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EMAIL UNETHICAL BEHAVIOR TO [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) FOR CONFIDENTIAL REPORTING.

FROM:

Samaritan's Purse International Relief  
South Sudan, Hai Cinema next to  
Quality Hotel, Old Juba Town Road.  
E-mail: [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org)

**Date:** 8<sup>th</sup> November 2019

**Subject:** REQUEST FOR PROVISION OF LEGAL SERVICE TO SAMARITAN PURSE SOUTH SUDAN

**Reference number:** JBB 41281

Samaritan's Purse wishes to contract a legally recognized service provider for **Provision of legal service to Samaritan Purse South Sudan**

Please submit your tender in accordance with the requirements detailed below;

**By hand delivery** to Samaritan's Purse Juba office in sealed enveloped clearly marked "**Provision of legal service to Samaritan Purse South Sudan JBB 41281**"

**By Email** to the following address (Tender committee email): [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) with the email subject "**Provision of legal service to Samaritan Purse South Sudan JBB 41281**"

- **Deadline for submission of bids is 21<sup>st</sup> November 2019 before 5:00pm.**

## **TOR for a Lawyer Retainer agreement**

### **Nature of Work.**

#### **Background:**

Samaritan's Purse (SP) is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease and famine with the purpose of sharing God's love through his son Jesus Christ.

Samaritan's Purse has been working in South Sudan since 1993. Samaritan's Purse is now seeking for a qualified and suitable legal firm to legal services on a retainer basis for 1 year from 1<sup>st</sup>, March 2020 to 28<sup>th</sup>, February 2021

#### **Scope of Work & Requirements**

##### **1. Legal advice.**

- Provision of oral advise, written legal advise and written legal opinion. Written legal opinion to be provided promptly within a maximum of three days.
- Off hours legal advice (in case of emergencies)
- Periodic update on any changes in the laws or government policy/regulatory requirements
- Advise on all other legal related issues.
- Track progress of the cases before any court or Tribunal or any other Labour office and update Samaritan's Purse accordingly

##### **2. Legal documentation and review**

- Drafting of legal documents and reviewing existing contracts and legal documentation,
- Reviewing of internal documents such as manuals policies etc to ensure they comply with South Sudan Legal regime and when required.

- Assist in follow up with relevant authorities and processing of documentations (work permits, visas, residence permit etc.) that may be required by Samaritan's Purse) for its operations
- Preparing settlement agreements, attending settlement meetings and representation of Samaritan's Purse wherever necessary
- Helping Samaritan's Purse secure exemptions whenever needed from local authorities

### 3. Representation

- Representation in all court/tribunal cases/suits in any manner and of all kinds.
- Represent Samaritan's Purse in situations that may require legal representation such as representation before the police, National Security and before any other relevant authorities

Interested firms are invited to submit proposals indicating that they are qualified to provide services as Samaritan's Purse legal counsel on retainer. The proposal must include the firm's profile including qualifications experience of partners and registration with Ministry of Justice, at least two references from other corporate/NGO clients, experience in provision of similar services as a firm, availability of relevant and appropriate skills and expected legal/retainer fees.

The prospective law firms must have relevant expertise in

- Commercial Law
- Employment & Labour Law
- Drafting and conveyancing

#### Your bid should clearly indicate the following:

- Currency of offer in USD
- Net price after deduction of discounts:
- Availability:
- Validity Must be minimum of 1 year
- Detailed specifications (if different from stipulated specifications):
- Limitations

#### Sealing and Marking of Bids

The Bidder shall enclose the bid in a plain envelope securely sealed, the envelope shall:

- Be addressed to the tender committee ( see above e-mail addresses), Juba office
- Bear the bid reference number **JB41281** and subject of the bid category
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located at the Samaritan's Purse office reception and shall register the company and name of the person dropping the envelope.

If all envelopes are not sealed and marked as required, the tender committee will reject the bid during the review time. Bidders with questions regarding this notice should send them in writing to the email address provided above.

#### Conditions of bidding:

- Bids must be valid for a minimum of 1 year.
- Payment terms will be within 30 business days after receipt of services and monthly invoice, by bank transfer/cheque only.
- A reference list with valid current phone numbers and emails.
- Business Contact details including President/Owners of the company
- Samaritan's Purse is not subject to VAT; therefore all offers should be exclusive of VAT costs.
- Deadline for submission of bids is **21<sup>st</sup> Nov 2019** before 5:00pm.
- NB: No tender documents are to be requested from the office. You only need to submit your quotation as instructed above.

- If submitting in an EMAIL format, only bids submitted solely to [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) will be accepted. If contacted directly by Samaritan's Purse, do not submit to the SP contacts email address.

**Terms & Conditions:**

- SAMARITAN'S PURSE accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Payment is upon delivery and after preliminary verification of the items specified; their functionality and originality;
- SAMARITAN'S PURSE reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.