

FIJIAN ELECTIONS OFFICE

Panel of Legal Practitioners

Request for Proposal (RFP) (03/2022)

Request for Proposal

Closing Date: 4.00pm, 08 July, 2022

About Fijian Elections Office

The Fijian Elections Office [**"FEO"**] is an independent Electoral Management Body [**"EMB"**], established in March 2014 under the Electoral Act, 2014. The mandate of the FEO is to conduct general and other elections in Fiji.

Introduction

The FEO wishes to appoint a panel of reputable Law Firms to represent FEO in its legal matters.

The FEO is releasing this Request for Proposal [**"RFP"**] to invite reputable Law Firms to submit proposal for the legal representation of the FEO.

Objectives

An accepted proposal should provide the following:

- Ensure capability & capacity to provide legal services in a timely manner.
- Provide a suitable approach to the scope of work provided in the Terms of Reference.
- Achieve value for money in expenditure of public funds.

RFP Coordinator

Upon release of this RFP, all Bidder communications concerning this Proposal must be directed to the Tender Coordinator listed below.

Ronita Chand
Acting Manager Procurement and Asset Management
Fijian Elections Office
59 -63 High Street, Toorak,
Suva
Email: ronita.chand@feo.org.fj

Please use the **RFP Reference Number and Title in all communications with the RFP Coordinator.**

Unauthorized communication regarding this request with FEO employees or representative may result in disqualification.

Any oral communications will be considered unofficial and non-bidding on FEO. Bidders should rely only on written statements issued by the RFP Coordinator. All communications and information to be provided electronically.

Ensuring the Success of the Long-Term Partnering Relationship

Executive and Management level commitments between tenderer and the FEO need to be in place to provide the framework for a long-term partnership. Partnering principles will be clearly articulated in the contract document and Tenderer's alignment with the principles will be an important part of the evaluation process. The partnering principles include:

- Direct executive oversight and involvement;
- Competitive pricing and predictability of on-going costs and expenses;
- Committing empowered executives to support the partnership;
- Ensuring proper alignment of accountability and responsibility for the relationship;
- Committing quality resources to support the partnership; and
- Protecting the FEO's long term investment in the solution.

Vendor Instructions

Proposal Responses: The FEO must receive responses to this RFP **no later than** the date specified in the advertisement. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP.

Vendors must submit one (1) original with signatures to the following address:

“RFP – Request for Proposal 03/2022 – Panel of Preferred Legal Practitioners “

The Tender Board,
Fijian Elections Office.

Submissions can be emailed to tenders@feo.org.fj, or mailed to PO Box 2528 Government Building Suva, Fiji Islands, or placed in the Tender Box located at the reception of the FEO, at 59-63 High Street, Toorak.

Once the RFP is closed, Bidders may be required to provide further information related to the specifications. All communications and information to be provided electronically.

RFP Amendments – The FEO reserves the right to request clarification on any proposal or to ask Bidders to supply any additional material deemed necessary to assist in the evaluation of the proposal. The FEO also reserves the right to change the RFP schedule or issue amendments to the RFP at any time and also reserves the right to cancel or reissue the RFP.

Rejection of Proposals – The FEO reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interests of the FEO.

Proposal Validity Period - Submission of a proposal will signify the vendor's agreement that its proposal and the contents thereof are valid for 30 days following the submission deadline and will become part of the contract that is negotiated between the FEO and the successful vendor.

Disclaimer – The FEO reserves the right to consult with external experts on any submissions and accompanying documentation.

Non-Obligation – Receipt of submissions in response to this RFP does not obligate the FEO in any way. The right to accept or reject any submission shall be exercised solely by the FEO. The FEO shall retain the right to abandon the Tender process at any time prior to the actual execution of a contract with a successful bidder, and the FEO shall bear no financial or other responsibility in the event of such abandonment.

Terms of Reference

The FEO intends to appoint a panel of reputable Law Firms to represent the FEO for legal cases as and when required for the intended 2022 Elections. The following are the areas that the legal firm or individual person must address as part of the proposal;

1. Administrative Criteria

- a. Firm Profile;
- b. Curriculum Vitae of the Principal(s) and Associate Lawyer(s);
- c. Current and Valid Business Licence;
- d. Current Professional Indemnity Cover;
- e. Statutory Obligations; and
 - i. Tax Compliance Letter
 - ii. Superannuation Compliance Letter
 - iii. Firm Registration Certificate from registrar of Companies
- f. Confirmation of the Law Firm's Trust Account.

2. Technical Areas

- a. Legal Practitioners expertise should be more than 10 years;
- b. Number of Success Rate of cases to be stated;
- c. Capability statement to be defined with reference to the specific area;
- d. Number of Clients currently on contract;
- e. Conflicts of Interests with any of the FEO's associated parties;
- f. The approach or methodology taken to undertake cases; &
- g. Availability of Principal Legal Practitioners as and when Requested.

3. Price Proposal

- a. Proposal of VIP fee per Hour for provision of Legal opinion;
- b. Proposal of a fees structure (Retainer, Administrative Fees, Transport Costs per hour etc.)