

BANK OF SIERRA LEONE
REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES – TO PROVIDE LEGAL SERVICES)

The Bank of Sierra Leone is established by an Act of Parliament to formulate and implement monetary policy and regulate the financial sector.

In pursuit of this mission, the Bank is seeking the services of a reputable organization or firm for retainership to provide legal services.

Against this background, the Bank invites interested Law Firms to submit an Expression of Interest (EOI) to provide the services. Expressions of Interest (EOIs) should clearly demonstrate an understanding of the assignment.

The interested Law Firm(s) will be required to provide the following legal services:

1. Represent the Bank in all court litigations.
2. Proffer legal advice or opinion as may from time to time be required by the Bank.
3. Perform due diligence exercises and prepare reports to the effect.
4. Review legal documents and proffer legal advice in respect of same as and when required by the Bank.
5. Write letters for and on behalf of the Bank in matters pertaining legal issues.
6. Attend meetings and assist with any and/or all negotiations or discussions involving legal issues between the Bank and third parties, if so required.
7. Prepare and register legal agreement or documents on behalf of the Bank if so required.
8. Conduct legal and other searches on registered and /or any other legal instruments.
9. Keep, maintain and secure copies of all legal documents, agreements and records of the Bank's matters.
10. Ensure confidentiality in all matters pertaining to the Bank.
11. Any other legal issues that may occur from time to time.

Short-listing criteria are:

- (1) A minimum of ten (10) years of continuous practice.
- (2) Brief profile of the firm, including the types of services being rendered, number of Lawyers and location of offices. The profile should also include copies of qualifying certificates of the Principal Partner and other Lawyers in the firm.
- (3) The Firm's eligibility and authorization to carry out such services in Sierra Leone.
- (4) Qualifications and experience of key personnel to carry out assignment.
- (5) Flexibility in providing services to the Bank at very short notice.
- (6) Evidence of practicing certificates for the Principal Partner and other lawyers in the firm.
- (7) Evidence of Registration with Corporate Affairs Commission.
- (8) Evidence of firm's registration for Goods and Services Tax (GST).
- (9) Certificate of Tax Clearance for the past three (3) years in respect of the Principal Partner.

Expressions of Interest must be delivered in a written form to the address below; in person, or by email not later than 31st August 2017 at 14:00 hours Freetown Time and clearly marked **EXPRESSION OF INTEREST TO PROVIDE LEGAL SERVICES.**

**Bank of Sierra Leone
Procurement Unit
Office of the Governor
9th Floor, Main Bank Building
Freetown
Sierra Leone
Attn: Dauda A Kamara (Mr.)
Email: dkamara@bsl.gov.sl**