**LEGAL AND COMPLIANCE SERVICE PROVIDERS BID NO: GEPF 02/2023**

**ENQUIRY QUESTIONS**

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| **QUESTIONS** | **ANSWERS** |
| 1. With regards to the technical evaluation criteria on page 8, the question relates to the qualifications, if you are a compliance officer who is affiliated only with the relevant Compliance Institute and not registered with the LPC, does this mean you will lose the 25 points of not meeting the qualification criteria of being registered with the LPC? | What is required is for the firm(s) to demonstrate an understanding of compliance function and standard practice. |
| 1. With regards to the clubbing of the three fields of law in category B, if a firm solely specialises in Labour law and not the other two fields, does this mean such law firms are not going to make it because they don’t have the other two components? | It is a requirement that the firm needs to be strong in all three components (Corporate, Commercial and Labour Law), hence Joint Ventures are welcomed in instances where a firm cannot meet all the requirements. In cases of Joint Ventures, at least one of the firms must have attended the Compulsory Briefing Session and a signed joint venture agreement must be submitted and what are the areas of strength from each participant. |
| 1. As per page 32 point 1.4.6 can you clarify on how many documents must be submitted? | One (1) original proposal and two (2) copies for each category being responded to. |
| 1. If a firm practices in all three fields (category B), should the CV’s which are required to be submitted clearly indicate which area of specialities does the specific employee specialises in? | The entire firm as a combined must meet the requirements of Commercial, Corporate and Labour Law, with an expert leading a specific field of law. |
| 1. With regards to category B, do we need to submit 4 reference letters for Commercial, Corporate and Labour Law, or it can be reference letters from one client who was serviced in all three fields? | True, as a law firm the leading expert in each field must provide reference letters from clients they have serviced in their respective fields. However, you can still submit reference letters from a client you have serviced in all three fields, as long you submit 4 reference letters. |
| 1. What is the timeframe for the reference letters? | Current or within the last three years (from 2020,2021,2023) are valid. |
| 1. Can electronic signatures be used? | Yes |
| 1. If you bid for all four categories, do we need to submit four different proposals? | Yes |
| 1. Should we also include pricing in our submissions? | We do not require pricing at this stage. After we have the top five for each category, we will then approach those companies to provide the pricing. |
| 1. The mandatory requirements include technical /functional proposal, is that separate from phase two the technical evaluation? | The mandatory requirements, we are looking at the document that you have submitted. We haven't gone through them, but we know that in your pack of submission, you do have a technical proposal that you have submitted. Whatever is part of your technical proposal will address the evaluation criteria, which is phase two. |
| 1. In instances where you are doing Corporate and Commercial activities for your private clients and not for government, will that suffice? | You can submit reference letters from either private or government clients. |
| 1. Which documents should be commissioned? | All copies must be commissioned. |
| 1. Can you submit a copy of a reference letter? | Yes, provided there are contactable reference letters. |
| 1. With regards to the number of years of experience, are you considering the number of years of experience for the directors or the law firm? | We are weighing the number of years of experience for both the Directors and the law firm. |
| 1. Under the knowledge criteria, are we expected to include the fees and budget behind each instruction(s) which were carried out? | Based on your proposal, we need to be able to deduce that your firm can provide GEPF with legal and compliance services in a cost-efficient manner. |
| 1. Can we provide an attachment if the space provided is not enough? | Yes, you can just ensure that you indicate the attachments clearly. |
| 1. If you are submitting different proposals, does each proposal have to have its own copies and memory stick? | Yes. |
| 1. Do only we have to submit the CVs of the Directors? | CVs and qualifications. |
| 1. Can the meeting recording be made available to us? | Unfortunately meeting recording is for GEPF usage only. The GEPF will be uploading questions and answers that were discussed in the meeting and responses to any enquiries received after the meeting on the GEPF website where the RFP document was published. |
| 1. With a joint venture, do both law firms have to provide all the documents and information requested under all 5 phases? | Yes, both firms are to submit documents and information requested per category if the Joint Venture is not a registered entity. Remember a Joint Venture agreement will be required to understand the composition of the Joint Venture. |
| 1. Can one firm complete one SBD form on behalf of both firms or do both have to complete separate SBD forms? | Both firms must complete and submit separate SBD forms if the base of the Joint Venture is a Joint Venture agreement only. |
| 1. In the event of a Joint Venture do the partnering firms have to submit the bid under one name? | Yes, submission under one name is acceptable. Thereafter mention the partnership or association in the relevant forms with more details e.g., Joint Venture agreement and separate documents for each firm. |
| 1. Must the original application and two copies be placed in one envelope? Or the original set in one envelope and the two copies and another two separate envelopes? | The packaging is not an issue, as long as there is an original proposal and two copies for each category being responded to. |