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**ADDRESS & CONTACT DETAILS**

**NATIONAL OFFICE**  
Thornhill Office Park  
Block 20, 94 Bekker Road  
Vorna Valley  
Midrand  
1686  
Tel: 010 001 8500

4 September 2019

**TO: ALL LEGAL PRACTITIONERS**

**INVITATION TO TENDER FOR THE PROVISION OF LEGAL SERVICES TO THE LEGAL PRACTICE COUNCIL**

The notice dated 30 August 2019 is hereby recalled and replaced by the following:

The Chairperson of the Legal Practice Council, Ms K Matolo-Dlepu invites legal firms to tender for the provision of legal services at the (9) Provincial Offices:

**REQUIREMENTS**

- All practitioners must have paid all amounts due to the LPC and must be in good standing;
- Firms must have experience in litigation in the High Court
- Firms must be transformative in relation to race and gender
- Firms must have at least one legal practitioner who has been in practice for not less than five years

Firms are required to submit their applications with a detailed project plan, must state their experience in litigation, provide proof of compliance with employment equity and submit the detailed resumés of the practitioners at the firm that will be attending to the instructions from the LPC. An application form is attached hereto for completion. All applications are to include a valid tax clearance certificate.

The appointment of firms to the panel will be for a period of three (3) years but will be reviewed annually, with such review to take into account, inter alia performance.

The Council reserves the right to not make an appointment if it so deems necessary. Firms who have Legal Practitioners who serve on the Legal Practice Council, Disciplinary Committees and Provincial Councils, are not eligible to apply.

## **RATES**

The rates payable to Legal Practitioners that are appointed to the panel will be on a party and party tariff exclusive of VAT.

Applications are to be addressed to the Provincial Offices, the details of which are reflected below.

### Gauteng

ProcForum Building, 123 Paul Kruger Street, Pretoria

Telephone: (012) 338 5800; E-mail: [directorgp@lpc.org.za](mailto:directorgp@lpc.org.za)

### North West

No.2 Aerodrome Crescent, Mafikeng Industrial

Mahikeng

Telephone: (018) 011 0093; Email: [directornw@lpc.org.za](mailto:directornw@lpc.org.za)

### Limpopo

No. 2 Biccard Street, Polokwane

Telephone: (015) 590 0389; Email: [directorlp@lpc.org.za](mailto:directorlp@lpc.org.za)

### Mpumalanga

18 Bell Street, Nelspruit CBD

Telephone: (017) 200 2487; Email: [directormp@lpc.org.za](mailto:directormp@lpc.org.za)

### Western Cape

29th Floor, ABSA Centre, 2 Riebeeck Street, Cape Town;

Telephone: (021) 443 6700; E-mail: [directorwc@lpc.org.za](mailto:directorwc@lpc.org.za)

### Eastern Cape

No. 44 Pearce Street, Berea

East London

Telephone: (043) 053 1025; E-mail: [directorec@lpc.org.za](mailto:directorec@lpc.org.za)

Northern Cape  
No.219 Du Toitspan Road  
Belgravia, Kimberley  
Telephone: Email: [directornc@lpc.org.za](mailto:directornc@lpc.org.za)

KwaZulu-Natal  
200 Hoosen Haffejee Street, Pietermaritzburg  
Telephone: (033) 345-1304; E-mail: [directorkzn@lpc.org.za](mailto:directorkzn@lpc.org.za)

Free State Office  
139 Zastron Street, Bloemfontein  
Telephone: 051 447 3237, E-mail: [directorfs@lpc.org.za](mailto:directorfs@lpc.org.za)

The closing date for applications is 13 September 2019.

Kind regards



**Ms Kathleen Matolo-Dlepu**  
**Chairperson: Legal Practice Council**



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1. Name and address of Firm?

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2. Does your firm specialize in any particular branch of the law?

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3. If so, please give particulars of the various types of work which your firm undertakes?

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4. Does your firm normally give legal opinions to clients or do you brief Counsel, if so, how often?

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5. If you do give legal opinions, will you please give particulars of the branches of the law to which such opinions relate?

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6. Who in your firm will specifically attend to instructions from the LPC if your firm should be appointed on the panel of Legal Practitioners?

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7. Have you attended to litigation in the High Court? If so, please provide particulars of some of these cases and the case numbers of some of these matters in order to enable the Committee to peruse these records. Are High Court applications prepared by your firm itself or do you make use of the services of Counsel? If applicable, kindly furnish the name of the practitioner who prepares these applications?

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8. Does a member of your firm attend to the High Court appearances of your practice or do you make use of the services of advocates in this regard (normally or by exception)? Will this arrangement also apply in relation to the work of the LPC and if so, you must kindly furnish the name of the practitioner at your firm undertaking such appearances?

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9. Would you please give an overview of your practice as well as curriculum vitae of the firm (also referring to the number of partners, professional assistants, Candidate attorneys etc.)?

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10. Does your firm have an affirmative action policy in place in relation to staff and/or colleagues from disadvantaged backgrounds? If so, kindly submit particulars on how such policy has been implemented in practice.

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11. Have you presided at disciplinary hearings or acted as a prosecutor in disciplinary hearings? If so, please provide particulars of some of these cases and the case numbers?

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12. How many hours of pro bono work has your firm performed in the last year?

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