
ZAMBIA CARGO & LOGISTICS LIMITED Mukuba Depot

Plot No. 237, Kurasini Area
Near Dock Yard
P.O Box 105638, Dar es Salaam,
Tanzania

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Invitation for Bids (IfB) REQUEST FOR PROPOSAL (RFP) PROVISION OF LEGAL SERVICES TO ZAMBIA CARGO & LOGISTICS LIMITED

1. Background

Zambia Cargo and Logistics Limited (ZCL) is a regional logistics service provider and wholly owned by the Government of the Republic of Zambia (GRZ) through the Industrial Development Corporation (IDC) with terminals in Tanzania (Dar Es Salaam), Walvis Bay (Namibia) and operating Centre in Ndola, Zambia.

ZCL wishes to invite proposals from qualified law firms for the provision of legal services. This RFP is intended for the onboarding of law firms to the company's list of approved vendors for the financial year 2025.

2. Scope of Services:

The selected law firms will be expected to provide legal services in the following areas:

- i. Corporate and Commercial Law.
- ii. Litigation and Dispute Resolution.
- iii. Compliance and Regulatory Affairs.
- iv. Employment and Labor Law.
- v. Tax and Customs Advisory Services.
- vi. Arbitration and Alternative Dispute Resolution.

3. Eligibility and Criteria:

Interested law firms must meet the following minimum requirements:

- i. Registration and licensing as a law firm in Tanzania.
- ii. Proven experience of at least five (5) years in providing legal services to clients in the in logistics, transportation, or related industries.
- iii. Demonstrated expertise in the practice areas listed above.
- iv. Availability of qualified legal professionals with relevant experience and credentials.
- v. Physical presence or representation in Dares Salaam.

4. Proposal Requirements:

All proposals should include the following details:

- i. Company Profile: Overview of the firm, including name, address, year of establishment. and areas of expertise.
- ii. Certificate of incorporation and Tax payer Certificate (TIN)
- iii. Team Composition: Profiles of key legal practitioners to be assigned, including their qualifications and relevant experience.
- iv. Experience: Details of similar work performed for clients in the logistics or related industries.
- v. Fee Structure: Proposed fee rates, including hourly rates or retainer fees, if applicable.
- vi. Compliance: Confirmation of adherence to applicable laws and professional standards.
- vii. References: Contact details of at least three (3) past or current clients for reference purposes.

5. Submission Deadline:

The Service Provider shall have the following minimum qualifications: Proposals must be submitted by 27th January, 2025 no later than 10:00hrs, Late submissions will not be considered.

6. Proposal Opening

The proposal will be opened on 27th January 10:30hrs.

7. Submission Method:

Proposals should be submitted in a sealed envelope clearly marked "RFP - Provision of Legal Services for Zambia Cargo and Logistics Limited" to the following address:

Zambia Cargo and Logistics Limited
P.O.Box 105638
Kurasini Area, near Dock Yard es Dar es salaam.

8. Important Notes:

- i. This RFP does not constitute a commitment to procure services or award a contract.
- ii. The Company reserves the right to accept or reject any or all proposals without assigning reasons.
- iii. Only shortlisted firms will be contacted for further discussions.

9. Contact for Clarifications:

For any inquiries or clarifications, please contact:
James Kilasi through james.kilasi@zamcargo.co.tz

A Member of the IDC Group of Companies