

BOTSWANA HOUSING CORPORATION



EXPRESSION OF INTEREST

**FOR THE PROVISION OF LEGAL SERVICES TO THE
CORPORATION FOR A PERIOD OF TWO (2) YEARS**

Closing Date: 18TH DECEMBER 2024

Time: 0900hrs

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INTRODUCTION

The Botswana Housing Corporation is a statutory entity mandated to provide housing, office accommodation and meet other housing needs of the government and local authorities. In discharging this mandate BHC provides properties on rental and sale terms. The Corporation invites reputable **100% CITIZEN OWNED LAW FIRMS** to provide Legal Services to the Corporation.

Interested firms are required to provide comprehensive proposals demonstrating their capacity to provide legal services to a large entity the size of BHC. Successful bidders shall be contracted for a period of **TWO (2) YEARS**.

1 NOTES TO PROPOSALS

1.1 Proposal Submission

The closing dates and time are **18th DEcemebr at 0900hrs**.

2 INSTRUCTIONS TO BIDDERS

2.1 GENERAL

Interested parties are to read instructions carefully. No claim will be entertained on the grounds of failure to read and/or comply with the instructions resulting from lack of proper presentation.

The successful bidders will be required to provide legal services including but not limited to;

- a) Construction law
- b) Contract law
- c) Debt Collection
- d) Company & Commercial law
- e) Litigation
- f) Labour law

2.2 Copies

Proposals must be submitted in a sealed envelope with **One (1) Original and two (2) copies**.

2.3 Responsiveness of Proposals

Failure to comply with the requirements stated in this document may result in the proposal being rejected. BHC reserves the right to assess only those proposals that are fully responsive.

2.4 Submission of Proposals

The proposal must be submitted in plain sealed envelope with the tender number and title clearly marked as shown below.

EXPRESSION OF INTEREST FOR THE PROVISION OF LEGAL SERVICES TO THE CORPORATION FOR A PERIOD OF TWO (2) YEARS.

Proposals must be hand delivered to **Procurement Office, Plot 10236/7 Lejara Road, Broadhurst, Gaborone not later than 0900hrs on 18th December 2024.**

3. EVALUATION OF PROPOSALS

3.1 STAGE 1 - COMPLIANCE

- a) Proposals shall be from **100% Citizen Owned law firms**. Partners must submit certified copies of their National IDs.
- b) Submit Audit report- Trust account (latest).
- c) The law firm shall have a minimum of at least 3 practicing Attorneys.
- d) Submit Admission Certificates for all Attorneys in the firm.
- e) Submit Practicing certificates for all the Attorneys in the firm.
- f) Submit Fidelity certificates for all the Attorneys in the firm.

- g) Submit Firm's registration with the law society.
- h) Submit a professional indemnity cover for a minimum of at least BWP 1,000,000.00.
- i) PPRA Registration Code 318 Legal Services sub-code 01 Legal Services.

Failure to submit any of the Compliance to Tender documents within five (5) days following a request to do so will result in disqualification of the tenderer.

3.2 STAGE 2 - TECHNICAL EVALUATION

Proposals should score a minimum of 70% for them to be considered for shortlisting.

ITEM	TECHNICAL EVALUATION	TOTAL
1	<p>LAW FIRM PROFILE AND PROPOSAL PRESENTATION (MAX. 20 POINTS)</p> <ul style="list-style-type: none"> • Firm profile. (5 marks) • Business continuity plan. (5 marks) • Structure of the firm (Organogram). (3 marks) • Description of quality control procedure used for monitoring work done within the firm (5 marks) • Value added services (2 marks) 	20 marks

2	<p>HUMAN RESOURCE</p> <p>List of all key personnel, including copies of IDs, educational qualifications, CVs.</p> <p>(a) Partner/s</p> <p>Basic Qualifications</p> <ul style="list-style-type: none"> • LLB (10 marks) <p>Work Experience</p> <ul style="list-style-type: none"> • Minimum 10 years as practicing Attorney (10 marks) <p>(b) Associates</p> <p>Basic Qualifications</p> <ul style="list-style-type: none"> • LLB (10 marks) <p>Work Experience</p> <ul style="list-style-type: none"> • At least 1 associate should of 5 years' experience as practicing Attorney (6 marks) <p>(c) Office Accountant</p> <p>Basic Qualifications</p> <ul style="list-style-type: none"> • At least a diploma in accounting qualification or related field (6 marks) 	60 marks

Work Experience

. At least 3 years of work experience **(6 marks)**

(d) Legal Secretaries-at least two (2) of them

. At least one secretary should have a minimum of 5 years' experience **(6 marks)**

. Qualification- a minimum of BGCSE certificate or its equivalent for the 2 secretaries **(4 marks)**

3	<p>EXPERIENCE OF LAW FIRM</p> <p>Demonstrate experience of the law firm in handling similar assignments from previous Clients. Submission of three (3) written references from previous where legal services were currently being provided and/ or have been provided.</p> <ul style="list-style-type: none"> • 3 references: 20 marks • 2 references: 10 marks • 1 reference: 5 marks 	20 marks
	TOTAL	100

Bidders must score at least 70% in order to proceed to Financial Evaluation Stage

3.3 STAGE 3 - FINANCIAL EVALUATION

Law firms must indicate each Attorney's hourly rate as follows;

Description	Hourly rate (Vat inclusive)
Partner	
Associate	

The Corporation will consider the hourly rates proposed to make a shortlist.

4. CONDITIONS OF THE EOI

a. Submission of Proposals

In submitting Proposals, the following instructions shall be binding:

Proposals shall be submitted in a ONE sealed envelope with one (1) document marked "ORIGINAL" and two (2) marked "COPY" addressed to:

Procurement Manager

**Botswana Housing Corporation
P O Box 412
Gaborone,
Botswana**

All proposals shall be hand delivered to:

Procurement Office, Plot 10236/7 Lejara Road, Broadhurst Industrial, Gaborone.

b. Preparation of Proposals

NB: Proposals **MUST** include as much information as possible (in the Technical Evaluation table) to support the proposal with certified documents. The information required above **SHALL** be presented **sequentially** and **indexed** as prescribed in the Technical Evaluation Criteria table.

c. Proposal Reservation

Proposals are reserved for 100% citizen-owned law firms.

3.4. Queries

For any queries, please contact the following:

Procurement Manager

Phone No: 3605205

E-mail: **procurement_tenders@bhc.bw**

Note: All queries must be routed through the Procurement Section. And note that that the last day allowed for any clarifications and enquiries shall be on the **11th December 2024**

DECLARATION FORM

- 1. Name of Company.....
- 2. Name of Director.....
- 3. Postal Address.....
- 4. Telephone No.
- 5. Mobile.....
- 6. Fax No.....
- 7. Email:
- 8. Physical Address (Plot No. / City/ Town/ Village/ Ward)
.....
.

SIGNATURE:

COMPANY STAMP: