in all correspondence. Correspondence without a reference number will not be attended to.

LGSETA reserves the right to withdraw, cancel or not to award any tender issued.

The tender will be evaluated on 90/10 preferential point system where 90 represent price and 10 representing B-BBEE recognition. LGSETA shall only accept DTI criteria as proof of B-BBEE status.

The Bidder will also be expected to meet a minimum of 70 points on the functionality criteria in order to qualify for the next evaluation phase.

For more information, contact Supply Chain Office on procurement@lgseta.org.za by no later than 03 April 2015 @16h00. All queries received will be compiled into one document and an email response will be sent to all bidders who collected the bid documents.

Closing Date and time: **13 April 2015 at 12H00pm**

Proposals must be delivered to the following address and submission register must be signed off: **The Supply Chain Office 47 Van Buuren Road, 1st Floor, Bedfordview, 2007. Late bids will not be accepted.**