

REQUEST FOR EXPRESSION OF INTEREST (EOI)

FOR THE PROVISION OF OUTSOURCED LEGAL DUE-DILIGENCE CONSULTANCY SERVICE

Safaricom Telecommunications Ethiopia PLC (Safaricom Ethiopia) is seeking consultancy services for 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 (DARA), 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.

Please note that this EOI replaces a previous EOI covering the same scope. All potential and interested providers are invited to check the minimum requirements and submit your response for further consideration. Providers that submitted documents for the initial EOI will be considered in the new process subject to the submission of updated and/or additional documents where applicable.

EOI REQUIREMENTS

Interested and capable service providers or consultants must:

- 1. Be able to undertake end-to end legal due diligence on third parties across all regions in Ethiopia** - Provide proof of regional presence or the network of professionals across the county that fit regional language requirements, and can promptly undertake the execution, registration, and authentication of contracts.
- 2. Have considerable experience in providing similar services** - Provide a corporate client reference where you have provided similar services on 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.)
- 3. Demonstrable capacity and capability to conduct work across multiple sites** – provide a list or network of appropriately qualified human resources and bank statements (at least 6 months) (for company provide a company bank statement and if submitting as an individual consultant provide personal bank statement).
- 4. Demonstrated experience of a minimum of 3 years in legal practice.**

Administrative Requirements

1. Provide a copy of Valid and update professional license to practice law in Ethiopia and a TIN certificate.
2. Provide a copy of the Company's establishment document in the case of Law firms (in addition to No.1) if applicable.
3. Provide a detailed profile on the academic and professional background along with a copy of supportive credentials for the proposed network of legal professionals.
4. For legal firms – provide company Profile outlining the primary service provider and its team.

Provide a duly completed statement of compliance (that is whether you are fully compliant, partially compliant, or non-compliant) to each of the above items.

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 **February 9th 2024**, at 5 pm.

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.

1. Review of submitted Expressions of Interest
2. Prequalification of shortlisted suppliers
3. Issuing of 'Request for Proposals' to prequalified suppliers.

NOTE the following:

- Only the suppliers that 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 evaluation.
- Any costs associated with preparing and submitting the response to the EOI shall be borne by the 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.