



REQUEST FOR PROPOSAL – Legal Services

RFP 2019 – 08/01

Closing Date: Friday 23rd August 2019, 2pm (Dar es Salaam, Tanzania)

Pact Tanzania is a non-profit organization with its offices located in Dar Es Salaam. Pact Tanzania serves communities challenged by poverty and marginalization as we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses and government. Our goal is thriving, resilient communities where those we serve are heard, capable and vibrant.

Pact Tanzania invites proposals from eligible, registered local legal firms to provide Legal services for a period of two years Renewable on a yearly basis subject to satisfactory performance.

Terms of References (ToRs) for this assignment will be shared on request through procurementTZ@pactworld.org. The proposal should address the specifics of the ToRs in the order in which they appear and should include a detailed section on the methodology and approach you would adopt in meeting the ToRs

Interested eligible vendor must submit the following information to Pact Tanzania:

- Narrative financial proposal
- Current company profile
- Copies of registration certificate and address of their registered office, valid business license, VAT, tax clearance and TIN certificates
- Descriptions of similar assignments, and at least two (2) names and addresses of client served
- Each tender should also indicate the charges/costs and mode of payments.
- Current audited financial statement

Interested, eligible dealers/vendors should deliver their proposal to:

**The Tender Committee
Pact Tanzania
74 Uporoto Street, Victoria
P. O. Box 6348, Dar es salaam, Tanzania**

All proposals must be in Tanzania shillings and enclosed in a plain sealed envelope.

The deadline is 2pm EAT Friday 23rd August 2019.

Please note:

1. Late or incomplete bids will not be accepted.
2. Electronic bids will not be accepted.
3. The Proposal that complies with all the specifications/requirements and offers the lowest price, shall be selected.
4. Pact may cancel solicitation and not award.
5. Pact may reject any or all responses received.
6. Issuance of request for quotes does not constitute a contract commitment by Pact.
7. Pact reserves the right to disqualify any offer based on offeror failure to follow the solicitation instructions.
8. Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
9. Pact will be contacting all offerors to confirm contact person; address and that the proposal was submitted for this solicitation.