REQUEST FOR PROPOSALS (RFP) FOR LEGAL RETAINER SERVICES

1. Introduction

The Malawi Communications Regulatory Authority (MACRA) is inviting interested law firms with a minimum of five (5) years post admission experience to submit written proposals to provide Legal Retainer Services to the Authority. As the Authority’s retained lawyers, the selected law firm will be expected to provide a wide range of legal services.

2. Request for Proposals

MACRA seeks Technical and Financial Proposals from reputable law firms for this appointment. Interested firms must provide information indicating that they are qualified to perform the required services and the information must include the firm’s profile including qualifications experience of partners, at least two references from other corporate clients, descriptions of similar assignments undertaken, experience in similar conditions as a firm, availability of relevant and appropriate skills and expected legal fees.

The prospective law firms must have depth and specialist understanding on variety of communication regulatory issues. Relevant expertise should include but not limited to the following:
1. Knowledge of the Communications Act and experience in Communication Laws.
2. Knowledge & experience with regulatory issues/matters
3. Commercial Law
4. Constitutional & Administrative Law
5. International Law
6. Employment & Labour Law
7. Drafting and conveyancing

3. Terms of Reference (TOR'S)

Detailed Terms of Reference (TORs) are available from MACRA House, Salmin Armour Road, Private Bag 261 Blantyre Malawi

4. Selection

The prospective firm shall be selected in accordance with the Quality and Cost Based Selection (QCBS) procedures as set out in the Government of Malawi Procurement Guidelines: “Request for Proposals Document for the Procurement of Consultancy Services”

5. Duration for the Retainer

The duration will be for a performance based renewable period of one (1) year from the effective date of the retainer.

6. Proposal Submission

Completed copies of proposals in sealed envelopes clearly marked “PROPOSAL FOR LEGAL RETAINER SERVICES” should be submitted in two separate envelopes one marked Technical Proposal for Legal Retainer Services and the other one marked Financial Proposal for Legal Retainer Services and must be delivered to MACRA at the address indicated below by 15:00 hours on 29th February, 2016.

The Chairman-Internal Procurement Committee,
Malawi Communications Authority – MACRA
Salmin Amour Road,
P/ Bag 261,
Blantyre.
7. Proposal Opening

Opening of proposals shall take place in MACRA Boardroom on 29th February, 2016 at 15:00 hours and bidder’s representatives and the general public who wish to attend are most welcome. MACRA is however, not bound to accept the lowest or any proposal but reserves the right to exercise choice of lowest evaluated, substantially responsive proposal and can cancel the procurement proceedings at any stage.