

**MUNICIPAL COUNCIL
OF
VACOAS-PHOENIX**

INVITATION FOR

**Expression of Interest for the
services of**

Attorney-at-law and Barrister-at-law

Municipal Council of Vacoas-Phoenix

Town Hall Building

St Paul Road

Vacoas

Tel: 696-2975

Fax:696-4668

Administration Department

November 2015

MUNICIPAL COUNCIL OF VACOAS-PHOENIX

EXPRESSION OF INTEREST

Form for submission of Expression of Interest

The Municipal Council of Vacoas-Phoenix is inviting Expression of Interest from Attorneys-at-law having at least 10 years practice and Barristers-at-law having at least 10 years' experience standing at the Bar and who are willing to provide their services to the Council as and when required.

The selected Attorneys-at-law and Barristers-at-law will be required to provide advice to the Council in the transaction of its businesses and in accordance with the scope of work. The Municipal Council proposes to retain the services of Attorneys-at-law and Barristers-at-law for an initial period of one year from the date of award and which may be extended for a further period of one year or successive periods of one year under the terms and conditions to be determined by the Council subject to satisfactory performance.

Eligibility Criteria

- (i) Attorneys-at-law should have at least 10 years practice and Barristers-at-law should have at least ten (10) years standing at the Bar.
- (ii) The selected Attorney-at-law and Barrister-at-law should be available to discuss urgent issues even outside normal working hours.

Scope of Work

- (i) In respect of the Barrister-at-law to provide legal advice to the Council and vetting of documents
- (ii) In respect of the Attorney-at-law to instruct the Barrister for cases before the courts and other instances
- (iii) To appear on behalf of the Council in Disciplinary Committees and defend the interest of the Council before the Public Bodies Appeal Tribunal, **the Environment and Land Appeal Tribunal** and other Bodies/Authorities, as and when required.
- (iv) To represent the Council in District, Intermediate, Industrial and Supreme Courts
- (v) To advise on enforcement of legislations having to do with the Management of Council's affairs

Other Terms and Conditions

- (i) The services would be retained as and when required by the Council
- (ii) The Council reserves the right to annul the invitation without assigning any reason thereof.
- (iii) The Council reserves the right to call for any clarification/information

- (iv) The Council reserves the right to discontinue the services of the Attorney-at-law and Barrister-at-law retained by giving one month notice or forthwith in case of non-satisfactory performance
- (v) The Attorney-at-law and Barrister-at-law can discontinue their services by giving one month advance notice
- (vi) No financial offer should be made at this stage
- (vii) Payment will be effected after submission of invoice with copy of judgment
- (viii) An annual retainer fee will be paid only to the Barrister-at-Law for tendering legal advice and vetting of documents as and when required during the specific period of time

I have taken cognizance of the Eligibility Criteria, the Scope of Works and other Terms and Conditions and confirm my participation in the exercise.

NAME OF CONTACT DETAILS OF ATTORNEY/BARRISTER*

NAME:

ADDRESS:

SIGNATURE:

PHONE NO:

E-MAIL ADDRESS:

SEAL:

No of years of Experience.....

***Delete where applicable**

Shortlist

A shortlist of up to six Attorneys and six Barristers shall be prepared pursuant to the Expression of Interest exercise and will be invited to submit financial proposals through a Request for Proposal

Clarifications

All clarification sought in respect of the EOI shall be addressed in writing to the Chief Executive, Municipal Council of Vacoas Phoenix, Town Hall Building, St Paul Road, Vacoas at most 7 days before the deadline for submission of the EOI.

1. **DEADLINE FOR SUBMISSION OF EXPRESSION OF INTEREST:** The Expression of Interest in sealed envelope and marked IB/08/15 Expression of Interest for the Services of Attorney and Barrister and indicating the closing date should be addressed to the Chief Executive, Municipal Council of Vacoas Phoenix and deposited in the Tender Box at the Registry: Administration Department of the Municipal Council of Vacoas-Phoenix, St Paul Road Vacoas on or before 15 December 2015 up to 14.00 hours (local time)at latest.

2. Opening of Bid

Bids will be opened on15 December 2015 at 14.00hrs.

3. Expression of interest received after the prescribed date and time will not be considered

4. The Council reserves the right to accept or reject either in whole or in part, any interest expressed and to annul the whole Expression of Interest without thereby incurring any liability whatsoever to any applicant.