



27 OCTOBER 2015

**TERMS OF REFERENCE FOR PROSPECTIVE APPLICANTS TO THE
SABFS PANEL OF ATTORNEYS 2015-2017 - TENDER NO: SABFS00012/2015.**

Dear Sir/Madam

RE: APPLICATION REQUIREMENTS: TENDER NOTICE SABFS - SABFS00012/2015

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 the 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 attorneys in all provinces of South Africa, to apply to be appointed on the SABFS Panel of Attorneys for a two year period from 01 November 2015 to 31 October 2017. The SABFS does not guarantee instructions to attorneys during this period.

Bid and Number: SABFS00012/2015.	Advertise Date: 23 November 2015
Closing Date: 26 January 2016	Closing Time: 12h00



3. TENDER REQUIREMENTS

It is mandatory to submit the following documents in respect of the attorney/s who will be rendering professional services to the SABFS at your firm:

- A covering letter motivating your interest in this tender;
- A full CV of each of the attorneys who will be rendering the professional service;
- Certified copies of your admission as an attorney and confirmation from the applicable Law Society that you are on the Roll of Practising Attorneys;
- A certified copy of the ID document of the attorney/s who will render such professional services;
- A company profile, where available;
- The hourly, half-day and full day rate at which the attorney/s will render professional services;
- An indication of whether the attorney is prepared to render such services on the party-and-party scale of the High Court;
- Contact details of 5 clients to whom you have rendered professional services in the last 6 months, specifying the name of the person you dealt with at the client;
- SARS Tax Clearance Certificate; and
- BEE Certificate or written proof of exemption from compliance.

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

4. SUBMISSION OF DOCUMENTS

- The closing date for all applications is 26 January 2016.

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- Each applicant is required to submit 1 original and 4 copies of the tender submission in a sealed envelope, addressed to:

Reference: SABFS00012/2015

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 Panel of Attorneys.'

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.

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