



REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF OUTSOURCED LEGAL DUE-DILIGENCE SERVICE

Safaricom Telecommunications Ethiopia PLC (Safaricom Ethiopia) is seeking professional due diligence and onsite contract execution services from qualified legal professionals with the necessary human resources and presence across Ethiopia.

Under the supervision of Safaricom Ethiopia, the service provider/s are expected to undertake legal due diligence on third parties providing goods and services to Safaricom Ethiopia, collect the necessary documentation, provide advice on possible legal risks and provide mitigation plans.

The service provider is/are also expected to physically sign, register and authenticate contracts on behalf of Safaricom Ethiopia at Document Authentication and Registration Agency or equivalent authorities located in Addis Ababa and across the country, as such applicants are expected to have the necessary network of professionals across the country.

EOI REQUIREMENTS

Interested and capable service providers may submit their Expression of Interest by providing the information and documents listed below:

1. Provide a copy of your professional license to practice law in Ethiopia and a TIN certificate.
2. Provide a copy of the Company's establishment document in case of Law firms (in addition to No.1)
3. Provide a detailed profile on the academic and professional background along with a copy of supportive credentials.
4. Provide proof of regional presence, the network of people across the county that fit regional language requirements, and can promptly undertake the execution, registration, and authentication of contracts.
5. Provide at least three corporate client references for the quality of legal service about the provision of legal due diligence and legal advisory services in the Ethiopian market. (Experience working in Legal Due Diligence and Risk mitigation Advisory in a Multi-National company is advantageous.)
6. Duly completed statement of compliance (that is whether you are fully compliant, partially compliant, or non-compliant) to each of the below-listed requirements.

STATEMENT OF COMPLIANCE

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#	Item Description
A	Relevant Academic and Professional credential
B	Licensed by relevant authorities to deliver the service
C	A minimum of 3 years experience in delivering legal service after having a professional license
D	Demonstrable capacity in delivering the services required, and suitable client references
E	Company Profile outlining the primary service provider and its team

SUBMISSION OF RESPONSES

Interested suppliers should submit their response, comprising the documents listed above and the statement of compliance to the following email addresses bids@safaricom.et **no later than 30 December 2022, at 5 pm.**

- o **All submissions to email should be less than 20MB in size, and if larger should be shared on a google drive link. Please indicate the mail title as Outsourced Legal Due Diligence Service.**

NEXT STEPS

Once the responses are received the further process will follow the steps below.

- Review of submitted Expressions of Interest
- Prequalification of shortlisted suppliers
- Issuing of 'Request for Proposals' to prequalified suppliers

NOTE:

- Only the suppliers who meet our minimum requirements will be considered for further discussions.
- No prices should be provided with this EOI.
- The receipt of the response shall not bind Safaricom to any contractual agreements with the prospective bidder. Such arrangements shall only come in place once a tender process has been completed and an award issued to a successful bidder after technical and commercial evaluation.
- Any costs associated with preparing and submitting the response to the EOI shall be borne by the EOI respondent.

NOTE:

Safaricom Ethiopia reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions will be final and no correspondence will be engaged in, other than to inform the bidders of the outcome of the process. Safaricom Ethiopia and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.