



MZUZU UNIVERSITY

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

- ASSIGNMENT TITLE** : Consultancy Services for Provision of Legal Services.
- REFERENCE NO** : MU/IPDC/CS/02/23.
- DATE OF ISSUE** : 30 June, 2023

Mzuzu University invites suitably qualified bidders to submit sealed **Expressions of Interest** for consultancy services for provision of Legal Services.

The scope of the consultancy services includes the following: prosecuting civil cases on behalf of the University; Defending the University on Civil Law Suits; providing legal opinion on whatever matter as may be requested by the University; assisting the University on securing payment on long outstanding debts from private sector customers and other debtors and assisting the University on settlement of labour related disputes both in and out of the court as well as the office of the Ombudsman.

The detailed Terms of References (TORs) for the assignment can be found at the following websites: www.mzuni.ac.mw; www.ppda.mw.

Mzuzu University now invites eligible consultancy firms (“consultants”) to indicate their interest in providing the services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are:

1. Core business of the firm(s) and years in business.
2. Relevant experience, which should specifically include the following:
 - Experience in handling cases for institutions of higher learning.

- Experience in similar assignments demonstrating an understanding of the terms of references and the tasks to be accomplished, including any specific comments on the TORs.
- Experience in undertaking of the services to be provided and an approach to the consultancy for provision of the legal services.

3. Technical and managerial capability of the firm ((Provide only the structure of the organization, general qualifications, and number of key staff. (Do not provide CV of the staff). Key Experts will not be evaluated at the shortlisting stage)

Consultants may associate with other firms to increase their qualifications but should indicate clearly whether the association is in the form of a joint venture JV and/or a sub-consultancy. In the case of a JV, all the partners shall be jointly and severally liable for the entire period of the contract if they are selected.

A consultant will be selected in accordance with the consultants' qualifications based on the "Quality and Cost Based Selection (QCBS)" method as set out in the Public Procurement and Disposal Act of 2017. A minimum of five to eight consulting firms top ranked based on the evaluation of the Expressions of Interest will be invited for submission of technical and financial proposals. This will be followed by a pre-contract negotiation meeting with the successful consulting firm.

Further information can be obtained at the address below during office hours from 07:30 to 16:30 hours local time.

Expressions of Interest marked, "**Consultancy Services for provision of legal services**", must be delivered in a written form to the address below (in person) and be deposited in the tender box placed at the administration block on or before 31st July 2023 at 14:00 hours.

**The Chairperson,
Internal Procurement and Disposal Committee
(IPDC),
Mzuzu University,
Private Bag 201,
Luwingu,
Mzuzu 2.
Email: dvc@mzuni.ac.mw
copy nyasulu.d@mzuni.ac.mw**