



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

T: +27 (0) 11 825 0158/0151 • F: +27 (0) 86 425 5030 • E: info@edc.org.za

Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

W: www.edc.org.za**REQUEST FOR QUOTATIONS****RFQ NO: EHCLABOUR 20//12//2024****Issued: 20/12/2024**

DESCRIPTION	CONTACT PERSON	NON-COMPULSORY BRIEFING SESSION	CLOSING DATE & TIME
REQUEST FOR WRITTEN QUOTATIONS: PROVISION OF LEGAL SERVICES - LABOUR RELATIONS	Technical Queries: Ms Busi Baloyi O11 879 8285 busib@ehco.org.za SCM Enquiries: SCMinterns@ehco.org.za	MONDAY, 06 JANUARY 2025 10h00am VIA MICROSOFT TEAMS Meeting ID: 332 875 597 313 Passcode: RZ3wv9Ad	CLOSING DATE: THURSDAY, 09 JANUARY 2025 CLOSING TIME: 14h00

Quotations are hereby requested from service providers

PREAMBLE

Ekurhuleni Housing Company ("EHC") is a Municipal Entity set up in 2000. It was established to undertake the development and management of rental housing stock for low and moderate-income households in the City of Ekurhuleni.

1. OBJECTIVE

EHC wishes to appoint a legal practitioner to render legal services for labour related matters.

2. SCOPE OF WORK

- a) Review the investigation report.
- b) Drafting of charges and serving them.
- c) Prosecuting the matters.
- d) Any other services as relevant to conclude disciplinary matters.

3. STAGE 1: PRE-QUALIFYING CRITERIA

ITEM #	DESCRIPTION
1.	Completed price schedule/cost breakdown.
2.	Certified copy of admission as an attorney of the high court (Court Order) for lead attorney.
3.	Certified copy of Fidelity Fund Certificate as provided by Legislation for lead attorney.
4.	Certified copy of admission as an attorney of the high court (Court Order) for the professional assistant/associate.
5.	Certified copy of Fidelity Fund Certificate as provided by Legislation for professional assistant/associate.
6.	All legal practitioners must submit their valid Certificate of Good Standing issued by the South African Legal Practice Council.
7.	All Directors/partners in the firm must submit a certified Fidelity Fund Certificate as provided by Legislation.

NOTE: All certified documents should not be older than 3 months.

4. STAGE 2: FUNCTIONALITY EVALUATION

Bidders must obtain a minimum of **16 out of a maximum of 20 points (80%)** for functionality to be evaluated further.

ITEM	CRITERIA	POINTS	VERIFICATION METHOD
1. Lead Attorney's Experience post admission			
Number of years practical experience in labour law.	<p>CV showing 3-5 years' post admission experience and relevant qualifications attached (Points = 2)</p> <p>CV showing 6-9 years' post admission experience and relevant qualifications attached (Points = 6)</p> <p>CV showing 10 + years' post</p>	10	A detailed CV including certified copies of academic qualifications.

	admission experience and relevant qualifications attached (Points= 10)		
2. Professional Assistant's/ Associate's experience			
Number of years practical experience in labour law.	<p>CV showing 3-5 years' post admission experience and relevant qualifications attached (Points = 1)</p> <p>CV showing 6-9 years' post admission experience and relevant qualifications attached (Points = 3)</p> <p>CV showing 10 + years' post admission experience and relevant qualifications attached (Points= 5)</p>	5	A detailed CV including certified copies of academic qualifications.
3. In – depth experience of the law firm in Labour Relations			
Company Experience in Labour Relations – Law Firm must demonstrate experience in providing similar services.	<p>1 – 2 Letters provided (Points = 1)</p> <p>3-5 Letters provided (Points = 3)</p>	5	Signed appointment and reference letters from the relevant companies/ government / public institution.

	5+ Letters (Points= 5)		
TOTAL		20	

5. STAGE 3: ADMINISTRATIVE COMPLIANCE DOCUMENTS

Bidder must submit the following compliance documents:

ITEM #	DESCRIPTION
1.	Company profile.
2.	Completion of all MBD Forms.
3.	Valid tax clearance/pin.
4.	Certified ID copies of all Directors and/or partners of the firm.
5.	Company Registration Documents.
6.	CSD Report (not older than 2 weeks)
7.	Up to date municipal account/statement for the company and all directors (must not be in arrears for more than 90 days). In case where a bidder is a lessee, a valid copy of a lease agreement must be supplied or a valid lease agreement in their area of jurisdiction
8.	Bank Confirmation letter (not older than 3 months)

NOTE: All certified documents should not be older than 3 months.

7. PRICING SCHEDULE

In addition to other costs that a bidder may highlight, the following should be included when preparing quotations:

ACTIVITY	HOURLY RATE	TOTAL HOURS	TOTAL
Review the investigation report.			
Drafting of charges and serving them.			
Prosecuting the matters.			
Any other services as relevant to conclude disciplinary matters			
TOTAL BID PRICE			

8. EVALUATION IN TERMS OF PPPFA REGULATIONS 2022 (AS AMENDED):

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be awarded for specific goals.

80/20 PREFERENCE POINT COMPONENTS		POINTS
PRICE		80
SPECIFIC GOALS		20
Bidders residing in the Ekurhuleni Municipality region		05
Enterprises with at least 51% ownership historically disadvantaged people		03
Bidders with at least 51% women ownership		04
Bidders with disability		03
Bidders with at least 51% youth ownership		05
Total		100

NB: Bidders must complete all attached MBD forms.

Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

All prices must be VAT inclusive and include all other related costs.

Submissions must be emailed to: SCMinterns@ehco.org.za or hand delivered to EHC head office (at Hanover building, cnr Hendrik Potgieter & 7th Ave Edenvale) in a sealed envelope **IN A RED TENDER.**