



Telkom Tender

OPEN TENDER / e-RFx RFP-00005-2014 FOR THE APPOINTMENT OF TELKOM HEAD OFFICE PANEL OF ATTORNEYS: SECTION A FIRMS

Publish Date : 17 February 2014
Closing Date : 10 March 2014, Monday
Time : 11:00 am
Bidders Conference : 28 February 2014
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Document Cost : Free

Description:

OPEN TENDER/e-RFP 00005/2014 FOR THE APPOINTMENT OF TELKOM HEAD OFFICE PANEL OF ATTORNEYS:-SECTION A FIRMS

This is an e-RFP whereby respondents need to register to gain access to the tender. A respondent needs to complete and submit a supplier registration form to Telkom's contact person. See paragraph 2 below.

GENERAL

1. Bidders Conference:

A bidder's conference (not compulsory) will be held at 152 Johannes Ramokhoase Street, Telkom Towers North. 1st Floor Strelitzia conference room. Date of Bidder's Conference: 28 February 2014, time 10:30 am.

2. Bid Document Collection

Please note that this is an e-RFP and respondents need to complete and submit "**Telkom's Supplier Self-Registration**" access form (See at the end of this document) to the following e-mail address.

Contact Person: Christo Lombard
E-mail Address: Lombarcw@telkom.co.za

3. Minimum system requirements for electronic access

For internet access the Respondent(s) need to have 1 (one) computer connected to the Internet with 1 (one) back-up system. The following system requirements per computer:

- 3.1 Microsoft Internet Explorer 6 SP2, or 7, or 8
- 3.2 Microsoft Office 2007 **or higher**
- 3.3 SAP Sourcing also supports Microsoft Office 2003
- 3.4 Adobe Reader 9.3 or higher



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4. Tender information

Once the Respondent has been given access to the e-RFP, the Respondent applying for this Section must complete as per e-RFP the following 3 (three) parts.

PART 1: PRE-QUALIFICATION CRITERIA - SECTION A FIRMS

Respondents must submit supporting documentation with the following pre-qualification criteria. Non-submission of supporting documentation may result in disqualification.

- 1) As at the closing date of this e-RFP, the Respondent must have a valid SARS Tax certificate.

A valid SARS certificate or certified copy must be attached to the tender response.

- 2) A respondent will be classified as a section A firm if it has 50 or more partners and/or directors at the closing date of the e-RFP.

A letter from the firm's independent auditor or an affidavit by the senior partner or director of the firm confirming the requirement must be submitted with the tender response. The respondent must submit an original signed document.

- 3) A Section A firm must have at least 20 partners and/or directors with 15 years or more experience in their field of expertise at the closing date of the e-RFP.

A letter from the firm's independent auditor or an affidavit by the senior partner or director of the firm confirming the requirement must be submitted with the tender response. The respondent must submit an original signed document.

- 4) The respondent's head office (main place of business) must be located within a radius of 75 kilometers from Telkom's head office (152 Johannes Ramokhoase Street, Pretoria).

A letter from the firm's independent auditor or an affidavit by the senior partner or director of the firm confirming the requirement must be submitted with the tender response. The respondent must submit an original signed document.

- 5) **As at the closing date of this e-RFP the respondent must have at least the following resources and infrastructure available:**

- i. Computer(s), e-mail and internet access.
- ii. Software applications used in the legal practice to provide legal services to clients.
- iii. Information security safeguards (i.e. antivirus software, software, firewalls etc.)
- iv. Back-up and disaster recovery plans.
- v. Telephone and fax facilities.
- vi. Printing and photocopying facilities.
- vii. Library/research facilities.

A letter from the firm's independent auditor or an affidavit by the senior partner or director of the firm confirming the requirement must be submitted with the tender response. The respondent must submit an original signed document.



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- 6) At the closing date of this e-RFP, the partners and/or directors of the Respondent must have a valid Fidelity Fund certificate.

A letter from the firm's independent auditor or an affidavit by the senior partner or director of the firm confirming the requirement must be submitted with the tender response. The respondent must submit an original signed document.

- 7) At the closing date of the e-RFP the firm must be in good standing with the Law Society which reflects that the firm has paid its annual levies and is not subject to any disciplinary action by the Law Society.

A respondent must submit a letter of good standing from the Law Society.

- 8) At the closing of this e-RFP, a respondent must complete and submit the following documents:

- i. Pro Forma authority for signatory.
- ii. Declaration by Respondent
- iii. Telkom law firm guidelines
- iv. Declaration of Interest
- v. Telkom's supplier code of conduct
- vi. Taxation questionnaire and declaration
- vii. Prevention of fraud & corruption questionnaire
- viii. Legal Agreement to provide services

PART 2: PRICING INSTRUCTIONS TO RESPONDENTS – SECTION A FIRMS

1. Pricing must be firm and fixed for the first twelve (12) months of the contract period. Firm prices are deemed to be the prices at which the service/s are rendered without any adjustments being made thereto over the first twelve (12) months of the contract period for any reason whatsoever. The prices may be reviewed and negotiated for the second twelve (12) months of the contract period.
2. The prices quoted by the respondent and negotiated by Telkom will form the contract prices and no changes or increases will be allowed by Telkom for incorrect information supplied by the respondent.
3. A respondent firm that qualifies for Section A must submit a response for all work categories 1 to 5 of the costing spreadsheets. Work Categories 1 to 5 are compulsory. All areas highlighted in blue needs to be populated.
4. Respondents will be allowed to deviate from the proposed Telkom rates set out per category. However, any such deviation, for each level of experience, as well as action required as set per category, may not be higher than 30% of the proposed Telkom rates.
5. A Respondent will automatically be disqualified per work category, if any of its proposed rates are more than 30% of the proposed Telkom rates for such work category.
6. However, a Respondent firm in Section A will automatically be disqualified for all the compulsory work categories 1 to 5 if any of its proposed rates for any of the work categories 1 to 5 are more than 30% of the proposed Telkom rates. Therefore the entire tender for Section A will be disqualified.



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7. Respondents will be ranked or scored (for section A) according to the overall fee per category and then the overall combined group of categories 1 to 5 for their proposed rates.
8. Respondents must note that the percentage increase required for the second (2nd) year of the contract will be negotiated. The cost for the second (2nd) year of the contract will also remain fixed after being negotiated and mutually agreed upon by the Parties.
9. Failure to submit the required Pricing spreadsheet documentation will result in the respondent scoring zero.
10. All fees should be exclusive of VAT.

PART 3: BEE INSTRUCTIONS TO RESPONDENTS: SECTION A FIRMS

As at the closing date of this RFP, the Respondent must have a valid B-BBEE recognition certificate issued by an approved IRBA registered auditor or a SANAS accredited verification agency. A valid IRBA or SANAS accredited certificate must be attached to the tender response.

If a Respondent qualifies as an Exempted Micro Enterprise (EME), a letter from its auditors or accounting officer must be submitted to verify accredited EME and percentage of black ownership as required in terms of B-BBEE legislation.

Failure to submit the required B-BBEE documentation will result in the Respondent scoring zero for B-BBEE, Black Economic Empowerment (10 points) below.

CONTRIBUTOR LEVEL	B-BBEE RECOGNITION LEVEL
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0



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Telkom SA SOC Limited

Private Bag X74,
Pretoria,
0001,
South Africa
152 Johannes Ramokhoase Street,
Telkom Towers North,
Pretoria
0002,
South Africa

Company registration number: 1991/005476/30

VAT registration number: 4680101146

Website: <http://www.telkom.co.za>

Telkom's Supplier Self-Registration

Thank you for your interest in vending your services / products within Telkom. All information provided will be kept confidential. Telkom however reserves the right to verify and/ or follow up on any information given. All fields must be completed. Where they are not applicable to the applicant, they can be marked as "N/A". Upon receipt of your completed registration, you will receive an E-Mail with your Password. You will receive a second E-Mail confirming your supplier registration and your User ID. Fields marked with an asterisk * are mandatory.

SAP Sourcing Supplier Registration

Company Information	
Please specify your company's information.	
*Name:	
*Registration Number:	
*VAT Registration Number	
Website URL:	
Telkom vendor code <i>(only applicable if already a Telkom supplier)</i>	

Address Information			
Please specify your company's address information.			
Physical Address:			
Postal Code			
District/Suburb:		Phone Number:	
City:		Fax Number:	
State/Province:		PO Box:	
Country:		Postal Code:	

Primary Contact Person Information			
Please specify your company's primary contact person information. Note that the information provided below will be used to gain access to the SAP Sourcing system. The primary contact will have the capability to view and submit RFx responses.			
*First Name:			
*Last Name:			
*Job Title:		Department	
*Email Address:			
*Phone Number:		Alt Phone Number:	
*Fax Number:		Alt Fax Number:	



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SAP Sourcing Supplier Registration - continued

Secondary Contact Person Information

Please specify your company's secondary contact person information. Note that the information provided below will be used to gain access to the SAP Sourcing system.
The secondary contact will have the capability to view and monitor RFX responses.

*First Name:			
*Last Name:			
*Job Title:		Department	
*Email Address:			
*Phone Number:		Alt Phone Number:	
*Fax Number:		Alt Fax Number:	

Additional Secondary Contact Person Information

Please specify your company's secondary contact person information. Note that the information provided below will be used to gain access to the SAP Sourcing system.
The secondary contact will have the capability to view and monitor RFX responses.

*First Name:			
*Last Name:			
*Job Title:		Department	
*Email Address:			
*Phone Number:		Alt Phone Number:	
*Fax Number:		Alt Fax Number:	



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SAP Sourcing Supplier Registration - continued

Product Categories Provided

- | | | |
|--|--|---|
| <input type="checkbox"/> COURIER | <input type="checkbox"/> SWITCHING - CORE NETWORK | <input type="checkbox"/> SWITCHING - ACCESS NETWORK |
| <input type="checkbox"/> NEW GENERATION NETWORK | <input type="checkbox"/> TRANSMISSION | <input type="checkbox"/> MOBILE |
| <input type="checkbox"/> CUSTOMER PREMISE EQUIPMENT | <input type="checkbox"/> POWER | <input type="checkbox"/> TOOLS, INSTRUMENTS |
| <input type="checkbox"/> TEST EQUIPMENT | <input type="checkbox"/> MISCELLANEOUS CONSUMABLES | <input type="checkbox"/> OFFICE SUPPLIES & STATIONERY |
| <input type="checkbox"/> SOFTWARE | <input type="checkbox"/> IT & PERSONAL COMPUTING | <input type="checkbox"/> IT CONTRACTORS - IT & COMMS SERVICES |
| <input type="checkbox"/> CONSULTING | <input type="checkbox"/> TRAINING | <input type="checkbox"/> CREATIVE MARKETING |
| <input type="checkbox"/> ADVERTISING | <input type="checkbox"/> MARKETING INTELLIGENCE | <input type="checkbox"/> EVENT MANAGEMENT |
| <input type="checkbox"/> FINANCIAL SERVICES | <input type="checkbox"/> OHASA - PPE PERSONAL PROTECTION | <input type="checkbox"/> MEDICAL EQUIPMENT & SUPPLIES |
| <input type="checkbox"/> RECRUITMENT - STAFFING AGENCIES | <input type="checkbox"/> PROMOTIONAL MATERIAL | <input type="checkbox"/> MEDIA BUYING |
| <input type="checkbox"/> BRAND MANAGEMENT | <input type="checkbox"/> ARMED RESPONSE | <input type="checkbox"/> PHYSICAL SECURITY |
| <input checked="" type="checkbox"/> LEGAL COUNSELLING | <input type="checkbox"/> LABOUR SAVING DEVICES | <input type="checkbox"/> PRINTING PAPER |
| <input type="checkbox"/> ROUTERS | <input type="checkbox"/> CENTRE FOR LEARNING | <input type="checkbox"/> OSP - OUTSIDE PLANT |

BEE Status

-

BEE Recognition Level:

BEE Equity Status:

Black Women Ownership:

Notes

SAP Sourcing Supplier Registration - continued



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Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms:

Vendors are referred to Telkom's privacy policy and terms of use on the www.telkom.co.za website. Telkom and its employees respect your privacy and the confidentiality of your personal information. Personal information that you supply to us via this website ("your personal information") is only used and processed for the purpose:- For which we request the information, as stated in the relevant web pages; and/or- to the extent necessary to enable Telkom to meet its obligations to you; and- to comply with our legal obligations.

Telkom will not disclose your personal information to third parties outside the Telkom Group, unless:- Telkom is permitted or required to do so by law; or- it is in the public interest to do so; or- it is necessary to protect the rights of a company in the Telkom Group; or- you have expressly authorized Telkom to do so. Telkom may from time to time use your personal information to compile profiles for statistical purposes. However, such profiles or statistical data cannot be linked to any identifiable individual. Telkom has put controls in place to prevent unauthorized access to, modification or destruction of your personal information, whether accidental or deliberate. These controls are based on the requirements of the business and conform to commonly accepted industry standards as well as contractual and legal requirements. The various companies in the Telkom Group may have different online privacy policies due to the fact that the nature of their services or products require a deviation from this general policy. If this is the case, the relevant company's specific policy will govern your use of its web site, on-line services and products. Telkom reserves the right to amend this online privacy policy at any time by posting the amended policy on our website. Unless otherwise stated, the current version will apply each time you access our website. Copyright subsists on all materials on this website. You may use the information and print or reproduce materials from this website only for your own non-commercial personal use.

I _____ (Please Print), duly authorized representative, the undersigned below, hereby confirm that the information is correct to my knowledge at the time of submission, and should the information change, the changed information will be communicated to Telkom within 24 hours after the change.

Signature

Designation

_____/_____/2014
Date