

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

**ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD  
PRIVATE BAG X7, ONDERSTEPOORT 0110**

From: Supply Chain Department  
Date: Aug 29 2025  
Tel: 012 522 1500  
Fax: N/A  
Email: purchasing@obpvaccines.co.za

To:  
Supplier:  
Tel:  
Fax:  
Email:

**Kindly provide the quotation for the following: RFQ/OBP139/2024/25**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
Bidder must be registered (active status) on CSD and provide a CSD report not older than 2 months (using the RFQ closing date). International company's to submit SBD 1	
Company profile – reflecting experiences	
COID letter of good standing	
The bidder must submit their latest Financial Statements as proof of their annual turnover as confirmed by an independent accountant. Small businesses with no financial history, must submit a letter from their independent accounting firm confirming their financial status and / or projections	
The bidder or attorneys in its current employ must have at least 5 years or more demonstrable experience in the service categories that the bidder is bidding for. The bidders must submit, as part of its proposal, the following: <ul style="list-style-type: none"> <li>• Details of recent transactions/ matters the bidder has handled for each service category.</li> <li>• The OBP reserves the right to consider experiences of law firms that have done work for the OBP in the past.</li> <li>• List of attorneys(s) in the current bidder's employ.</li> <li>• CVs of the attorney(s); and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to commercial legal services.</li> </ul>	
The bidder must provide 3 reference/ recommendation letter(s) from a client(s), not older than 6 months from the date of submission, where the bidder recently provided each service category the bidder is bidding for.	

The bidder must also furnish the OBP with relevant contact details of its key clients for reference check purposes.	
The Firm of Attorneys must provide proof of the Fidelity Fund Insurance Cover and in addition the individual director/ partner/ attorney/s to attend to OBP's matters must provide a certified copy of a valid Fidelity Fund Certificate to be provided.	
The firm must be registered with the Law Society. Proof of registration from the relevant Law Society must be provided. Note: Bidders may be required to submit a valid letter of good standing issued by the Law Society prior to work being allocated.	

### **Evaluation of Price and Preference**

All Bids will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

#### **Preference Point allocation – 80/20**

<b>Price / Preference</b>	<b>Weighting percentage</b>
<b>Preference:</b>	<b>20%</b>
<b>Price:</b>	<b>80 %</b>
<b>Total must equal:</b>	<b>100%</b>

<b>OBP Onderstepoort Biological Products will award preference points as follows: Specific Goal</b>	<b>Points</b>	<b>Evidence required</b>	<b>Yes/No</b>
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership	
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership	
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.	
<b>Total points</b>	<b>20</b>		

**NB: Please note that if any of the above requirements is not submitted with the quote it will be an immediate disqualification.**

#### **TO APPOINT A SUPPLIER TO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER SCOPE BELOW.**

<b>Quantity</b>	<b>Product/Item Code</b>	<b>Specification</b>
12 Months	To appoint a panel of suppliers for provision of legal services as listed below for a period of 12 months	Refer to TOR below and pricing schedule

#### **Requirements from the supplier (To be used to select the contractor)**

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# Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010

## Requirements from SCM department:

- All bidders MUST register their company (in advance) on the NEW OBP's E-Procurement portal, the link can be found on the official OBP website under supply chain.
- Once bidders account registration is approved by the OBP Supply Chain, login credentials will be supplied, whereby bidders will be able to login and apply for opportunities.
- All open opportunities will reflect on the portal for bidders to part take in.
- All required company documents, proposed submissions or additional requirements MUST be uploaded with your bid application.
- Any additional questions or Queries can be directed via email ([purchasing@obpvaccines.co.za](mailto:purchasing@obpvaccines.co.za)) or telephone (012 522 1500), note NO SUBMISSIONS WILL BE ACCEPTED via EMAIL.
- OBP reserves the right to cancel or re-advertise RFQ's (Request for quotes).

SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3. DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**Terms and Conditions:**

- Submission should be no later than **(Sep 11 2025 15:00:00)**
- Please indicate your offer validity and lead time: \_\_\_\_\_
- All prices must be VAT exclusive, (Vat vendor please indicate as such) if no indication, prices will be evaluated as exclusive.
- Quotation must be on a company letter head and **strictly** on a PDF format (**Quotations sent on Word or Excel format will not be accepted.**)
- Supplier must register on or before any submission can be done , supplier number will be allocated to supplier.
- Submission and Quotations must be done online with all attachments required to be uploaded : any queries can be send to purchasing@obpvaccines.co.za
- **If no reply after 14 days of closing date your RFQ was unsuccessfully.**
- Please indicate if you are unable to quote and state the reason why
- Please note that fluctuations in the exchange rate (where applicable) will not be for the account of OBP.
- *Payment terms: 30 days after statement*
- *Bidders must be registered on CSD (Central Supplier Data Base National Treasury) and be tax complaint*
- **Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010**

*I agree that the offer herein shall remain binding upon me and open for acceptance by OBP during the validity period indicated.*

_____	_____
Signature	Date

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>

<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SUPPLIERS FOR PROVISION OF LEGAL SERVICES AS LISTED BELOW FOR A PERIOD OF 12 MONTHS**

**Services required for OBP per Category**

**The bidder must provide the required information for each service category that the bidder is bidding for.**

Indicate the service category your firm is bidding for by marking with an 'X':		
1	Debt Collection	
2	Structured Finance	
3	Project management/ Finance	
4	Corporate Finance	
5	Corporate Law	
6	Intellectual Property Law	
7	Competition Law	
8	Administrative Law & Public Law (including expertise in PFMA, Public Procurement, and other applicable legislation impacting OBP/SOEs)	
9	Environmental Law	
10	Tax Law	
11	Litigation relating to categories 1 to 12 above	
12	Labour Law	
13	Forensic Investigations	
14	Construction law requirements	
15	Manufacturing and Pharmaceutical industries laws and standards	
16	Notarial services	

**LABOUR LAW**

The bidder must demonstrate relevant experience of at least 5 years.

post admission in providing legal advisory services in Labour relations matters which may include the following:

- 1. Provision of general Labour-related advice, legal opinions or related services including but not limited to:**
  - Changing Labour law employment legislation and its potential impact (e.g., BCEA, LRA and Employment Equity Act etc.)
  - Represent the employer at arbitrations, mediations, the Labour Courts, and other administrative hearings.
  - Handling grievance and disciplinary and arbitration hearings.
  - Workplace discipline and counselling
  - Preside over disciplinary and grievance hearings and also act as initiators/prosecutors at hearings.
  - Dealing with Dismissals for Misconduct, Incapacity and Operational requirements matters under Section 189.

<p><b>2. Drafting of relevant Labour related documentation including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• employment contracts, disciplinary codes, grievance procedures and collective agreements;</li> </ul>
<p><b>3. Provision of specific Labour-related advice, legal opinions or related services as it relates to collective bargaining, union related matters, where applicable</b></p>
<p><b>4. Provision of Labour Relations training as and when required</b></p>
<p><b>5. Litigation relating to Labour Law matters</b></p>

<b>Firm Categories</b>	<b>Definition</b>	<b>PLEASE TICK (✓)</b>
Category 1: Small Firms	Firm with an annual turnover of not more than R10 million	
Category 2: Medium Firms	Firm with an annual turnover greater than R10 million but below R50 million	
Category 3: Large Firms	Firm with an annual turnover greater than R50 million	

**Additional Details:**

Supplier Performance Management is viewed by the OBP as a critical component in ensuring value for money acquisition and good supplier relations between the OBP and all its suppliers.

The OBP reserves the right to award this bid as a whole or in part.

The OBP reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the OBP to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

The OBP reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers.

The OBP reserves the right of final decision on the interpretation of its RFQ requirements and responses thereto.

**Bidders**

By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the OBP on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.

The bidder shall prepare for a possible presentation should OBP require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFQ.

The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the OBP during the bid validity period indicated in this RFQ and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.

The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with OBP, as the principal(s) liable for the due fulfilment of such contract.

The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become OBP property unless otherwise stated by the bidder/s at the time of submission.

<p><b>Reasons for disqualification</b></p> <ul style="list-style-type: none"> <li>• The OBP reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:</li> <li>• It is the responsibility of the bidder to ensure that they are registered on the National Treasury Central Supplier database with a compliant Tax status /</li> <li>• Bidders who submit incomplete information and documentation according to there requirements of this RFQ document.</li> <li>• Bidders who submit information that is fraudulent, factually untrue, or inaccurate information.</li> <li>• Bidders who receive information not available to other potential bidders through fraudulent means.</li> <li>• Bidders who do not comply with any of the <b>mandatory requirements</b> as stipulated in the RFQ document.</li> <li>• Bidders who fail to comply with FICA requirements.</li> </ul>
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**Template for references**

Service Category	Client' Name	Transaction / MatterHandled	Transaction period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephonecontact of client


**Bidders must complete the below Pricing Schedule**

<b>Legal Advisor / Attorney Levels</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Years of Experience	> 15 years post article experience	> 7 years to 15 years postarticle experience	> 3 years to 7 years postarticle experience	less than 3 years postarticle experience	Candidate Attorney
<b>Please indicate the proposed hourly tariffs for the following service types for each indicate Level.</b>					
<b>1. TAKING INSTRUCTIONS</b>					
1.1 Taking Instructions to sue or defend or for a counter claim					
1.2. Perusal of any necessary documents					
<b>2. LEGAL OPINIONS</b>					
2.1 Preparation of legal opinions					
<b>3. NOTICES</b>					
3.1 Drawing of Notice of Intention to Defend action and other formal notices					
3.2 Drawing filing sheets					
<b>4. PLAINTIFF / DEFENDANT'S PLEADINGS</b>					
4.2 Perusal of relevant papers					
4.3 Drawing pleading					
4.4 Taking instructions to brief counsel and drawing brief					
4.5 Sorting and arranging papers,					

delivery to counsel and uplifting of brief					
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Legal Advisor / Attorney Levels	Level 1	Level 2	Level 3	Level 4	Level 5
Years of Experience	> 15 years post article experience	> 7 years to 15 years postarticle experience	> 3 years to 7 years postarticle experience	less than 3 years postarticle experience	Candidate Attorney

Please indicate the proposed hourly tariffs for the following service types for each indicate Level.

**5. CONSULTATIONS, PRE-TRIAL, INSPECTION IN LOCO**

5.1 Consultation and /or attendance at pre-trial and / or inspection in loco					
5.2 Preparation of documents					
5.3 Drawing of statements					

**6. PREPARTION FOR TRIAL**

6.1 Preparation for trial including perusal of necessary documents where attorney is attending to trial					
6.2 Taking instructions and briefing counsel on advice regarding the trial					
6.3 Sorting, arranging and paginating papers					
6.4 Drafting of Subpoena					

**7. INTERLOCUTORY APPLICATIONS**

7.1 Instructions to make applications or to oppose same					
7.2 Preparation of documents					
7.3 Attorney's attendance at the hearing of an unopposed application					

7.4 Attorney's attendance at the hearing of an opposed application					
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Legal Advisor / Attorney Levels	Level 1	Level 3	Level 3	Level 4	Level 5
Years of Experience	> 15 years post article experience	> 7 years to 15 years post article experience	> 3 years to 7 years post article experience	less than 3 years post article experience	Candidate Attorney

Please indicate the proposed hourly tariffs for the following service types for each indicate Level.

7.5 Taking instruction to brief counsel and draw brief					
7.6 Attorney attendances at the hearing where counsel is employed					

#### 8 CORRESPONDENCES

8.1 Drafting letters (excluding legal opinions)					
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#### 9. TELEPHONE CALLS

9.1 Cost of calls made and received (please indicate unit of measure here)					
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#### 10. LABOUR LAW PRACTITIONERS

10.1 Pre-consultation meetings					
10.2 Provide advice in this changing environment on Labour and employment law matters;					
10.2 Draft Advise on employment contracts, disciplinary codes, grievance procedures and collective agreements:					
10.3 Represent the employer at					

arbitrations, mediations, the Labour Courts and other administrative hearings;					
10.4 Advise in handling grievance and, disciplinary and arbitration hearings;					
10.5 Workplace training in Labour Relations;					

<b>Legal Advisor / Attorney Levels</b>	<b>Level 1</b>	<b>Level 3</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Years of Experience	> 15 years post article experience	> 7 years to 15 years post article experience	> 3 years to 7 years post article experience	less than 3 years post article experience	Candidate Attorney

**Please indicate the proposed hourly tariffs for the following service types for each indicate Level.**

10.6 Workplace discipline and counselling advisory;					
10.7 Provide advice on all aspects of employment legislation, such as the LRA, Employment Equity Act, BCEA, etc.;					
10.8 Provide written legal opinions and to be available telephonically to give advice when needed;					
10.9 General employment advice i.e., Provide advice during collective bargaining negotiations where applicable; Preside over disciplinary and grievance hearings and act as initiators/prosecutors at hearings; and Dealing with Dismissals for Misconduct, Incapacity and Operational requirements					

matters. under Section 189.					
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<b>11. OTHER SERVICE COSTS I.E. CONVEYANCE SERVICES AND FEES TO BE PROVIDED AND RATED PER HOUR / DELIVERABLE</b>
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