

**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:

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|  **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.
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|  **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.
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|  **c) FINANCIAL CRITERIA** |
| * Prices of the services are competent and can be **fixed for two years**.
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1. Proposals/Bids are to be submitted by email to: wael.chalak@ri.org while copying 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:

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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)