



DATE: 27 OCTOBER 2015

TERMS OF REFERENCE FOR PROSPECTIVE APPLICANTS TO REGISTER ON SABFS' SUPPLIER DATABASE TO ACT AS CHAIRPERSONS FOR DISCIPLINARY PROCEEDINGS 2015-2017. TENDER NO: SABFS00011/2015

Dear Sir/Madam

RE: APPLICATION REQUIREMENTS: TENDER NOTICE - SABFS00011/2015

1. INTRODUCTION

The South African Board for Sheriffs (SABFS) was established in term of the Sheriffs Act 90 of 1986. The SABFS's mandate is to transform the Sheriffs' Profession of South Africa in line with the Constitutional imperatives of our country.

The core objectives of the SABFS are to:

- Liaise with sheriffs and relevant stakeholders;
- Monitor the conduct of sheriffs;
- Promote the Sheriffs' Profession;
- Set standards for the Sheriffs' Profession; and
- Provide overall policy directives.

2. OBJECTIVES

The SABFS invites applications from suitable persons in all provinces of South Africa to register on the SABFS' Supplier Database as a service provider who can provide the service of acting as Chairpersons for Disciplinary Proceedings against sheriffs. In accordance with its Supply Chain Management policies, the SABFS maintains a database of suppliers from which it draws service providers when appointments need to be made.

| | |
|---------------------------------|----------------------------------|
| Bid and Number: SABFS00011/2015 | Advertise Date: 23 November 2015 |
| Closing Date: 26 January 2016 | Closing Time: 12h00 |



The SABFS cannot guarantee appointments and will require successful applicants to enter into a Service Level Agreement with the SABFS.

3. APPLICATION REQUIREMENTS

Applicants must possess an LLB or B.Proc qualification and be experienced as a Chairperson in Disciplinary Proceedings where conduct was measured against a Code of Ethics and/or be experienced as a Chairperson in proceedings related to Administrative Law.

It is mandatory to submit the following documents:

- A covering letter motivating your interest in this tender;
- A full CV, with a focus on the above-mentioned requirements;
- A certified copy of your ID document;
- Your fee with respect to preparation; hourly fee; half-day fee, full-day fee and fee for writing the judgement;
- A written reference from 5 different clients to whom you have rendered professional services in a similar capacity in the last 12 months; and
- SARS Tax Clearance Certificate.

Failure to provide all of the above will disqualify the applicant.

| | |
|---------------------------------|----------------------------------|
| Bid and Number: SABFS00011/2015 | Advertise Date: 23 November 2015 |
| Closing Date: 26 January 2016 | Closing Time: 12h00 |



4. SUBMISSION OF BID DOCUMENTS

- The closing date for all applications is 26 January 2016.
- Each applicant is required to submit 1 original plus 4 copies of the tender submission in a sealed envelope, addressed to:

Reference: SABFS00011/2015

South African Board for Sheriffs
Attention: Ms C. Fortuin
88 Loop Street
CAPE TOWN
8000

- All enquiries relating to the tender must be communicated in writing by no later than 10h00 on 25 January 2016. All written communication must be sent to the following e-mail address only proposals@sheriffs.org.za under subject heading 'SABFS Database of Chairs.'

Applicants are strictly forbidden to communicate with the Office of the Sheriffs Board on this matter other than through the required communication channel as stipulated above.

- The SABFS is not obliged to accept any applicants or make any appointments, and has the right to withdraw and/or amend tender specifications at its sole discretion.

| | |
|---------------------------------|----------------------------------|
| Bid and Number: SABFS00011/2015 | Advertise Date: 23 November 2015 |
| Closing Date: 26 January 2016 | Closing Time: 12h00 |