

**Call for Proposal – Legal Advisor**

**LEB-BEI-OPS-PROC-2024-0125**

"RI - Lebanon office" intends to sign a contract with a selected firm or company to provide “Legal Advisory Services”, as per the Scope of Work and Requirements.

Please note the below:

1. The deadline for submission of bids is Monday, May 13, 2024, at 4:00 PM.
2. You are kindly requested to submit the quotation in **USD currency**.
3. Selection will be based on the below award criteria:

|  |
| --- |
| **a) ADMIN CRITERIA** |
| * Legal registration to work in country of operations (proven registration and Tax ID). * Full financial proposal submitted. * Financial offer submitted in USD and valid for 90 days. * Full technical proposal submitted. |
| **b) TECHNICAL CRITERIA** |
| * Company profile including all services provided and legal areas of expertise, relevant professional accreditations, certifications, licenses pro bono efforts, awards, and the organizational chart. * CVs for the attorneys that will be assisting RI at the legal ssfirm and specification of which attorney will be the lead Partner and primary point of contact for RI. * Experience with INGOs during the last 3 years * Acknowledgment/recommendation letters from INGOs. |
| **c) FINANCIAL CRITERIA** |
| * Prices of the services are competent and can be **fixed for two years**. |

1. Proposals/Bids are to be submitted by email to: [wael.chalak@ri.org](mailto:wael.chalak@ri.org) while copying [Joy.francis@ri.org](mailto:Joy.francis@ri.org)

**A valid bid should contain the documents below (double click on each logo to open the document):**

1. RFQ form below should be filled signed and stamped:

.

1. Terms and conditions should be signed and stamped:



1. Signed Copy of the Below Scope of Work:



1. Technical proposal based on the SOW and the listed requirements.
2. A copy of your legal documents MOF registration, VAT registration (if applicable), Commercial Circular, Articles of Association, etc…).

**Note:**

1. Any bid missing one of the first five essential requests/documents will not be considered valid.
2. RI Payment terms are via: Wire transfer if you have Bank of Beirut accounts or Fresh USD checks (with 7/1000 fees to be deducted by the bank)