



**EXPRESSION OF INTEREST FOR THE
PROVISION OF LEGAL SERVICES TO THE BOTSWANA INSTITUTE
FOR TECHNOLOGY RESEARCH AND INNOVATION**

1. Background

Botswana Institute for Technology Research and Innovation (BITRI) was established in 2012 as a Government of the Republic of Botswana company limited by shares, to conduct needs-based research and development in focused areas, in accordance with national priorities. BITRI is under the Ministry of Tertiary Education, Research, Science and Technology (MOTE).

The Mandate of BITRI is to identify, develop and/or adapt appropriate technology solutions that provide sustainable innovative solutions through co-creation and collaboration in line with national priorities and needs of Batswana.

The Botswana Institute for Technology Research and Innovation (BITRI) has initiated a process for selecting a panel of law firms to be engaged from time to time, for the provision of legal services to BITRI.

The areas upon which legal services may be required include, without limitation:

Specialised Areas

- Intellectual Property Law;
- Commercial Law;
- Employment and Labour Relations;
- Litigation;
- Arbitration;
- Conveyancing;

General Areas

- Debt collection
- General Legal Advice.

Law firms are invited to submit proposals to be considered for engagement for the provision of legal services to BITRI. The proposals will be evaluated, and suitable firms will be selected for inclusion on the panel of legal service providers. Inclusion of a law firm is on a non-exclusive basis. BITRI may from time to time invite any firm included on the said list to provide legal services as needed. At its own discretion, BITRI may instruct a law firm not included in the panel for the provision of legal services as BITRI might deem appropriate or expedient.

2. Eligibility Requirements

2.1 In order for a Firm to be eligible for evaluation and further consideration for selection, it must:

Be in good standing with the Law Society of Botswana and submit the following documents with the expression of interest:

- i. Certified copies of valid practicing certificates for attorneys current as at the date of submission;
- ii. Income Tax Clearance Certificate from Botswana Unified Revenue Services;
- iii. Value Added Tax Clearance Certificate from Botswana Unified Revenue Services where applicable;
- iv. Public Procurement and Assets Disposal Board (PPADB) Certification registration;
- v. Schedule of fees for legal services expressed in hourly rates. Distinction should be made between fees for candidates, junior and senior counsel;
- vi. Evidence of Professional Indemnity cover;
- vii. Audited trust accounts for the past three (3) years
- viii. Experience for the past five (5) years showing major transactions undertaken;
- ix. Confirmation that there does not exist any conflict which would prevent the firm or as the case may be any partner or professional associate from providing services to BITRI; and
- x. Details of any litigation, enforcement or disciplinary actions against the firm, its partners or professional assistants relating to professional services during the last five (5) years.

3. Business Assessment

- i. Summarise your Firm's historical relationship with other stakeholders including legal services provided;
- ii. Comment on the level of client support you will provide, including relationship management, dedicated resources and complaint resolution procedure.
- iii. List the value-added services (apart from the provision of legal advice) you could immediately and would, in future, be prepared to provide to BITRI.
- iv. List all the legal areas for which you offer legal services and indicate in which legal areas you believe you are (a) strongest and (b) weakest (excluding areas for which you do not provide legal advice). Please provide justification where necessary.

4. Resourcing

- i. Please provide details of security checks performed on your staff.
- ii. Indicate details of your business continuity plan.
- iii. Describe the quality control procedure you use to supervise or monitor work done by pupil attorneys or interns.

5. Operations

- i. Describe your legal research capabilities and any software applications used to support them.
- ii. Describe your IT support, Disaster Recovery and systems back up procedures.

6. Disclaimer

BITRI shall not be responsible for any cost incurred by any law firm in the preparation or submission of any proposal or to procure or contract for any services. Selection does not confer any exclusivity rights nor guarantee that a law firm will receive instructions from BITRI.

BITRI reserves the right to accept or reject any and all proposals, to revise the Expression of Interest, to request one or more re-submissions or clarification from one or more law firms or to cancel the Expression of Interest.

7. Scoring

BITRI Shall use the Quality Based Selection Evaluation Method to assess submissions for Specialised Areas and the Least Cost Based Selection Evaluation Method when assessing General Areas for responses to Invitations to Tender.

AREA	WEIGHT
Relevance of Practical Experience to the BITRI business	20%
Skills and Academic qualifications	20%
Supervision & Quality Control	20%
Value Added Services	10%
IT Support % Disaster Recovery	10%
Business Continuity Plan	10%
Citizen ownership	10%
TOTAL	100%

8. Submissions

Responses should be enclosed in an envelope marked “Provision of Legal Services” and delivered by hand to the following address:

Legal Services Manager

Botswana Institute for Technology Research and Innovation
Plot 50654, Machel Drive
Private Bag 0082, Gaborone

9. Closing Date

Responses should be received by BITRI **not later than close of business (1630 hours CAT)** on **Wednesday 4th December 2019**. BITRI shall reject any responses submitted late.

The Legal Services Manager can be contacted at telephone number 360 7500 or email kmolefhe@bitri.co.bw for further clarification. For purposes of efficiently responding to enquiries, written communication is preferred.