

Tender Advertisement

Subject: PR-03-0023-21 Legal Counsel - Extension of Tender

	Date	Hours
Deadline for submission:	26-Apr-21	23:59

Samaritan's Purse wishes to contract a legally recognized service provider (company) to supply Legal Counsel - Extension of Tender as specified below.

Note that, if selected, this award will lead to a Framework Agreement or a Contract with the potential of having it renewed based on the performance and funds availability.

#	Service Description
1	Review and report on the legal aspects of the business or activities of the client, as and when requested by the Client
2	Investigate any matter of legal nature or consequence
3	Submit written and/or oral opinion on all legal matters affecting or relating to the Client's business and/or interest
4	Provide legal consultancy service to the Client
5	Make Legal representation for and on behalf of the client at administrative agencies, quasi-judicial and judicial for a in the Republic of Liberia
6	Provide any other legal service and representation as are normally required of an Attorney in the Republic of Liberia
7	Be available at all times to provide any and all legal services to, and make representation on behalf of the Client at any and all location within the Republic of Liberia.
8	Any other legal representation and advisement in the Republic of Liberia
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Indicate the cost associated to providing the services listed above for the duration of one calendar year.

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Manner of Submission:

Only by Email and only to the following address: SP LiberiaTender@samaritan.org with a formal bid and any additional supporting documentation which is indicated below. The subject line of the email should be: PR-03-0023-21 Legal Counsel - Extension of Tender.

Proposal Requirements:

1. Detailed bids with indicated specifications and any applicable limitations;
2. Written confirmation that the bid has at least 12 month quote validity without any change of price;
3. Detailed company profile, including profiles of staff in key positions;
4. Valid Tax Clearance;
5. Valid Business Registration;
6. License to operate in Liberia (if applicable);
7. Any other document applicable to your legal status in Liberia;
8. Currency of offer should be United States Dollars (USD);
9. Indicate clear terms of payment terms (30 days after delivery);
10. Provide proof that you have been operating legally in Liberia for the past 8 years;
11. Samaritan's Purse Liberia may visit your offices in order to facilitate further vetting, after initial bids have been examined.

Terms and Conditions:

1. Samaritan's Purse Liberia accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
2. Samaritan's Purse Liberia reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
3. Samaritan's Purse Liberia reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time;
4. No tender documentation is to be requested from the Samaritan's Purse Liberia office or anyone who is employed by Samaritan's Purse Liberia. Quotes are just to be submitted as instructed above;
5. Bids are to be submitted only to the email stipulated above. If they are sent to any other Samaritan's Purse email, if any other Samaritan's Purse email is in copy the bids will be rejected;
6. If any coercive behavior between the Samaritan's Purse staff and the entity submitting the bid is suspected the bid will be rejected;
7. Bids received after the submission deadline will be ignored and not taken into consideration.

Complaints and Conflict Resolution:

Samaritan's Purse is zero tolerant to corruption. All corruption related cases pertaining to this tender and/ or work of Samaritan's Purse Liberia should be emailed to: compliance@samaritan.org