

TENDER NOTICE N°: 004/S/REOI/BSC/2024

REQUEST FOR EXPRESSION OF INTEREST

**TERMS OF REFERENCE FOR THE CONSULTANT TO PROVIDE SERVICES OF
A COURT BAILIFF TO BROADBAND SYSTEMS CORPORATION PLC.**

1.0 CONTEXT

Broadband Systems Corporation PLC (BSC) is an Internet Service provider with a mission to provide world class broadband connectivity and solutions to empower citizens, communities, government and businesses in Rwanda and the region.

BSC seeks to engage a competent Court Bailiff to buttress its internal Recovery particularly around debt collection and all related procedures in the said collection.

The proposal to be submitted should address the service providers' ability to provide the Legal Services referred to herein.

2.0 OBJECTIVE

The objective of this consultancy is to provide comprehensive legal advice to BSC in matters relating to debt collection.

2.1 Specific Objectives

The Specific Objectives are:

- i. To pursue or cause to be pursued all creditors that have been submitted to the consultant.
- ii. To recommend the best approaches to BSC in the way of recouping monies owed.

3.0 SCOPE OF WORK

The Consultant will:

- 3.1 Review the agreements from which the debt emanates;
- 3.2 Prepare a recovery plan and share the same with both the recovery and legal units;
- 3.3 Prepare and submit court submissions where need be;

3.4 Prepare a report on the outcome of each case handled.

4.0 DURATION

The terms and conditions of the agreement shall apply for the duration of twelve (12) months, beginning on the date of the execution of this agreement. This agreement can be extended at the express written consent of both parties.

5.0 FINANCIAL PROPOSAL

5.1 Financial proposal should be submitted separately and should include all administration costs including overheads, printing, posting, copying, and representation.

6.0 QUALIFICATION AND EXPERIENCE

Eligible Consultants should have the following qualifications and experience:

- 6.1 Law Degree with specialization in contract law, debt collection and Litigation.
- 6.2 At least ten years relevant experience in providing legal services at least five (5) of which should be in the areas of Litigation and recovery.
- 6.3 Excellent communication and presentation skills.
- 6.4 Well-staffed and competent team if applicable

7.0 ADDITIONAL INFORMATION

- 7.1 This document constitutes only a solicitation of interest in and proposal for providing legal services to BSC and shall not be interpreted as an offer by BSC to enter into an agreement or agency for such services. Your response will be treated as an offer to provide such services and not an acceptance of any offer made by BSC.
- 7.2 This Request for Proposal is based on the understanding that the review of and response to this Request for Proposal by the law firm will not entail any cost or obligation to BSC.

8.0 SUBMISSION OF PROPOSAL

Eligible Consultant(s) should submit technical and financial proposals in electronic or hard copy format through procurement@bsc.rw. Proposals should also include *inter alia*:

8.1 Statement of relevant experience i.e. similar assignments, at least

- 10 cases, executed in/under execution in the last five years;
- 8.2 Measurable goals and objectives and methodology.
- 8.3 Indication of availability to carry out the Consultancy during the duration of the agreement.
- 8.4 Supporting documents such as CVs are to be attached as appendix.

Only short-listed applicants will be contacted. Minimum score 70%

1. Scoring Criteria

Marks will be awarded given taking into consideration the following general criteria and guidelines:

Nº	CATEGORY	SCORE
SCORING CRITERIA		
1	<u>Qualifications and Relevant experience</u>	[60/60]
	Law Degree with specialization in contract law, debt collection and Litigation	5
	At least ten years relevant experience in providing legal services	15
	At least five (5) of which should be in the areas of Litigation and recovery.	10
	similar assignments, at least 10 cases, executed in/under execution in the last five years;	30
	Methodology and Work Plan	[40]
3	Quality of the methodology proposed as per expectations to undertake the assignment	30
4	A well detailed note showing understanding of the scope of work/ work plan	10
TOTAL		<u>100</u>
Selection method: least cost based selection		

12. Submission Procedures

Application for this consultancy shall be done independently by each consultant, considering the required conditions as well as the different tasks to be accomplished. The individual technical proposals written in English language must reach Broadband Systems Corporation Ltd (BSC PLC by soft

copy to the following e-mail: procurement@bsc.rw not later than **26/11/2024** at **10h30 a.m.** Late proposals will be rejected.

Technical Proposals will be opened in the presence of bidders or their representatives who choose to attend at BSC PLC conference room on **26/11/2024 at 11:00 am.**

The consultants are requested to send their applications which must contain the following documents:

- A letter of interest to the present position,
- A detailed CV of the applicant,
- A document describing the understanding of the terms of reference and the proposed methodology to execute the mission,
- Work plan
- References for similar services done with other institutions
- Other supporting material deemed to be relevant to the proposal (certificates...)

Note : Please contact the procurement team through e-mail procurement@bsc.rw for any required clarifications not later than 3 days before the submission date.

Done at Kigali, on 14/11/2024

Sincerely,



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