



23 OCTOBER 2019

ATTENTION ALL SERVICE PROVIDERS – PANEL OF CHAIRPERSONS

**RE: REQUEST FOR ALL APPLICATIONS PANEL OF CHAIRPERSONS –
SABFS00003/2019**

1. Introduction

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in term of the Sheriffs Act No. 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status and the improvement of the standard of training of and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the Sheriffs and relevant Stakeholders;
- Monitor the conduct of Sheriffs;
- Promote the Sheriffs Profession; and
- Provide overall Policy directives.

2. Objectives

The SABFS invites applications from suitable Attorneys / Advocates that can be appointed as Panel of Chairpersons to the South African Board for Sheriffs, to provide the service for a two-year period.

3. Services required

A. Scope of Work

The SABFS invites applications from suitable Attorneys / Advocates in all provinces 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 Supply Chain Management policies, the SABFS maintains a database of suppliers from which it draws services providers when appointments need to be made

B. Application Requirements

It is mandatory to submit a covering letter motivating your interest in this tender.

Bid and Number: Panel of Chairpersons SABFS00003/2019	Advertise Date: 23 October 2019
Closing Date: 08 November 2019	Closing Time: 12h00

C. Deliverables (Technical Approach Part 6 of bid document)

- Applicants must possess an LLB or B.Proc qualification; and
- Applicants must have the relevant experience in Chairing Disciplinary Proceedings where conduct was measured against a Code of Ethics and/or be experienced as a Chairperson in proceedings related to Administrative Law; and
- Applicants must have experience in civil litigation

D. Team Details (see Part 7 of bid document)

- A full CV with focus on experience as Chairperson in Disciplinary Proceedings; and
- A certified copy of your Identity Document.

E. Experience in the field (see part 8 of bid document)

- A written reference from 5 (five) different clients to whom you have rendered professional services in a similar capacity in the last 12 (twelve) months.

F. Pricing Schedule (see part 10 of bid document)

- For purpose of this bid, 80/20 point system will be applicable in line with PPPFA as amended. Provision for VAT must also be shown.

4. All enquiries relating to the tender must only be communicated in writing by no later than 12h00 on the 08 November 2019. All written communication must be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: 00026/2018 Panel of Chairperson. All applicants are strictly forbidden to communicate with the Office of the Sheriffs Board on this matter other than through the required communication channels as stipulated in this budding document; and

5. Each applicant is required to submit an electronic version, 1 original copy plus 4 copies of the tender submission in a sealed envelope address to:

Reference: SABFS00003/2019
South African Board for Sheriffs
Attention: Mr Thabo W Lebepe
88 Loop Street Cape Town
8000

The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

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