

**CBE 4/2025: APPOINTMENT OF A PANEL OF  
LEGAL EXPERTS TO PROVIDE LEGAL  
SERVICES TO THE COUNCIL FOR THE BUILT  
ENVIRONMENT FOR A PERIOD OF THREE  
YEARS**

## 1. BACKGROUND

The Council of the Built Environment (CBE) is a statutory body established in terms of the Council for Built Environment Act (No. 43 of 2000) and an entity of the Department of Public Works and Infrastructure (DPWI). The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

Sections 3(c) and (d) of the CBE Act mandate is to promote ongoing human resource development in the built environment, and to facilitate participation by the built environment professions in integrated development in the context of achieving national goals. It is an overarching body that leads, regulates, coordinates and advises the six Professional Councils namely: Architectural Profession, Landscape Architectural Profession, Engineering Profession, Property Valuers Profession, Project and Construction Management Professions, and Quantity Surveying Profession. The CBE also entered into a working relationship with the following professional bodies as part of the built environment family – South African Council for Planners, Environmental Assessment Practitioners Association of South Africa, and South African Geomatics Council. In the main, the central mandate of the Council for the Built Environment is to:

- Transform the Built Environment Industry
- Create skilled Built Environment professionals
- Expedite the empowerment of women, youth and persons with disabilities

The objects of the CBE are to:

- promote and protect the interests of the public in the built environment;
- promote and maintain a sustainable built environment and natural environment;
- promote ongoing human resource development in the built environment;
- facilitate participation by the built environment professions in integrated development in the context of national goals;
- promote appropriate standards of health, safety and environmental protection within the built environment;
- promote sound governance of the built environment professions;
- promote liaison in the built environment in the field of training, both in the Republic and elsewhere, and to promote the standards of such training in the Republic;
- serve as a forum where the representatives of the built environment professions may discuss the relevant required qualifications; standards of education; training and competence; promotion of professional status; and legislation impacting on the built environment.

- ensure the uniform application of norms and guidelines set by the councils for the professions throughout the built environment.

The CBE's key priorities focuses on the following strategic areas:

- Capable and developmental Built Environmental Professional bodies
- Built Environment Education and Career Advancement
- Research, policy, advocacy and transformation
- Protect and Promote Public interest

## **2. MAIN OBJECTIVE OF THIS PROJECT**

The CBE wishes to invite applications from legal firms with practicing legal practitioners in terms of the Legal Practice Act, 28 of 2014 to be part of a panel for a period of three years that can render legal services to the CBE as an entity, the Council as governing body and any of the committees appointed by the Council as and when required. **The legal firm must be comprised of more than one admitted legal practitioner as per the requirements under paragraph 4 below.**

Once the panel is constituted, the CBE will issue requests for quotations to the relevant panellists on a rotational basis as and when a certain service is required.

## **3. SCOPE OF WORK**

3.1 Service Providers **in the Gauteng Province** with any one or more of the following fields of expertise are required:

3.1.1 Constitutional, Supreme Courts of Appeal, High and Magistrates Court litigation,

3.1.2 Employment law related litigation and service at the CCMA, Bargaining Council or Labour Court and internal disciplinary processes.

3.1.3 Advisory and or investigatory services in the fields of:

- Administrative Law
- Constitutional Law
- Competition Law
- Company Law, including law related to fiduciary functions of Council and Committee members.
- Contract and Commercial Law
- Forensic investigations

3.2 Bidders are required to attach to their proposals the following:

- 3.2.1 Company Profile (including composition of the firm in terms of shareholding or portfolio of individual persons, resources complement, national/international acceptability of experts in the various professions, experience as reflected in projects already dealt with and financial position). **The bidder must clearly specify who the Directors/Owners of the firm are.**
- 3.2.2 Full CVs of the **key resources as per paragraph 4 below**. For evaluation purposes only, the evaluation will be limited to the top 3 CVs per field of expertise. It is **mandatory** that the proposed Director be included. Bidder must clearly indicate who the top 3 key resources are per field of expertise. **Bidders must complete Appendix A in this regard.**
- 3.2.3 Certified copies of qualifications of key resources **as per paragraph 4 below**, not older than 6 months from the date of closing of bid. **Bidders must complete Appendix B in this regard.**
- 3.2.4 **The Directors/Owners** of the firm must provide proof of good standing with the Legal Practice Council, not older than 12 months from the date of closing of bid. Should the validity of the letter expire after the closing date, the CBE reserves the right to request an updated valid letter.
- 3.2.5 At least three relevant signed references letters in the field of expertise where the bidder has successfully concluded similar work.
- 3.3 The fields of expertise that the bidder wishes to be considered for must be specified as per the below table:

<b>FIELD OF EXPERTISE</b>	<b>✓ PLEASE TICK</b>
Constitutional, Supreme Courts of Appeal, High and Magistrates Court litigation	
Employment law related litigation and service at the CCMA, Bargaining Council or Labour Court and internal disciplinary processes.	
Advisory and or investigatory services in the fields of:	
Administrative Law	
Constitutional Law	
Competition Law	
Company Law, including law related to fiduciary functions of Council and Committee members.	

Contract and Commercial Law	
Forensic investigations	

#### 4. REQUIRED SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

4.1 Key resources will be required to be admitted as a Legal Practitioner with at least 5 years post admission experience.

4.2 Relevant Post graduate qualifications in the relevant field of expertise will be an added advantage. Please submit certified copies of the qualifications, not older than 6 months from the date of closing of bid. For evaluation purposes only, the evaluation will be limited to the top 3 CVs including that of a Director. **Bidders must complete Appendix A in this regard.**

4.3 Bidders must note that the proposed legal team will be the contracted resources. The team must be led by a Director/Senior Manager.

#### 5. PRICING

Bidders must indicate the rate per hour of their proposed key resources by populating the below table. The rate per hour and other applicable fees as per the below table must be based on the latest gazetted fees by the Department of Justice and Constitutional Development in terms of Rules Board for Courts of Law Act 107 of 1985 (the acceptable rate and fees will be those that reflect either Magistrate Court tariffs, High Court tariffs). Rates quoted must be inclusive of VAT (if VAT registered).

ITEM	AMOUNT
Key Personnel to be utilized e.g. Director, Candidate Attorney etc.	Hourly Rate per Key personnel (fixed hour for three-year) inclusive of VAT
Average rate per hour for all proposed resources	R
Making Copies	R
Perusal of documents when taking instruction	R
Perusal of any other document for records	R
Service of document	R
Travelling Allowance	R

Drafting of documents such as letter (not pleadings)	R
Sending and receiving emails/letters	R
Telephone calls for every 5 minutes or part thereof	R
<p><b>Please note that the rates of the above-mentioned items must be in accordance with or lower than the latest Gazetted fees by Department of Justice and Constitutional Development in terms of Rules Board for Courts of Law Act 107 of 1985 (the acceptable rate and fees will be that reflect either Magistrate Court tariffs, High Court tariffs). Any tariff above the prescribed rates will result in your bid being disqualified.</b></p>	

For pricing evaluation purposes only, the rate per hour for each key resource proposed will be averaged. Should discrepancies in the average pricing calculation be identified, the CBE's calculated average will be utilised in the evaluation. The actual number of hours to be spent on upcoming assignments will be determined on a case-by-case basis and must be in accordance with the individual rates proposed.

## 6. EVALUATION PROCESS

6.1 After the closing date, the appointed Bid Evaluation Committee will evaluate the proposals received. The following evaluation process shall be followed:

6.1.1 **Pre-qualification Criteria (Bidders must meet the following pre-qualification criteria. Failure to meet these requirements will result in the disqualification of your proposal):**

- Potential service providers must be registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This proposal will not be awarded to any bidder who is not registered on the CSD, or whose tax matters are not in order and/or who is a restricted supplier.**
- **In line with the Preferential Procurement Regulations, 2022, this bid will only be targeted at the following categories of:**
  - **Historically Disadvantaged Individuals on the basis of gender, race and disability:**
    - 51% - 100% black owned businesses and/or
    - Any % of Women ownership and/or

- Any % of Youth ownership and/or  
Any % of Persons with Disabilities
- Exempted Micro Enterprises (EMEs) with an annual turnover of less than R 10 million.
- Qualifying Small Enterprises (QSEs) with an annual turnover of more than R 10 million and less than R 50 million.
- **ALL** listed Directors/Owners must submit proof of their good standing with the Legal Practice Council, not older than 12 months from the date of closing of bid. The Directors/Owners must be clearly specified in the Company Profile. **Failing to indicate the list of Directors and/or failing to provide a valid Letter of Good Standing for all Directors will result in the disqualification of the bid.**
- The legal firm must be comprised of more than one admitted legal practitioner as per the requirements under paragraph 4 above; failing which, this will result in the disqualification of the bid.

**\*\* The CBE reserves the right to verify the authenticity of the information submitted. The results of the verification will take precedence.**

### 6.1.2 Evaluation Phases

- Phase 1: Technical Evaluation

The bidders' proposal will be evaluated against the set criteria indicated below. A form will be used which will reflect the name of the service provider, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be affected on a basis of consensus.

The following scoring matrix will be used:

Unable to evaluate	Does not comply with the requirements	Partial compliance with requirements	Full compliance with requirements	Exceeds requirements	Exceptionally exceeds requirements
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:

$$Ps = \left( \frac{So}{Ms} \right) \times 100$$

Where:

- Ps = Percentage scored for technical evaluation by proposal under consideration
- So = Total score of proposal under consideration
- Ms = Maximum possible score

Bidders will be expected to achieve a minimum threshold score of 70% in order to proceed to the due diligence process.

A due diligence process will be conducted in respect of all short-listed bidders to determine the capability and ability of short-listed bidders to execute this contract.

The CBE reserves the right to utilise any one or more of the below due diligence methods:

- Presentation by bidders with pre-determined questions being posed by the CBE. A set of pre-determined questions based on the submitted proposal will be posed. This will be evaluated based on a grading scheme of either consistent or not consistent with the proposal. Should more than 20% of the responses not be consistent to the bidder's proposal their proposal will be disregarded.
- An investigation by the CBE of the bidder's previous contracts carried out, availability of skills or knowledge, existing workload etc.
- Confirmation of the authenticity and content of the reference letters submitted (bidders must provide at least of **3** signed reference letters of the same work undertaken even if this method is not selected for due diligence). The reference letters must:
  - contain valid contact details
  - be on an official letterhead
  - bear the signature of a company official
  - not be older than three years
- Purchase orders will also be accepted, subject to the CBE verifying the authenticity of the information submitted.

Should negative feedback be obtained from the aforementioned that will render the bidder unsuitable to execute the assignment, their proposal will be disregarded at this point, and they will not proceed for further evaluation.

It must be noted that if a service provider has previously undertaken work for the CBE to which a positive report is on record, such report may be used for the purpose of due diligence in the event that the selected method(s) above is/are unsuccessful.

Should the bidder meet the requirements of due diligence, their proposal will proceed to Phase 2.

- Phase 2: Calculation of points

**Please note that the proposals will be evaluated using the 80/20 preference point system as outlined in the Preferential Procurement Regulations, 2022 where:**

- 80 points will be allocated for price and 20 points will be allocated for specific goals.
- During phase 2, points for price will be calculated for all shortlisted bidders in accordance with the following formula:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = Points scored for price of proposal under consideration  
 $P_t$  = Rand value of proposal under consideration  
 $P_{\min}$  = Rand value of lowest acceptable proposal

- The final points will be calculated as follows:

Points for price:	80 points
Specific Goals Contributor:	<u>20 points</u>
Final points:	<u>100 points</u>

### **Points awarded for Specific Goals**

Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2022 and its regulations will apply in terms of awarding points.

**Bidders must submit documents as valid proof to substantiate points claimed for**

specific goals, that should include amongst others the Shareholder Certificate/business registration documents, certified copies of ID for directors, B-BBEE certificates/affidavits, CSD report, Approved Annual Financial statements and/or any other documentation. The CBE reserves the right to utilize one or a combination of the source documents.

Failure to submit a fully completed Preference points claim form and proof to substantiate points will result in the forfeiture of specific goal points. Only points for price will be allocated.

**Special note: Bidders must please ensure that B-BBEE affidavits indicate the title of the deponent i.e. director or member or owner (please circle/underline the relevant title applicable to you); and the full financial year must be stated i.e. date, month and year (not only the calendar year), in addition to the requirements set out under the Broad Based Black Economic Empowerment Practice Guide 1 of 2022, Determining the validity of a Broad-based Black Economic Empowerment verification certificate, B-BBEE certificate and affidavit, paragraph 17. Failure to do so will invalidate the affidavit, resulting in points not being allocated.**

In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate goals in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal as per below table.

<b><u>Small business development</u></b>	<b><u>5</u></b>
EME (Turnover less than R10 million)	5
QSE (Turnover higher than R10 million less than R50million)	3
<b><u>Ownership</u></b>	<b><u>5</u></b>
100% black owned	5
At least 51% black owned	4
<b><u>Specific goal</u></b>	<b><u>10</u></b>
<b><i>Women ownership</i></b>	<b><i>4</i></b>
100% women owned	4
At least 51% women owned	3
Less than 51% women owned	2
<b><i>Youth ownership</i></b>	<b><i>4</i></b>
100% youth owned	4
At least 51% youth owned	3
Less than 51% youth owned	2
<b><i>Disabled ownership</i></b>	<b><i>2</i></b>
Any disabled ownership	2

**The 10 highest scoring bidders will be recommended for appointment on the Panel. In the event that two or more bids have scored equal total points, the successful bids will be the bidder scoring the highest number of points for specific goals.**

A recommendation for award will then be formulated for approval by the relevant delegated authority.

## **6.2 EVALUATION CRITERIA**

The following criteria and weights shall apply when considering the proposal:

<b>Criteria for Technical Evaluation</b>	<b>Weight</b>	<b>Scoring Guideline</b>
<p><b>Experience relevant to the assignment</b></p> <p>Bidders must submit detailed CVs of their key resources illustrating at least 5 years post admission experience in the following fields of expertise listed below:</p> <ul style="list-style-type: none"> <li>- Constitutional, Supreme Courts of Appeal, High and Magistrates Court litigation <b>(5)</b></li> <li>- Employment law related litigation and service at the CCMA, Bargaining Council or Labour Court and internal disciplinary processes. <b>(5)</b></li> <li>- Administrative Law <b>(5)</b></li> <li>- Constitutional Law <b>(5)</b></li> <li>- Competition Law <b>(5)</b></li> <li>- Company Law, including law related to fiduciary functions of Council and Committee members. <b>(5)</b></li> <li>- Contract and Commercial Law <b>(5)</b></li> <li>- Forensic investigations <b>(5)</b></li> </ul> <p><b>For evaluation purposes only, the evaluation will be limited to the top 3 CVs per field of expertise including that of a Director.</b></p>	<b>40</b>	<p>Less than 3 years =0</p> <p>3-4 years= 2</p> <p>5 years= 3</p> <p>6-9 years = 4</p> <p>10 years plus = 5</p>
<p><b>Reference Letters</b></p> <p>Provide at least three signed reference letters in any field of expertise where the bidder has successfully concluded similar work in terms of scope and complexity.</p> <p>The reference letters must:</p> <ul style="list-style-type: none"> <li>o contain valid contact details</li> </ul>	<b>30</b>	<p>No letters submitted or unsigned/undated letters or letters not relevant to the assignment= 0</p> <p>List of contactable references relevant to the assignment = 1</p> <p>Below 3 letters relevant to the assignment = 2</p> <p>3 letters relevant to the assignment = 3</p> <p>4 letters relevant to the assignment = 4</p>

Criteria for Technical Evaluation	Weight	Scoring Guideline
<ul style="list-style-type: none"> <li>o be on an official letterhead</li> <li>o bear the signature of a company official</li> <li>o not be older than three years</li> </ul>		5+ letters relevant to the assignment = 5
<p>Added advantage will be:</p> <ul style="list-style-type: none"> <li>- Relevant 1 year post graduate diploma or LLM in any field of expertise</li> <li>- or Doctorate in any field of expertise</li> </ul> <p><b>For evaluation purposes only, the evaluation will be limited to the top 3 CVs including that of a Director.</b></p> <p>Please submit certified copies of the above qualifications, not older than 6 months from the date of closing of bid.</p>	<b>20</b>	<p>Anything less than the requirement stipulated = 0</p> <p>Post Admission certificate in any field of expertise = 3</p> <p>Post graduate diploma or LLM = 4</p> <p>Doctorate = 5</p>
<p><b>Empowering Supplier</b></p> <p>The CSD report shall be used to determine the ownership statistics of the bidder. The CBE reserves the right to verify the authenticity of the information submitted</p>	<b>10</b>	<p>5= ownership to the value of:</p> <ul style="list-style-type: none"> <li>- ≥75% black female; and/or</li> <li>- Any value for youth; and/or</li> <li>- Any value for persons with disabilities</li> </ul> <p>4= 100% black-owned entity and/or ≥ 51% black female owned entity</p> <p>3= 51% or more black-owned entity</p> <p>0 = No information submitted/requirement not met</p> <p>An additional point will be allocated if an entity has demonstrated that it employs persons with disabilities unless a score of 5 has already been allocated.</p>
<b>Total Score</b>	<b>100</b>	
<b>Threshold Score</b>	<b>70</b>	

## 7. IMPORTANT CONDITIONS

- Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this Bid for quotations/request for proposals or tender document is/may be required to fulfil the requirements for submitting a bid. All bidders agree that the CBE may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.

- Bidders shall note that any personal information that they may disclose to or share with the CBE pursuant to this request/Bid may be processed by the CBE in terms of the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). By disclosing or sharing any personal information, the bidder is unconditionally consenting to the processing thereof by the CBE, its stakeholders or partners of such personal information for purposes related to this request/Bid. Further, the bidder declares all consents required by the POPI Act or any other law applicable in respect of all personal information disclosed has been duly and legally obtained. Thus, the bidder hereby indemnifies the CBE against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information disclosed to the CBE pursuant hereto.
- **Bidders must populate their pricing as per the table under section 5 above.**
- The price quoted must be inclusive of VAT (if applicable). Prices must be **firm** for the duration of the contract period.
- **In the event that two or more bids have scored equal total points, the successful bids will be the bidder scoring the highest number of points for specific goals.**
- **Appendix A and Appendix B must be completed by bidders with respect to the experience and qualifications of the top 3 key resources.**
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include SBD 1, 4 and 6.1.
- Bidders must submit their business registration documents e.g. CIPC, share certificate etc, including ID documents of all Directors etc.
- Any award made to a Bidder under this bid is conditional upon the Bidder accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which the CBE is prepared to enter into a contract with the successful Bidder.
- The General Conditions of Contract (GCC) are to be acknowledged and returned with your bid.
- All parties forming a joint venture or consortium for the purpose of this assignment must submit a separate CSD report for each party and all SBD forms and GCC must be completed by each party to the joint venture or consortium and submitted accordingly.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements (if applicable). The CBE will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of

attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

- The CBE reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract that subsequently led to the cancellation of said contract in the last five years. Documentary evidence of poor performance without a cancellation of the contract may also result in the disqualification of the bidders' proposal.
- Any communication between the closing date and the award of the proposal by Bidders is discouraged.
- Whilst all due care has been taken in connection with the preparation of this bid invitation, the CBE makes no representations or warranties that the content of the bid invitation or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The CBE and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- If a Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this proposal or any other information provided by the CBE (other than minor clerical matters), the Bidder(s) must promptly notify the CBE in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the CBE an opportunity to consider what corrective action is necessary (if any).
- Any actual discrepancy, ambiguity, error or inconsistency in the proposal or any other information provided by the CBE will, if possible, be corrected and provided to all Bidders without attribution to the Bidder(s) who provided the written notice.
- Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such proposals.
- The CBE supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the CBE condemns any form of fronting.
- The CBE, in ensuring that Bidders conduct themselves in an honest manner may, as part of the evaluation process, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting

does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the proposal / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CBE may have against the Bidder / contractor concerned.

- A Bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors, and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this BID. In the event that the CBE allows a Bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the Bidder and the CBE will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.
- If a Bidder breaches the conditions of this proposal and, as a result of that breach, the CBE incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds the CBE harmless from any and all such costs which the CBE may incur and for any damages or losses the CBE may suffer.
- Should the bidder fail to meet any of the administrative requirements stipulated on this Terms of Reference, the CBE reserves the right to request the bidder(s) to rectify and re-submit the relevant documents within a pre-determined timeframe. **Should the bidder fail to submit within the stipulated timeframe, their bid will be disqualified**
- **Proposals must be emailed to [renusha@cbe.org.za](mailto:renusha@cbe.org.za). Bidder(s) are required to submit their technical and pricing proposal as two separate files/attachments. Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit. Files sent through other electronical applications must be valid for a period of 7 days after the closing date and permission to retrieve files should be granted, failing which will result in the disqualification of the bid.**
- It is the responsibility of prospective bidders to ensure that their proposal documents are submitted before the closing date and time of the proposal.
- Proposals received after the closing time and date will not be considered for evaluation.
- The award of this bid may be subject to price negotiation with the preferred bidders.
- The CBE reserves the right not to award this contract.
- The CBE will enter a formal contract with the successful bidder.

- Any change of information provided in the bid document that may affect service delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- It must be noted that payment will be made upon satisfactory delivery of the service and receipt of an invoice.
- The invoice will be paid within 30 days of receipt thereof. No deposit, advance and lump-sum payments will be made. A shorter payment period may be agreed upon by the CBE and the successful supplier and a supplier development agreement will be signed in this regard. To be considered for the shorter payment period the service provider must meet the following requirements:
  - Be at least 51% black owned.
  - Be an Exempt Micro Enterprise (EME) (Turnover under R10 million) or a Qualifying Small Enterprise (QSE) (Turnover less than R50 million), subject to the specific Sector Code.
- The closing date for submission of proposals is **25 June 2025 at 11:00AM**.
- Proposals will be valid for a period of **90 days** from the closing date of the proposal.

## 8. ENQUIRIES

All queries must be directed to the relevant officials as follows:

### **Supply Chain Management:**

Mrs S. Nanthlall Prithiviraj

Procurement & Contract

Management Specialist

Tel: 012 346 3985

Email: [renusha@cbe.org.za](mailto:renusha@cbe.org.za)

### **Technical:**

Ms M. Chiloane

Legal & Compliance Specialist

Tel: 012 346 3985

Email: [meltonia@cbe.org.za](mailto:meltonia@cbe.org.za)



# TERMS OF REFERENCE



## APPENDIX A

### DETAILS OF TOP 3 KEY RESOURCES WITH RESPECT TO THE NUMBER OF YEARS OF EXPERIENCE AND QUALIFICATIONS

KEY RESOURCE (Name & Title)	FIELD OF EXPERTISE (Please tick the relevant block(s) for each of the key resources)							
	Constitutional, Supreme Courts of Appeal, High and Magistrates Court litigation	Employment law related litigation and service at the CCMA, Bargaining Council or Labour Court and internal disciplinary processes	Advisory and or investigatory services in the fields of: <b>Administrative Law</b>	Advisory and or investigatory services in the fields of: <b>Constitutional Law</b>	Advisory and or investigatory services in the fields of: <b>Competition Law</b>	Advisory and or investigatory services in the fields of: <b>Company Law</b> , including law related to fiduciary functions of Council and Committee members	Advisory and or investigatory services in the fields of: <b>Contract and Commercial Law</b>	Advisory and or investigatory services in the fields of: <b>Forensic investigations</b>
1. Director								
2.								

3.								
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# TERMS OF REFERENCE

C | B | E

C O U N C I L  
F O R T H E B U I L T  
E N V I R O N M E N T

## APPENDIX B

Please tick the relevant block for each of the key resources and indicate the field of expertise where applicable

KEY RESOURCE (Name & Title)	Added Advantage: 1 year post graduate diploma in the field of expertise	Added Advantage: LLM in the field of expertise	Added Advantage: Doctorate in the field of expertise
1. Director			
2.			
3.			