the doj & cd
Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

BRANCH: CHIEF FINANCIAL OFFICER (SUPPLY CHAIN MANAGEMENT)
Private Bag X81, **PRETORIA,** 0001, Momentum Centre, 329 Pretorius Street, PRETORIA
Tel: (012) 315 1376

Enq: Ms. PS Mtsweni
E-mail: PhMtsweni@justice.gov.za

EOH Legal Services (Pty) Ltd (now trading as Inlexso (Pty) Ltd)
(Company Registration 1999/014204/07)
P. O Box 5078
Cape Town
8001

Tel: 021 424 4424
Cell: 083 675 8925
Email: iris@verite.co.za

Attention: Iris van der Poll

LETTER OF AWARD: RFB 2018 03: APPOINTMENT OF SERVICE PROVIDERS PER PROVINCE FOR THE RENDERING OF TRANSCRIPTIONS SERVICES TO THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT AND THE OFFICE OF THE CHIEF JUSTICE, FOR A PERIOD ENDING 12 AUGUST 2021 IN GAUTENG, FREE STATE, WESTERN CAPE, EASTERN CAPE, NORTHERN CAPE AND MPUMALANGA

Your bid for the above-mentioned service to the Department dated 29 August 2018 refers and shall be deemed to form part and be read and construed as part of this Letter of Acceptance.

The Department has the pleasure of informing you that your bid has been accepted subject to all the conditions as set out in the original bid document. Your entity has been awarded the above-mentioned bid for the following provinces:

- Gauteng
- Free State
- Western Cape
- Eastern Cape and
- Northern Cape

Prices are fixed for the first 12 months (Year 1) of the contract and as per paragraph 11.2 of the bid document, any price adjustment for year 2 and 3 will be in accordance with the average CPI rate of the previous year as determined by Stats SA.

CONTRACTUAL PERIOD: 15 JANUARY 2019 TO 21 AUGUST 2021.

PRICING SCHEDULE AS PER ANNEXURE J

English/ Afrikaans - Transcription Services – Pricing Schedule						
Service type	**Pricing structure**	**Western Cape**	**Free State**	**Gauteng**	**Eastern Cape**	**Northern Cape**
a) Normal e-transcripts: Any request for a transcript in a normal course of business to be submitted electronically within five (5) working days of the request.	PRICE PER PAGE (Prices are inclusive of collection charges, delivery charges, electronic transmitting charges ,VAT, archival and retrieval costs of transcription, office management, meetings and all other costs)	R 20.00	R 20.00	R 20.00	R 20.00	R 20.00
b) Overnight e-transcripts: Any request for a transcript that is noted as ordered by the presiding officer to be submitted electronically by 09h00 the following morning.	PRICE PER PAGE (Prices are inclusive of collection charges, delivery charges, electronic transmitting charges ,VAT, archival and retrieval costs of transcription, office management, meetings and all other costs)	R 25.00	R 25.00	R 25.00	R 25.00	R 25.00
c) Running e-transcripts: Any request for a transcript that is required to be submitted electronically by 09h00 the following morning after the presiding officer has indicted the need for such prior to the case being recorded.	PRICE PER PAGE (Prices are inclusive of collection charges, delivery charges, electronic transmitting charges ,VAT, archival and retrieval costs of transcription, office management, meetings and all other costs)	R 25.00	R 25.00	R 25.00	R 25.00	R 25.00

d) Urgent e-transcripts: Any request for a transcript of a portion (not exceeding 2 hours) of proceedings that the presiding officer has indicated is required to be submitted electronically within 2 working hours.	PRICE PER PAGE (Prices are inclusive of collection charges, delivery charges, electronic transmitting charges ,VAT, archival and retrieval costs of transcription, office management, meetings and all other costs)	R 30.00	R 30.00	R 30.00	R 30.00	R 30.00
Indigenous languages - Transcription Services – Pricing Schedule						
Service type	**Pricing structure**	**Western Cape**	**Free State**	**Gauteng**	**Eastern Cape**	**Northern Cape**
e) Normal e-transcripts in an <u>indigenous language</u>: Any request for a transcript in a normal course of business to be submitted electronically within five (5) working days of the request.	PRICE PER PAGE (Prices are inclusive of collection charges, delivery charges, electronic transmitting charges ,VAT, archival and retrieval costs of transcription, office management, meetings and all other costs)	R 20.00	R 20.00	R 20.00	R 20.00	R 20.00
Appeal record preparation and binding service						
Service type	**Pricing structure**	**Western Cape**	**Free State**	**Gauteng**	**Eastern Cape**	**Northern Cape**
f) Preparing of the original appeal record and binding into volumes	Price per bound volume of 100 pages (Prices are inclusive of VAT, collection delivery, preparation, indexing, pagination and binding through hotfix process with clear covers, office management, meetings and all other costs)	R 50.00	R 50.00	R 50.00	R 50.00	R 50.00

g) Copying price per volume of the appeal record	Price per bound volume of 100 pages (Prices are inclusive of VAT, black/white and/or colour copies and binding through hotfix process with clear covers, delivery, office management , meetings and all other costs)	R 40.00	R 40.00	R 40.00	R 40.00	R 40.00
GRAND TOTAL		R 210.00	R 210.00	R 210.00	R 210.00	R 210.00

Your entity is requested to consider the offer and complete and sign the attached contract form (SBD 7.2) for the rendering of services and submit to this Department within two working days from the date of this letter.

Invoicing shall be in accordance with an agreed payment plan and can only be made on your presentation of an acceptable original **tax invoice** addressed to the Department as detailed hereunder:

Our addresses are:

Postal address	Physical address
Department of Justice and	Department of Justice and
Constitutional Development	Constitutional Development
Private Bag X81	329 Pretorius Street
Pretoria	Momentum Centre
0001	0001

Your entity is therefore requested to engage with the following Department's representative to discuss project implementation and SLA details.

Representative:	Ms N Mngaza Legal Administration Officer: Court Service Department of Justice and Constitutional Development
Tel:	012 315 4603
Email:	NMngaza@justice.gov.za

Should there be any deviation from the attached proposal or additional clarity sought, such request must be directed in writing to the Director: SCM Ms L Surjbally, LSurjbally@justice.gov.za.

Yours faithfully

MRS. L ROSSOUW
CHIEF FINANCIAL OFFICER
DATE: 09/01/2019

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

I..... hereby undertake to render services described in the bid documents to **DOJ &CD** in accordance with the requirements and task directives bid specifications stipulated in **DOJ&CD: RFB 2018 03: Appointment of service providers per province for the rendering of transcriptions services to the Department of Justice and Constitutional Development and the Office of the Chief Justice, for a period ending 12 August 2021 in Gauteng, Free State, Western Cape, Eastern Cape, Northern Cape and Mpumalanga** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the submission date of this proposal.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:

   Engagement documents, *viz*
   - Bid document;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;
   - General Conditions of Contract; and

2. I confirm that I have satisfied myself as to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

5. I confirm that I am duly authorized to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES:

1 .....

2 .....

DATE: .....

CONTRACT FORM PART 2- RENDERING OF SERVICES **SBD 7.2**

1. I, **Mrs. L Rossouw** in my capacity as the **Chief Financial Officer** accept your bid: **RFB 2018 03: Appointment of service providers per province for the rendering of transcriptions services to the Department of Justice and Constitutional Development and the Office of the Chief Justice, for a period ending 12 August 2021 in Gauteng, Free State, Western Cape, Eastern Cape, Northern Cape and Mpumalanga** indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

CONTRACTOR	**EOH LEGAL SERVICES (Pty) Ltd (now trading as Inlexso (Pty) Ltd) (Company Registration 1999/014204/07)**
DESCRIPTION OF SERVICE	**RFB 2018 03: APPOINTMENT OF SERVICE PROVIDERS PER PROVINCE FOR THE RENDERING OF TRANSCRIPTIONS SERVICES TO THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT AND THE OFFICE OF THE CHIEF JUSTICE, FOR A PERIOD ENDING 12 AUGUST 2021 IN GAUTENG, FREE STATE, WESTERN CAPE, EASTERN CAPE, NORTHERN CAPE AND MPUMALANGA**
TOTAL BID PRICE (INCL. VAT	**REFER TO THE ATTACHED ANNEXURE J**
CONTRACT PERIOD	**15 JANUARY 2019 TO 12 AUGUST 2021**
B-BBEE STATUS	**LEVEL 01**

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT PRETORIA ON (DATE) 09 JANUARY 2019

NAME (PRINT) LE Rossouw SIGNATURE:

OFFICIAL STAMP

Negotiations and Bids
2019 -01- 09
Department of Justice and Constitutional Development

WITNESSES

1 .....

2 .....