

WESTERN CAPE PROVINCIAL OFFICE

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03 July 2023

Dear Legal Practitioner

INVITATION TO TENDER FOR THE PROVISION OF LEGAL SERVICES FOR THE WESTERN CAPE PROVINCIAL COUNCIL (“WCPC”)

The Chairperson of the Legal Practice Council (“LPC”), Ms J Myburgh hereby invites legal firms to tender for the provision of legal services for the WCPC.

THE FOLLOWING REQUIREMENTS MUST BE SATISFIED IN ORDER TO TENDER:

1. Legal Practitioners must satisfy the requirements of **good standing**, as set out in Rule 1.20 of the Legal Practice Act 28 of 2014 (“LPA”), which includes **meeting all financial obligations** towards the LPC;
2. Legal Practitioners must have experience in High Court litigation;
3. Firms must be transformative in respect of race and gender;
4. there should be at least one legal practitioner at the Firm who has been in practise for not less than five years;
5. Legal Practitioners must possess extensive knowledge of the LPA, its Rules, Regulations and the Code of Conduct;
6. Firms must be B-BBEE certified.

APPLICATIONS MUST INCLUDE:

- a valid B-BBEE certificate;
- detailed project plan;
- the relevant experience in litigation must be detailed;
- proof of compliance with employment equity;
- detailed resume/s of the Legal Practitioner/s at that Firm that will be attending to the instruction from the LPC;

Executive Committee: Ms Janine Myburgh – Chairperson, Adv. Kennedy Tsatsawane SC - Deputy Chairperson, Ms Kathleen Matolo-Dlepu, Mr Miles Carter, Mr Priyesh Daya, Adv. Brenton Joseph SC, Mr Pritzman Busani Mabunda, Executive Officer: Ms. Charity Nzuza

WESTERN CAPE OFFICE - DIRECTOR: CARON JEAVERN

- valid tax clearance certificate.

*A guideline is transmitted herewith to assist with the Tender submission.

The appointment of Firms to the panel will be for a period of three (3) years, however this will reviewed on an annual basis, which review will include *inter alia* performance.

The LPC reserves the right to not make an appointment should it deem it necessary. Firms that have legal practitioners who serve on the LPC's Disciplinary Committees and Provincial Councils are not eligible to apply.

RATES:

- Legal Practitioners appointed to the panel will be paid on a party and party tariff (excl VAT).

CLOSING DATE FOR APPLICATIONS:

- 14 July 2023

APPLICATIONS TO BE SENT TO:

- directorwc@lpc.org.za

G U I D E L I N E

KINDLY NOTE THAT THE REPLIES TO THE QUESTIONS HEREUNER SHOULD BE PROVIDED IN THE FORM OF AN **AFFIDAVIT**

- 1 . Name and Address of the Firm.
- 2 . Does the Firm specialise in any particular area/s of law. If so, please give particulars of the various types of work which the firm undertakes.
- 3 . Does the firm normally provide legal opinions to clients or is Counsel briefed and if so, how often.
- 4 . If legal opinions are provided, furnish particulars of the branches of law to which such opinions relate.
- 5 . Which attorney at the firm will attend to the LPC instructions should the firm be appointed onto the panel.
- 6 . Has litigation been attended to in the High Court. If so, provide particulars of some of these cases (including case numbers) in order to enable the LPC to peruse such records. Are the Hgh Court applications prepared by the firm itself or are the services of Counsel utilised. Please also provide the name/s of the legal practitioner/s who prepares such applications.
- 7 . Does an attorney at the firm attend to the High Court appearances for the practice or are the services of Counsel utilised in this regard (normally or by exception). Will this arrangement also apply in respect of LPC work and if so, please furnish the name of the attorney at the firm undertaking such appearance.
- 8 . Provide an overview of the practice as well as a curriculum vitae of the firm (include the number of partners/directors, professional assistants, associates and candidate attorneys).
- 9 . Is there an affirmative action policy in place in relation to staff and/or colleagues from disadvantaged backgrounds; if so, furnish details of the manner in which such a policy has been implemented in practice.
- 1 0 . Has any attorney at the firm presided at disciplinary hearings or acted as a prosecutor in disciplinary hearings. If so, submit details of such cases (including case numbers).
- 1 1 . How may hours of pro bono have been performed by the attorneys at the firm in the last year.