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Technical Questions:
RFP OW 015 2025/26

Professional service provider for the provision of legal advisory and litigation services in accordance with the given scope for a period of 36 months

Source	Question	Answer
Phiwokuhle Ncanywa <phiwen@jgs.co.za>	REQUEST FOR CLARIFICATION - RFP OW 015 2025/26 - PROFESSIONAL LEGAL SERVICES We intend to submit a proposal in response to RFP OW 015 2025/26 FOR THE PROVISION OF LEGAL ADVISORY AND LITIGATION SERVICES FOR A PERIOD OF 36 MONTHS ("the RFP"). We are currently reviewing the document and require clarification on specific aspects of the functionality evaluation criteria to ensure our submission is fully compliant and accurately assessed. Our questions pertain to the scoring methodology for Functionality Number 1 (Demonstrable Relevant Experience of the Bidder's Team) and Functionality Number 2 (Company Experience), as detailed on pages 9 and 10 of the RFP: Functionality Number 1: Demonstrable Relevant Experience of	Please be informed that as per functionality requirement Question 1 and 2 The first member to be evaluated is Project partner experience who will gain 15 points for more than 10 years experience. Then the project manager will also gain other 15 points for more than 10 years experience, then senior consultant will get 10 points for more than 10 years experience. The team member given the points are indicated on the description. Please do provide cv with experience according to team being evaluated. lets makes example of first three team member. Project director get 4 points as they have 7 years experience , project manager gets 5 points, they have more than 10 years experience and

Overberg Water Board: Mr. R. Benjamin (Chairman); Ms. S. Mayinga (Deputy Chairperson); Mr. D. Lefutso; Dr. N. Siwahla-Madiba; Prof. G. Davids; Dr. T. Kelly; Ms. N. Maharaj; Mr D. Van Papendorp; Mr. B. Mnisi; Ms. M. Malunga; Mr. L. Van Rheede Van Oudtshoorn Pr Eng; Dr. P. Buthelezi: **CEO**

	the Bidder's Team (Page 9): 1.1. For categories 1.1 (Project Director/Partner, 15 points), 1.2 (Project Manager, 15 points), 1.3 (Senior Associate/Junior Partner, 10 points), and 1.4 (Consultant, 10 points), the scoring table seems to indicate a maximum of 5 points for an individual with >10 years of experience in the relevant scope. 1.2. Could you please clarify how the maximum points (being 15) for each category are achieved? For example, to achieve the full 15 points for 1.1 Project Director/Partner, does this require three individual team members each demonstrating >10 years of experience in that role? A similar clarification would be appreciated for categories 1.2, 1.3, and 1.4. 2. Functionality Number 2: Company	senior consultant 3 points due to 6 years' experience. How to determine points for each of the three mentioned example is as follows • 4points due to experience /5 max points X15 points allocated for project director=12 points therefore for the for Project director 12points • 5 divide by 5maxpointsX 15 points = 15 points therefore project manager will get 15 points • 3 divide by 5 max point x10 points= 6 points for senior consultant Answer 3 The evaluation will be as per functionality 2.1 to 2.5
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	Experience (Pages 9-10): 2.1. For subsections 2.1 (Debt Collection), 2.2 (Commercial and contract law), 2.3 (Labour and employment law), 2.4 (Commercial and Litigation Law), and 2.5 (Secretariat of a Board), each category is allocated 10 points. However, the scoring table for reference letters only provides points up to 5 reference letters, which seems to equate to 5 points. 2.2. Could you please explain how a bidder would obtain the remaining 5 points for each of these 10-point categories? Does it require more than 5 reference letters (example 5 reference letters = 5 points and 10 reference letters = 10 points?), or are there other criteria for awarding the full 10 points not explicitly detailed in the table? 3. Scope of Company Experience Evaluation	
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	(Page 6 vs. Pages 9-10): 3.1. Clause 5 on page 6 outlines a comprehensive "SCOPE OF THE REQUIRED SERVICE" that includes various legal areas such as Constitutional Law, Administrative Law, Corporate Law, Customary Law, Supply Chain Management Law, and Criminal Law. 3.2. However, the evaluation criteria for "2. Company Experience" on pages 9 and 10 specifically list five areas for which reference letters are required. Could you please clarify if the company's experience will only be weighed on the areas explicitly listed under 2.1 to 2.5, or if experience in the broader legal services outlined in Clause 5 will also be considered for scoring purposes under Functionality 2? If so, how should experience in these additional areas be demonstrated and will they	
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	contribute to the score?	
melpaulsen7@gmail.com	Our firm, Mosdell Pama & Cox attorneys wishes to submit a bid. We would be pleased if you could provide clarity with regards to the functionality score. The total max weight for Relevant Experience of the Bidders team amounts to 50 points with a maximum of 15 points for Project Director or Partner, 15 points for Project Manager, 10 points for Senior Consultant and 10 points for Consultant. However if one calculates the maximum points for years of experience, the total maximum for each category (5 points for 10 years or more experience) only amounts to 20 points out of 50. Similarly if one claims maximum points for references e.g 5 letters with max allocated points of 5 for 5 sub categories, the max total amounts to 25 points. A bidder would then only score 45 out of 100 and thus fall short of the 75 points required to be evaluated further. We would be pleased if you could clarify the point allocation. Are we to claim the maximum of 15 points, should for example our partner or director have more than 10 years experience? Are we for references to claim the maximum of 10 points if we	Please be informed that team capability total weight is 50 points . It is subdivided in teams The project director maximum points is 15, project manager is also 15, senior consultant is 10 points and consultant each is 10 points making it 50 In order to calculate points obtained for each team , a bidder will determine its years of experience , lets makes example of first three team member. Project director get 4 points as they have 7 years experience , project manager gets 5 points, they have more than 10 years experience and senior consultant 3 points due to 6 years experience. How to determine points for each of the three mentioned example is as follows • 4points due to experience /5 max points X15 points allocated for project director=12 points therefore for the for Project director 12points • 5 divide by 5maxpointsX 15 points = 15 points therefore project manager will get 15 points • 3 divide by 5 max point x10 points= 6 points for senior consultant

	have more than 5 reference letters for debt collection? The bid closes on the 12th of September and requires detailed submission. Without said clarification we will not be able to submit a responsive bid. We look forward to your urgent responses. Melony Paulsen o.b.o Mosdell Pama & Cox	Already you gained 33 out of 50 for the first three members. The same sequence use for all . If you do not understand please contact me at 021 851 2155
Tarryn Hendricks <tarryn@dm-inc.co.za>	1. Under the scope of the required services, your document lists a total of 11 categories, and that further bidders may add more fields in which they specialise. How many more fields would you say the bidders can add? You may add other specialised fields that think may benefit the Entity. - 2. Still under the scope of the required services, and in relation to the 11 categories you have listed, you do not seem to require that we set up a team for each one of the different categories. Should we assume that it would suffice to propose only one set of Attorneys as a team, and that such a team would be accepted to be the team for all categories? The team in this case depends on your capabilities – 3. On the functionality evaluation, and under the bidders' team (which carries 50 points), bidders are expected to respond by indicating	1. You may add other specialised fields that think may benefit the Entity. 2. The team in this case depends on your capabilities 3. Bidders must just respond to the category in terms of each team member. 4. The document must be read as it is. 5. Evaluation is done on what is stated in the bid document 6. Require experience of Secretariat to the Board. 7. The letter must state the duration and the service provided

	who team members are in 4 categories, Senior Director, Junior Director, Senior Associate and Associate. There requirements for all of these levels seem to be the same notwithstanding that the positions are different. To give you an example, under the Senior Director level you give maximum points for such a position in case the Director has more than 10 years post admission experience whilst at the same time, under the position of an Associate you require that maximum points be earned if a Junior Associate has 10 years post admission experience. How do you expect bidders to deal with this? Bidders must just respond to the category in terms of each team member. 4. Still under bidders' team, must we accept that it is only a maximum of the 4 levels as postulated in your requirements? The document must be read as it is. 5. Under functionality, company experience (which carries 50 points), and where as you have listed in the scope that there are 11 categories, you here indicate that points would be earned only in respect of Debt Collection, Commercial and Contract Law, Labour and Employment Law, Commercial Litigation and Secretariat of a Board. This suggests that it would be necessary to respond	
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	only in respect of these categories. Can this be correct? Evaluation is done on what is stated in the bid document – 6. Still on the issue of functionality, under company experience, you mention under 2.5 that there is now a category you refer to as Secretariat of a Board. Must we accept that this is simply a part of Corporate Governance Law? Require experience of Secretariat to the Board. - 7. Further, and still under evaluation, under company experience, you require that, amongst other, the reference letters that are to be obtained from our clients must state the <i>duration of such specific attorney/client relationship</i>. It is not clear to us exactly that which you require here. Could it be that you are actually looking for the letter to include the duration of the instruction or brief itself? The letter must state the duration and the service provided –.	
Tarryn Hendricks <tarryn@dm-inc.co.za>	4. The question was intended to establish whether we can make provision for paralegals and candidate attorneys. 5. How is your entity going to calculate scores or points in circumstances where a bid is submitted in respect of all of your listed 11 categories, together with 2 additional categories? Please give	Question 4: Yes Question 5: We will evaluate what we have listed on the evaluation sheet Question 6: Please provide reference letters to demonstrate the experience where you performed the function of the Board Secretariat.

	careful regard to this and respond. 6. Still on the issue of functionality, under company experience, you mention under 2.5 that there is now a category you refer to as Secretariat of a Board. Must we accept that this is simply a part of Corporate Governance Law? Require experience of Secretariat to the Board. We shall deal further with this part if we see your response under paragraph 5 here above.	
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