



SPECIFICATION LIST: P06/25 Legal

PROJECT: Provide legal services to the College as part of a team on as-and-when basis	Service provider name and/or stamp
VENUE: Flavius Mareka TVET College	
Delivery date: As-and-when	
Vendor number:	

- ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
- OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID
- If the offer does not comply with the specifications, clearly indicate deviations
- Indicate the firm's speciality by placing a tick mark next to it

Criminal Law		Please specify
Civil Law		
Labour Law		
Other		

DELIVERABLES			
Rendering assistance to the College regarding legal services			
1	Persons who will be involved in the project and rates applicable (Certified invoices must be rendered in terms thereof)	BID PRICE *(All applicable taxes included)	
	Person and Position	Hourly Rate	Daily rate
		R	R
		R	R
		R	R
		R	R
Specific duties.			
2	Take note that this list is not exhausted. Service provider must include any additional services overlooked by the College.		
2.1	Attending consultations on any legal matters with any advocates, sheriffs, judges, etc.	R	R
2.2	Receiving and perusing any letters	R	R
2.3	Legal correspondence services	R	R
2.4	Representation/defendce of the college in court proceedings, including arbitrations and mediation	R	R
2.5	Attending to any legal documents necessary	R	R
2.6	Telephonic consultations made	R	R
2.7	Attending to pay Sherriff fees	R	R
2.8	Review of documents, which include agreements, contracts, MOU's, etc.	R	R
2.9	Preparation of legal documents	R	R
2.10	Other (Please specify other services rendered by your firm)	R	R

DELIVERABLES			
2.11		R	R
2.12			
2.13			
2.14		R	R
	Total	R	R

3 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.) Only actual costs are recoverable, including time spent travelling. Proof of the expenses incurred must accompany certified invoices			
Description of expense to be incurred	Rate	Qty	Amount
			R
			R
			R
			R
			R
			R
	Total		R

4 Other expenses, for example accommodation (specify, e.g.. Three star hotel, bed and breakfast, dinner, telephone cost, reproduction cost, etc.) Certified invoices should be submitted.			
Description of expense to be incurred	Rate	Qty	Amount
			R
			R
			R
			R
			R
			R
	Total		R

* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skill development levies

	DELIVERABLES
5	EXCLUSIONS

6	ASSUMPTIONS:
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