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| **ADVERTISEMENT FOR REQUEST FOR PROPOSAL OF FIRM/ INDIVIDUAL TO PROVIDE LEGAL ADVOCATE SERVICE ON RETAINERSHIP BASIS FOR CARE SOUTH SUDAN FOR THE PERIOD 1ST OCT 2018 - 31ST JULY 2019.****EOI NO. RFP/CARESS/004/2018/2019****CARE SOUTH SUDAN Country office in Juba is in the process of renewing its agreement for Legal Advocate Service on retainer ship basis for the period 1st Oct 2018 – 31st July 2019. Therefore, Interested and qualified firm/individual should tender their bid for the aforementioned service.**

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| **S/N** | **Descriptions** | **Duration** | **Unit Cost/Month** | **Total Cost (USD)** |
| **1** | **Retainer ship service for CARE International in South Sudan**  |  **1st October 2018 – 31st July 2019 (10 months)** |  |  |

**Note: All financial proposal should be on your company/firm pro-forma invoice format.****In addition to your bid, also share with us the following information and documents to help us understand your firm and enable us to make a decision.**1. Updated Company Profile
2. Certificate of Registration/ incorporation.
3. Valid Advocate License.
4. Certificate of appointment as a commissioner of oath.
5. Organization chart with number, names, type and education of profession staff at all levels- please attached resumes of your key staff.
6. List of client(current)
7. Evidence of past performance with other INGO –Please attached copies of recommendation.
8. Price

**‘’PLEASE NOTE, THIS CALL FOR PROPOSAL IS FOR BOTH NEW AND CURRENT SERVICE PROVIDER PREVIOUSLY IN THE LIST’’** |

Interested and eligible firms/individual can submit their sealed bid in plain envelope and clearly marked **‘’RFP/CARESS/004/2018/2019”**

 **Firm/Individual to provide Legal Advocate Service for CARE South Sudan for the period 1st Oct 2018 -31st July 2019 dropped into the Tender box at the reception 1st floor at CARE SOUTH SUDAN Country office located at NPA Building, 3rd Floor Martyrs Street opposite UNCIEF Office.**

**The closing date for submission of your bid documents is 14th Sept 2018 before 5.00pm. Documents submitted after the closing date and time will not be considered for review and selection.**