

FREE STATE PROVINCIAL OFFICE

139 Zastron Street | Westdene | Bloemfontein | 9300
P O Box 319 | Bloemfontein | 9300 | Docex 49 | Bloemfontein
Tel: +27 (0) 51 4473237 | Fax: +27(0) 51 4307369
E-mail: directorfs@lpc.org.za



NATIONAL OFFICE

Thornhill Office Park Building 20 |
94 Bekker Road | Vorna Valley Midrand | 1686
Tel: +27 (0)10 001 8500

27 March 2023

Dear Legal Practitioner

INVITATION TO TENDER FOR THE PROVISION OF LEGAL SERVICES TO THE FREE STATE PROVINCIAL OFFICE

The Chairperson of the Legal Practice Council Ms. J Myburgh invites legal firms to tender for the Free State Provincial Office for the provision of legal services.

Requirements:

1. All practitioners must have paid all amounts due to the LPC and must be in good standing
2. Firms must have experience in litigation in the High Court
3. Firms must be transformative in relation to race and gender
4. Firms must have at least one legal practitioner who has been in practice for not less than five years
5. Firms must have extensive knowledge of the Legal Practice Act, Rules, Regulations, and code of conduct
6. Firms must attach their B-BBEE certificate

Firms are requested to submit their applications with a detailed project plan, must state their experience in litigation, provide proof of compliance with employment equity and submit a detailed resume of the practitioners at the firm that will be attending to the instruction from the LPC. Attached is the guideline for the submission of the tender. All applications are to include a valid tax clearance certificate.

The appointment of firms to the panel will be for a period of three (3) years but will be reviewed annually with such review to take into account, inter alia performance.

The Council reserves the right to not make an appointment if it so deems necessary. Firms that have Legal Practitioners who serve on the Legal Practice Council Disciplinary Committees and Provincial Councils are not eligible to apply.

RATES

The rates payable to Legal Practitioners that are appointed to the panel will be on a party and party tariff exclusive of VAT

Interested parties should send their application to directorfs@lpc.org.za

Closing date for submission is **14 APRIL 2023**

GUIDELINES:

PLEASE SEND ANSWERS IN THE FORM OF AN AFFIDAVIT

1. Name and address of the Firm?
2. Does your firm specialize in any particular branch of the law?
3. If so, please give particulars of the various types of work which your firm undertakes.
4. Does your firm normally give legal opinions to clients or do you, brief Counsel, if so, how often?
5. If you do give legal opinions, will you please give particulars of the branches of the law to which such opinions relate?
6. Who in your firm will specifically attend to instructions from the LPC if your firm should be appointed on the panel of Legal Practitioners?
7. Have you attended to litigation in the High Court? If so, please provide particulars of some of these cases and the case numbers of some of these matters in order to enable the Committee to peruse these records. Are High Court applications prepared by your firm itself or do you make use of the services of Counsel? If applicable, kindly furnish the name of the practitioner who prepares these applications.
8. Does a member of your firm attend to the High Court appearances of your practice or do you make use of the services of advocates in this regard (normally or by exception)? Will this arrangement also apply in relation to the work of the LPC and if so, you must kindly furnish the name of the practitioner at your firm undertaking such appearances?
9. Would you please give an overview of your practice as well as the curriculum vitae of the firm (also referring to the number of partners, professional assistants, Candidate attorneys ect.)?
10. Does your firm have an affirmative action policy in place in relation to staff and/or colleagues from disadvantaged backgrounds? If so, kindly submit particulars on how such a policy has been implemented in practice.
11. Have you presided at disciplinary hearings or acted as a prosecutor in disciplinary hearings? If so, please provide particulars of some of these cases and the case numbers

12. How many hours of pro bono work has your firm performed in the last year?