

Invitation to participate	11 August 2018
Vendor Registration Closing date on Ariba	24 August 2018
Tender Open Date	<b>03 September 2018 till 21 September 2018</b>
RFP No:	<b>ID WS144451501</b>
Description:	Telkom Group Legal Services: Head Office Panel of Attorneys
Contact Details of Tender Coordinator(s):	<p><b>Primary Contact: Motlhasedi, Tsholo</b>            (012) 311-5238 (Office)  <a href="mailto:motlhait@telkom.co.za">motlhait@telkom.co.za</a></p> <p><b>Secondary Contact: De Winnaar, Jacqui</b>            (012) 311-4862 (Office)  <a href="mailto:DWinnaJ@telkom.co.za">DWinnaJ@telkom.co.za</a></p>
Vendor registration	<ul style="list-style-type: none"> <li>• Vendors (more specifically the Respondents) are urged to register on the Ariba platform in order to be invited for the tender.</li> <li>• The vendor registration period is strictly open from <b><u>11/08/2018 to 24/08/2018</u></b></li> <li>• No late registrations will be entertained.</li> <li>• After the vendor has registered, the vendor must inform the ARS team via email <a href="mailto:ars@telkom.co.za">ars@telkom.co.za</a> and quote the RFP number in order to be added into the bidders list.</li> <li>• Only upon registration will the vendor have access to all tender documentation.</li> <li>• Refer to the guidelines for the Ariba registration process on page 3 of this document. Please direct all registration queries to <a href="mailto:ars@telkom.co.za">ars@telkom.co.za</a> and quote the RFP number.</li> </ul>

**IMPORTANT INSTRUCTIONS REGARDING THE TENDER DOCUMENTS**

Each Respondent must fully acquaint itself with all the conditions relating to the invitation. If the Respondent has any doubt as to the meaning or interpretation of any of the invitation information,

it should:

- ✓ Seek clarification from the Tender Coordinator(s); and
- ✓ Make its own enquiries and include a statement of the interpretation upon which the Respondent relies, and on which the Respondent's proposal(s) has been prepared.

Whilst Telkom will endeavour to ensure that any written information it provides to the Respondents in respect of invitation is accurate, it gives no representation or warranty (express or implied) to the Respondents of accuracy, reliability, sufficiency or otherwise in relation to any information or data provided, whether contained in the invitation or otherwise.

This is an electronic invitation and responses must be submitted in accordance with the procedure described in the document, "Guide for Ariba Supplier Portal Registration Process" located on <http://www.telkom.co.za/sites/aboutus/procurement/tenderbulletins>. Submissions must include all information required. Telkom may reject a response that does not satisfy these requirements.

**Extensions of Tender Advertisement Closing Date:**

Telkom may in its sole and absolute discretion by written notice to all Respondents, extend the invitation closing date and/or time.

**Final Check**

Please make sure you have read the below links in addition to this document, "Tender advertisement "

**Tender Instructions Attachments:**

- Tender Cover Letter (*This Document*)

The Respondents should familiarise themselves with the contents of the following links which form an integral part of this invitations, namely::

- "Guide for Ariba Supplier Portal Registration Process" for Respondents on <http://www.telkom.co.za/sites/aboutus/procurement/tenderbulletins/>
- Supplier Code of Conduct available on the Telkom website <http://www.telkom.co.za/sites/aboutus/procurement/sourcingprocess/>

**Note: Before you submit your response, ensure that you have attached all relevant documents as required in the "Guide for Ariba Supplier Portal Registration Process".**

## **Tender Advertisement**

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1. **PURPOSE OF THIS ADVERTISEMENT**

The purpose of this advertisement is to allow all interested, qualified legal firms to participate in a request for proposal (RFP) that Telkom will be issuing. This invitation will be specifically for the Telkom Group (Head Office) Panel of Attorneys.

This invitation does not constitute an offer to do business with Telkom, but merely serves as an invitation to Respondents to submit a response to RFP: **ID WS144451501**.

2. **SPECIAL CONDITIONS OF THIS INVITATION**

Telkom reserves the right not to consider any responses that does not comply strictly with the requirements of this invitation.

3. **GUIDELINES FOR ARIBA REGISTRATION**

Please follow the steps on the following page, in order to register on Ariba. Without registration, you will not be able to participate in the RFP

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61 Oak Avenue,  
Highveld, Techno Park,  
Centurion, 0157  
Private Bag X881  
Gauteng  
0001

Dear Valued Supplier

**Register as a new or prospective Telkom Supplier on the SAP Ariba Supplier Portal**

We are always looking to improve the way we collaborate with our partners and suppliers. To enable effective and efficient collaboration, we've designed our processes and systems to make it smarter and faster to do business with Telkom.

At this time, we'd like to invite you to join us on this exciting journey and register on the **SAP Ariba Supplier Portal** to unlock some exciting benefits:

- Access to a central portal to create and maintain your company profile, increasing the marketability of your company within the Telkom Group;
- An opportunity to form part of Telkom's preferred\potential supplier network; and
- Access to a simpler and unified platform to participate in Telkom Group's and subsidiaries' sourcing events

**How you register your company online?**

We encourage you to self- register on the **SAP Ariba Supplier Portal** by clicking on the <http://telkom.supplier-eu.ariba.com/ad/register/SSOActions?type=full>

The registration process comprises of 3 simple but compulsory steps:

- Step 1: Follow the registration link and complete all the fields;
- Step 2: Once you have completed the basic registration process in Step 1, you will receive a confirmation email and will be required to activate your account. You will also receive an email with your account ID; and
- Step 3: Once you activate your account, you will receive a confirmation email that directs you to the Supplier Profile Questionnaire (SPQ). Complete the SPQ and upload all supporting documentation. Your new profile will be submitted to Telkom to validate and approve

A user-friendly guide on the registration process is available for your convenience:

[http://www.telkom.co.za/about\\_us/tenderbulletins/index.shtml](http://www.telkom.co.za/about_us/tenderbulletins/index.shtml)

Please direct your queries to [ARS@telkom.co.za](mailto:ARS@telkom.co.za)

Yours faithfully



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Jothi David  
Executive: Group Procurement