



# Request for Quotation

For legal representation/advisor on retainer contract

[05 February 2019]

## International NGO Safety Organisation

INSO – South Sudan  
Tong Piny Area, off Airport Road,  
Near Kilimanjaro Apartments,  
Plot Number 479 block 3K-South,  
Florian Road,  
Juba- Central Equatoria (Jubek)  
South Sudan.

## Confidentiality Statement

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## Submission Details

### Submission Deadlines

All submissions for responding to this request must be submitted by email or in a sealed envelope, as stated below, no later than: **25 February 2019**

**No later than 11:59 (Juba time)**

### **The submission must include:**

- ✓ A cover letter from a senior representative of your company and required certifications.
- ✓ The quotation for the service noted in the detailed specifications below.
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the **validity period** of the quotation.
- ✓ The company profile, the Copy of the Registration and all legal documents of the company including the tax clearance.
- ✓ Client references/testimonials as relevant with full contact details.
- ✓ Copy of ID and/or Passport of the senior representative and the contacts (phone, email...) of the company.

## Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Send via email and with the subject line “**RFQ Lawyer INSO SSD**” to deliver simultaneously to the two following emails addresses:

- INSO Country Director: [director@ssd.ngosafety.org](mailto:director@ssd.ngosafety.org);
- INSO HR & Administration Manager: [hram@ssd.ngosafety.org](mailto:hram@ssd.ngosafety.org)

## Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

**Attn: INSO South Sudan**

Tong Piny Area, off Airport Road,  
Near Kilimanjaro Apartments,  
Plot Number 479 block 3K-South,  
Florian Road, Juba- Central Equatoria (Jubek)  
South Sudan

Email: [director@ssd.ngosafety.org](mailto:director@ssd.ngosafety.org) ; tel.: +211921809114  
[hram@ssd.ngosafety.org](mailto:hram@ssd.ngosafety.org) ; tel : +211921809115

## About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

## Detailed Specifications

The legal advisor shall render the following legal services to INSO, without limitation to professional advice and provide assistance on:

- All general legal advice concerning ordinary operations, preparation/analyse and drafting of legal documents required for regular and smooth running of INSO's activities and business;
- All relevant laws, bylaws, rules and submissions to INSO is or may be subject in South Sudan;
- Generally, give legal opinions on legal matters, on any contracts and/or MoUs entered into by INSO and personal attendance of the officials of INSO when a matter so demands.
- Drafting and analyzing correspondence.
- Interpreting legislation and appraising INSO on legal issues arising from legislation.
- Submissions of statutory filings and submissions in compliance with the laws of South Sudan.
- Representation of INSO before all legal and regulatory agencies in South Sudan, including the courts and arbitration tribunals, upon request by INSO.
- Liaise with relevant governmental agencies to expedite approvals for certain processes as may be required by INSO.

### Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque on the account of the legal advisor.
- ✓ Contract will be initially for 06 months with renewal option.
- ✓ The legal advisor should be available and prompt on INSO's requests
- ✓ Prices and lead times should be firm and valid for the six (06) months duration of the agreement starting from the deadline of the tender.
- ✓ The price should be in Dollars (USD) and be provided at the unit price of monthly. provided that all the month are averaged at 30 days.
- ✓ The prices quoted by the Bidder shall be fixed and the best offer.
- ✓ No price negotiations will take part after the tender.
- ✓ The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

### Principles

It is strictly prohibited to offer, promise or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in work place and will not do business with companies who employ those under the age of 16.

### **Selection Criteria**

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote.

Quotations will be evaluated (in no particular order) on (i) fulfillment of specified criteria (ii) price (iii) quality (iv) reliability of supplier (v) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.