REQUEST FOR QUOTATIONS (RFQ)

RFQ Title: Request for Quotations (RFQ) for Legal Services to Establish Country Office Operations in Côte d’Ivoire

RFQ Number: RFQ-001-FY22

Date of Solicitation: October 12, 2021

Submission Date and Time: November 2, 2021

Estimated Delivery/ Performance Date: November – December 31, 2021

INTRODUCTION

At the heart of Pact is the promise of a better tomorrow. A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant.

Pact is a recognized global leader in international development. Our staff have a range of expertise in areas including public health, capacity development, governance and civil society, natural resource management, poverty, fragile states, monitoring and evaluation, small-scale and artisanal mining, microfinance and more. This expertise is combined in Pact’s unique integrated approach, which focuses on systemic changes needed to improve people’s lives.

PURPOSE

Pact seeks the services of a legal firm to support with the establishment of country office operations in Côte d’Ivoire. This includes, but is not limited to, legal counsel and support with complying with all relevant laws and regulations to 1) ensure appropriate legal representation for Pact in the country; 2) obtain formal registration to operate as a not-for-profit organization in Côte d’Ivoire; 3) open an account with relevant financial institutions; and 4) establish policies and procedures for hiring of local staff.

Key responsibilities may include but are not limited to:

- Legal counsel and support with following the legally required processes and procedures for establishing country office operations in Côte d’Ivoire
- Legal counsel and support with preparation and presentation of necessary documentation for 1) legal representation and 2) registration to operate as a not-for-profit organization in Côte d’Ivoire, including but not limited to, development and review of documentation and publications for national circulation
- Representation of Pact with relevant government authorities during the process of establishing country operations in Côte d’Ivoire, as relevant
• Legal counsel and support with opening bank account(s), including review of required paperwork
• Legal counsel and support with establishing policies and procedures for hiring nationals of Côte d’Ivoire, including compliance with relevant labor laws, development and/or review of country office human resource policies
• Legal counsel on seeking value added tax (VAT) exemptions, as appropriate
• Legal counsel on other topics relevant to Pact’s establishment of country operations in Côte d’Ivoire

**DESIRED QUALIFICATIONS**

• Demonstrated experience working with international non-profit organizations to successfully establish country office operations in Côte d’Ivoire
• Strong understanding of national, regional and local laws and regulations in Côte d’Ivoire relevant to legal representation and registration of non-profit organizations, opening of bank accounts, and labor practices
• Experience working with key institutions in Côte d’Ivoire relevant to a country office registration and establishment process, including but not limited to, Attorney General’s Office, State Attorney’s Office of the Court of Appeals, relevant chambers of commerce, tax authorities, and any other government authorities and institutions with jurisdiction over laws and regulations governing Pact’s operations in Côte d’Ivoire
• Ability to provide timely, clear and constructive guidance on how to move forward with establishing country office operations in Côte d’Ivoire
• Ability to liaise with Pact staff remotely (in writing and through conference calls) as well as in person (during Pact staff visits to Côte d’Ivoire)
• Availability of qualified staff in Côte d’Ivoire to provide necessary legal counsel and support
• Fluency (oral and written) of assigned staff in French; professional competency in English

**ELIGIBILITY**

The solicitation is open to both individual consultants and firms, who are able to:

1) Meet or exceed the qualifications outlined in this RFQ; and
2) Deliver the proposed services within the proposed timeframe.

**SUBMISSION OF PROPOSAL**

Interested applicants are asked to submit the following information in English language:

1. **Estimated quotation** for the services outlined in this RFQ, including:
   a. By unit cost
   b. By total estimated cost based on proposed scope
2. **Proposed timeframe** for accomplishing the steps necessary for the establishment of Pact’s operations in Côte d’Ivoire

**EVALUATION CRITERIA**
Proposals will be evaluated based on the following criteria:

- Adherence to the specifications outlined in this RFQ
- Ability to provide required services, including documented experience registration support to international organizations/businesses
- Price
- Anticipated date of completion

**HOW TO APPLY**

Interested applicants should submit responses to this solicitation via e-mail to the following individuals **no later than October 26, 9:00 A.M, Washington, DC time**:

- Brittany Haga at bhaga@pactworld.org
- Emmanuel Lamptey at elamptey@pactworld.org

Please state “Legal Services in Côte d’Ivoire” in the e-mail subject line.

**TERMS AND CONDITIONS**

- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time.
- Pact may reject any or all proposals received.
- Issuance of request for quotations does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any quotation based on applicant’s failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
- Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact applicants to confirm contact person, address, and that the proposal was submitted for this solicitation.
- By submitting a proposal, the Applicant confirms they understand the terms and conditions.
- The Applicant consents to the disclosure of the documents submitted by the Applicant to the reviewers involved in the selection process.