



**SOUTH AFRICAN TOURISM**

**Tender no SAT 164/19: -Panel of Legal Services**

**Notes for Bid Clarification**

#	Question	Response
1	Please confirm that we may bid for the specific areas of law in which we have competencies and not all areas as required and listed in paragraph 9.3.1 of the tender.	As per the tender document you may bid for the specific areas of law for which the Firm may want to be considered
2	Notice other discrepancies in the document amongst which pg 27/45. There is no number 9.7.5.3 . Therefore, all the sub-numbering for 9.7 are not in the document.  Also the numbering on page 25/45 is just confusing.	Clarifications:  <ul style="list-style-type: none"> <li>• 9.7.5.3 refers to 9.8.3.3 of the RFP</li> <li>• 9.7.7.2 refers 9.8.4.6</li> </ul>
3	One of the requirements is for the Company to have recent Financials. My currently Financials are not finalized yet. Can I instead submit an Affidavit to the effect that My Company is a small Firm earning less the R10 million per year.	Proof of financial stability is requires as tender condition
4	kindly confirm the number of electronic copies that are required	4 electronic copies, preferably USBs
5	Please confirm with regards to the submission of the tender document if they should all have their	Yes, you may use one envelope. To cover the two copies.

	own envelopes or if they can be put in one large envelope together.	
6	Annexure C: page 32 of 45 Please could you kindly provide clarity on the "Guide to hourly fee rates for consultations" issued by the DPSA, in respect of giving a detailed breakdown of total cost and standard services	Your Hourly rate must be guided by the DPSA rates for consultancy services.
7	Please provide clarity on how we must assemble the documents. Should we attach our documents in the Annexure or in Part C e.g. Annexure C is the breakdown of costs, do we put our cost break down here attached to Annexure C or in part C.	Check paragraph 9.6 on <b>Bid protocol and packaging of bids</b>
8	Could you please clarify number 3.4 of the tender document with tender number SAT 164/19. I am not sure I understand the number of documents to be submitted, whether it is 5 copies or otherwise.  I also note that line 3.6 of the tender documents talks about no tenders are to be submitted via email. How are we then to send you the pdf document if not via email	We need one Original Copy, one copy, and 4 Digital copy in a memory stick.  You tender must be submitted to, South African Offices at 90 Protea Road, Cheslerhurston, Sandton
9	Under 9.3.1 Scope of Services required, the following requirement is specified:  Bidders will need to propose comprehensive service packages, including client facing tools, newsletters and subscriptions. Could you please expand on what these requirements will be in terms of newsletters and subscriptions?	The bidder is required to propose any tools not only limited to the ones mentioned in 9.3.1