

INVITATION TO BID

TITLE: PROVIDE LEGAL SERVICES AND NOTARIZATION SERVICES TO “PREMIER TRANSPORT AND TOUR SERVICES LTD

1. The Premier Transport & Tours Services LTD (hereinafter called “Client, wants to contract with a Legal Firm, for a period of one-year renewable, to provide Legal services and Notarization Services.
2. This Request for Bid submission is addressed to the eligible and competent Legal Firms duly registered and resident in Rwanda.
3. The PTS requests your proposal for this tender and more details are provided in the Terms of References (TOR) here with attached.
4. Bids prepared in English or French language must be submitted in three copies: an original and 2 copies and must reach, in sealed envelopes, the PTS reception at the latest on **27/02/2024** at 11:00 a.m. Rwanda time.
5. Late bids will be rejected.

Done at Kigali, 07/02/2025

Mr. Joseph KABERA

Managing Director of PTS LTD



REQUEST FOR PROPOSALS

TERMS OF REFERENCE TO PROVIDE LEGAL AND NOTARIZATION SERVICES TO “**PREMIER TRANSPORT AND TOUR SERVICES LTD**”

1. OBJECTIVES

Here are some potential objectives for the Terms of Reference (TOR) for providing legal and notarization services to **Premier Transport and Tour Services Ltd**:

1. **Provision of Legal Advices:** To offer comprehensive legal advice and guidance on all corporate, contractual, and operational matters related to Premier Transport and Tour Services Ltd, and ensuring compliance with relevant local and international regulations, and safeguarding the company's legal interests.
2. **Contract Review and Drafting:** To provide legal services related to the drafting, reviewing, and negotiating of contracts, including but not limited to service agreements, partnership contracts, sales agreements, and employee contracts, ensuring terms are clear, enforceable, and aligned with the company's objectives.
3. **Corporate Governance and Compliance:** To ensure Premier Transport and Tour Services Ltd. adheres to all applicable laws governing its operations, including regulatory requirements for transport and tourism businesses, with a focus on corporate governance and compliance.
4. **Notarization Services:** To offer notarization services for all legal documents that require validation and certification, including business contracts, powers of attorney, declarations, and other official documents, ensuring legal integrity and authenticity.

5. **Dispute Resolution and Litigation Support:** To represent Premier Transport and Tour Services Ltd. in legal disputes, providing strategic counsel in negotiations, alternative dispute resolution, or litigation as necessary, with the aim of minimizing risks and costs to the business.

6. **Intellectual Property Protection:** To assist in protecting the company's intellectual property, including trademarks, service marks, and copyrights, ensuring that legal protections are in place for all proprietary assets, including logos, branding, and digital content.

7. **Employment Law Advice:** To provide ongoing counsel regarding labor laws and employment-related matters, including employee rights, health and safety standards, contracts, and dispute resolution.

8. **Document Verification and Legalization:** To assist with the verification, legalization, and certification of documents for international business purposes, ensuring that all documents are legally recognized in foreign jurisdictions when necessary.

These objectives can be refined and expanded based on the specific needs of Premier Transport and Tour Services Ltd. and the scope of the legal services being contracted.

2. SCOPE OF LEGAL AND NOTARIZATION SERVICES AND FEES

The Consultant legal firm will provide Legal and Notarization Services and *being paid only for case-by-case basis option.*

The law firm will provide, including but not limited to the following services:

	Scope of Services	Pricing mode	Amount (RWF)
	General legal advisory services (corporate matters) including consultation and meetings with PTS Clients.	Lump Sum	

	Legal drafting & review of contracts, letters, resolutions, powers of attorney, company internal rules & regulations, policies and related documents+ Notarization of these documents	Lump sum	
	Providing the Client with a legal opinion on any legal situation as it may occur from time to time including; employment matters, tax compliance, and other regulatory compliance issues.	Lump Sum	
	Permanent engagement and follow up with the local regulatory authorities+ Notarization of minutes	Lump sum	
	Conducting legal due diligence on behalf of Client.	Lump sum	
	Representation & assistance before all public & private institutions including; RIB, Labour Inspector's office etc.	Lump sum	
	Updating the Client on the laws, rules and regulations governing the Client's business activities as may be updated from time to time.	Lump sum	
	Attend meetings with third parties on behalf of Client.	Lump sum	
	Representation & assistance in negotiations with third parties.	Lump sum	
	Representation and assist in the court process at first instance and appeal levels.	Lump sum	
	Representation in other procedures including arbitration, mediation and conciliation.	Lump sum	

NB: please insert the appropriate amount you are offering for each service you will provide.

3. DURATION

The duration of legal and notarization Services shall not exceed twelve (12) months and shall be subject to renewal at the discretion of PREMIER TRANSPORT AND TOUR SERVICES LTD after elapse of the defined duration.

4. QUALIFICATION AND EXPERIENCE

Eligible Consultants/ legal firm should have the following qualifications and experience:

- 4.1 Active law firm with legal and notarization services in combination;
(Supporting evidence to be submitted)
- 4.2 At least 5 years of relevant experience in providing legal and Notarization services to corporate companies.
- 4.3 Submit a list of at least 5 clients whom you have worked with in the 3 years offering similar services, (Supporting evidence to be submitted)
- 4.4 Valid Practice License for Rwanda
- 4.5 Excellent communication and presentation skills.

5. ADDITIONAL INFORMATION

- 5.1 The law firms invited to this Request for Proposal are hereby informed that no relationship can exist between the firm and PREMIER TRANSPORT AND TOUR SERVICES LTD or her representatives except on the basis of a formal written contract. This document constitutes only a solicitation of interest in and proposal for providing legal and notarization services to PREMIER TRANSPORT AND TOUR SERVICES LTD and shall not be interpreted as an offer by PREMIER TRANSPORT AND TOUR SERVICES LTD to enter into an agreement for such services. Your response will be treated as an offer to provide such services and not an acceptance of any offer made by PREMIER TRANSPORT AND TOUR SERVICES LTD.

5.2 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 for PREMIER TRANSPORT AND TOUR SERVICES LTD.

6. SUBMISSION OF PROPOSAL

Consultant(s)/ legal firms should submit technical and financial proposals. Proposals should also include *inter alia*:

6.1 company Profile statement;

6.2 Indication of availability to carry out the legal and Notarization service during the period December 2024 to December 2025;

6.3 Supporting documents such as CVs, certificates of registration, and other relevant documents are to be attached as an appendix

Proposals should be sent to the PTS office, as indicated in the invitation letter for bid submission.

Done at Kigali, February 07th 2025

Mr. Joseph KABERA

Managing Director of PTS

