

# WILLOWRIDGE HIGH SCHOOL

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## INVITATION TO SUBMIT A PROPOSAL FOR PROVIDING LEGAL SERVICES AT WILLOWRIDGE HIGH SCHOOL

1. Willowridge High School invites proposals from parties interested in providing legal services to Willowridge High School the school from 1 April 2025 until 1 April 2028.
2. Willowridge High School wishes to enter into an agreement with a service provider for the services required.
3. The firm must have experience in litigation in the schooling environment.
4. The service provider must be in good standing with the LCP.
5. The firm must have at least one legal practitioner who has been practicing for not less than five years.

### BACKGROUND

Bids are hereby invited firms for the provision of legal services for the period of three (3) years. The Willowridge High School Governing Body shall appoint prospective service providers to consultants based on their field of expertise, qualifications, capacity and work experience. Only bidders who are registered with the relevant professional body (companies not individuals) will be considered.

Please email Mr O. Dzvimbo at [odzvimbo@willowridge.co.za](mailto:odzvimbo@willowridge.co.za) for any queries.

For details regarding the scope and conditions of the service provider lease agreement, kindly see: **Annexure A**.

### IDENTIFICATION OF TENDERERS

Tenderers should not identify themselves on the tender envelope or the tender bid will be disqualified if the bidder discloses its identity on the outside of the sealed tender envelope.

If tenderers are allowed to amend their tenders after tender submission but before tender closing, the amendments should be submitted in the same manner as with the initial submission of the tender.

### PREVENTION OF GAINING AN UNFAIR ADVANTAGE

The bidder, its employees and/or agents shall not offer any advantage or gift or incentive of any kind to any member of staff of the school, any school governing members or any parent or other person in a committee responsible for considering any matters in relation to the tender. Any such offer by the bidder or its employees or agent will render the proposal null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

## PROPOSAL CONTENT

1. The following must be submitted with the proposal:
2. Contact details of the applicant.
3. Applicant's ID, CV including details of relevant experience and names and contact details of references.
4. Company Registration Certificate.
5. Tax clearance certificate.
6. Registered with the relevant professional body (Active, South African) in line with the nature of the works to be carried out.
7. Valid health and safety certificates for operating similar ventures, if available.
8. Declaration of interest stating any existing relationship/acquaintance with any member of the school governing body or member of the panel adjudicating the proposal known to the applicant (if applicable).
9. A comprehensive proposal addressing the requirements specified in the Bid document (Annexure A) including:
  - business plan for the services, including any training offerings, special offerings and pricings structures.
  - details of the services and area of expertise offered.

## TIMELINES

1. The deadline for submission of proposals is **10 March 2025** at **14h00**. These should be handed in at the Secretary's office of the school clearly marked **LEGAL CONSULTANTS** Tender
2. **No late applications will be accepted.**
3. An adjudication committee appointed by the school governing body will evaluate all proposals and may invite applicants for an interview and request that sample items from the menu detailed in the proposal be provided for sampling.
4. If you have not heard from the school by **28 March 2025**, please consider your application unsuccessful.
5. **Willowridge High School hereby reserves all its rights, including the right not to appoint any provider.**

## **ANNEXURE A**

### **BID DOCUMENT**

1. 24/7 telephone support for enquiries regarding disciplinary matters, school management and policies.
2. Must be familiar with GDE policies.
3. Assistance in drafting and reviewing of policies.
4. Assistance in chairing disciplinary procedure action involving learners, educators, or parents
5. Advice and assistance with school management issues.
6. Assistance and review and drafting of relevant employment contracts.
7. Assistance in the compilation of reports motivating the expulsion of learners.
8. Handling appeal procedures regarding learners and/or personnel.
9. Representation at CCMA.
10. Labour Relations; Labour Management: Contracts, policies and Labour dispute handling.
11. Management and Support in the implementation of disciplinary procedures for learners and SGB staff.
12. School and Educational management advice/support
13. Responding to queries regarding discipline and other issues with learners, students and staff.
14. Assistance with disciplinary action involving learners, educators under investigation, preparation and the formulation of charges.
15. Review and amend existing disciplinary policies, HR policies, contracts etc. where necessary.
16. Acting as chairperson of disciplinary hearings for learners and staff, ensuring adherence to procedural and legal requirements as well as writing the outcome and sanction of the hearing. Free representation at the CCMA.
17. Handling of appeal procedures of learners and/or educators.
18. Assistance in the drafting of specific school policies and advice regarding school management challenges. (Including SIP, SSE, AAPR and WSE etc).
19. One free workshop on school and/or class discipline per annum.
20. Oversee retrenchments according to the prescribed legislation.