

**Request for Quotation (RFQ)**  
Legal Counsel

August 15, 2019

**REQUEST FOR QUOTATIONS**

TechnoServe Côte d'Ivoire invites you to participate in this competitive solicitation for pricing, delivery and terms of legal services for operating an office as a legally registered foreign association in Côte d'Ivoire.

**INTRODUCTION**

TechnoServe, Inc. is headquartered in Rosslyn, Virginia in the United States of America and is an independent, non-governmental, non-profit organization dedicated to reducing poverty by increasing the competitiveness of farms, businesses and industries in 29 countries in Africa, Latin America and India.

**BACKGROUND**

TechnoServe, Inc. has been working in Côte d'Ivoire since 2009 on a wide array of agricultural and entrepreneurship programs. TechnoServe is legally registered in Côte d'Ivoire as a foreign association, titled TechnoServe Côte d'Ivoire.

TechnoServe Côte d'Ivoire is currently composed of 19 Ivoirian staff members and one foreign national. The 19 Ivoirian staff members are employed by TechnoServe Côte d'Ivoire and the one foreign national is an employed by TechnoServe Inc. TechnoServe Côte d'Ivoire is headquartered in Abidjan.

**GENERAL REQUIREMENTS**

We are looking to identify a law firm to provide legal counsel on issues that arise in connection with TechnoServe's operations in Côte d'Ivoire. This could include advice and support on the engagement and termination or separation with local employees, review of labor contracts and employee handbooks, local entity registration and governance, local commercial contracts and funding agreements, tax matters, dispute resolution, and other issues that may arise in the ordinary course of business. TechnoServe requires counsel to be knowledgeable, cost effective, and responsive. TechnoServe anticipates awarding a one-year retainer agreement to the highest evaluated bidder.

Firms responding to this request should provide a summary of your experience providing advice and assistance on employment and other legal matters for international organizations and their locally registered representative entities. Please provide a summary of your experience providing legal services and your fees for such services, including hourly rates and fixed fees. Your response should demonstrate experience in Côte d'Ivoire with:

1. Employment matters, including immigration, for both local and international

2. Building strong relationships with local government agencies and representatives as applicable
3. Negotiation of commercial contracts and other funding agreements
4. Resolution of disputes
5. Registration and governance of local entities
6. Corporate and employee tax matters
7. Representation of international NGOs

Please include the names and professional qualifications of personnel who would be assigned to provide the legal services. Note that fluency in both English and French is required.

In addition, timeliness and responsiveness to requests is critical to TechnoServe's successful operations in Côte d'Ivoire. As such, please describe how you will ensure responsiveness to TechnoServe requests.

### **FORM/CONTENT OF RESPONSE**

All quotations shall:

1. Be in the English language.
2. Contain detailed costs in francs CFA, with applicable Tax/Charges clearly identified, and provided against each of the categories described in Chart 1.
3. Provide requested payment terms and conditions.
4. Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the vendor.
5. Include a brief outline of the company and services offered, including:
  - Full legal name, jurisdiction of incorporation, and address of the company
  - Full legal name and country of citizenry of company's officers and senior managers/partners
  - Year business was established

### **PRICE SCHEDULE**

Rates must include all taxes and fees, in francs CFA based on the needs listed in Chart 1 below.

**Chart 1: Proposed rates for required legal services**

Description of Legal Services	Hourly Rate(s) (FCFA)
Advice and support on employment, entity registration, and other legal issues that may arise in the ordinary course of business in Côte d'Ivoire for a branch office of a foreign association which has an official agreement with the Government.	Partner:
	Associate:
	Other:
	Discounts/other considerations:

### **CRITERIA FOR SELECTION**

The evaluation of each response to this RFQ will be based on the vendor's demonstrated experience, qualifications, competence, and price. The purpose of this RFQ is to identify law

firms that have the interest, capability, and resources to supply TechnoServe with the requested legal services.

All quotes will be evaluated and scored based on the following criteria:

Price – 30%

Quality of response – 30%

Vendor experience and qualifications – 40%

## **TERMS AND CONDITIONS**

1. This Request for Quotes is not and shall not be considered an offer by TechnoServe.
2. All quotes must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by the vendor.
5. This procurement will be subject to TechnoServe contractual terms and conditions.
6. TechnoServe reserves the right to accept or reject any quote or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendor submitting a quote in response to the RFQ for such rejection or cancellation of the procurement.
7. TechnoServe reserves the right to accept all or part of the quote when awarding the purchase order/contract.
8. All information provided by TechnoServe in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
10. Bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the quote. All quotes and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the quote and supporting documentation, which have been clearly marked confidential by the bidder.

## **SCHEDULE OF EVENTS**

1. Questions regarding this RFQ may be addressed to **Patrick Awo** : [pawo@tns.org](mailto:pawo@tns.org), and must be received not later than August 26, 2019. Responses to questions will be distributed to all interested parties not later than **September 09, 2019**.

End of RFQ