

NATIONAL OFFICE  
Thornhill Office Park Building 20  
94 Bekker Road  
Vorna Valley, Midrand  
Tel: 010 001 8500



## INVITATION TO TENDER FOR THE PROVISION OF LEGAL SERVICES TO THE LEGAL PRACTICE COUNCIL

The Legal Practice Council invites legal firms to tender for the provision of legal services at the following Provincial Offices:

- Gauteng
- Limpopo
- Eastern Cape
- Free State Office

The services required will include, but is not limited to:

- General litigation in relation to the Legal Practice Act
- Administrative Law litigation and advice
- Constitutional Law litigation and advice
- Labour Legislation services, including litigation, investigations and disciplinary proceedings
- Commercial litigation and advice

### MANDATORY REQUIREMENTS

1. All practitioners in the firm must have paid all amounts due to the Legal Practice Council and must be in good standing at the closing of the bid.
  - This requirement will be verified by the LPC after closing of the bids and bidders not in good standing on the closing date will be disqualified.
2. Firms must have experience in civil, administrative, constitutional and/or labour litigation.
  - As evidence, bidders should provide references of at least 10 (ten) High Court, Labour Court, Supreme Court of Appeal and/or Constitutional Court matters where the bidder's firm was the instructing attorney.

3. Firms must have at least one legal practitioner who has been in practice for not less than 5 years post admission as at the closing date of the tender, which attorney shall be the Lead Attorney for the contract with the LPC.
  - This requirement will be verified by the LPC after closing of the bids.
4. Firms must submit the detailed resumes of the practitioners at the firm who will be attending to the instructions from the Legal Practice Council.
5. The firm must be tax compliant.
  - Firms must submit a valid tax clearance certificate or tax clearance verification pin.

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

An application form is attached hereto for completion.

## **RATES**

Successful firms shall be entitled to bill the LPC for the reasonable cost of work done on a party-and-party scale plus disbursements.

## **CONDITIONS OF APPOINTMENT**

The appointment of firms to the panel will be for a period of five (5) years but will be reviewed annually, with such review to take into account, inter alia performance and cost.

## **SUBMISSION OF BIDS**

The closing date for applications is **23 February 2024**.

Applications are to be addressed to the Provincial Offices, the details of which are reflected below.

<p><b>LPC Gauteng Provincial Office</b>          ProcForum Building, 123 Paul Kruger Street,          Pretoria          Telephone: (012) 338 5800; E-mail:  <a href="mailto:directorgp@lpc.org.za">directorgp@lpc.org.za</a></p>	<p><b>LPC Limpopo Provincial Office</b>          No.2 Biccard Strret, Polokwane          Telephone: (015) 590 0389; E-mail:  <a href="mailto:directorlp@lpc.org.za">directorlp@lpc.org.za</a></p>
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<b>LPC Eastern Cape Provincial Office</b> No.44 Pearce Street, Berea East London Telephone: (043) 050 1023; E-mail: <a href="mailto:directorec@lpc.org.za">directorec@lpc.org.za</a>	<b>LPC Free State Provincial Office</b> 139 Zastron Street, Bloemfontein Telephone: 051 447 3237, E-mail: <a href="mailto:directorfs@lpc.org.za">directorfs@lpc.org.za</a>
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**Ms C Nzuz**

Executive Officer

**INVITATION TO TENDER FOR THE PROVISION OF LEGAL SERVICES TO THE LEGAL PRACTICE COUNCIL**

1. Name and address of firm?

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2. Does your firm specialise in any particular branch of the law?

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3. If so, please give particulars of the various types of work which your firm undertakes?

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4. Who in your firm will specifically attend to instructions from the LPC if your firm should be appointed on the panel of Legal Practitioners?

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5. 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 policy has been implemented in practice.

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

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