



MUNICIPALITY OF SWAKOPMUND

EXPRESSION OF INTEREST

PROVISION OF LEGAL SERVICES FOR A PERIOD OF 5 YEARS

The Swakopmund Municipality is currently inviting expressions of interest from qualified legal firms to provide legal services. The Municipal Council of Swakopmund, a local authority established under the Local Authority Act (Act No. 23 of 2023), is in the process of appointing a panel of law firms to serve as their legal practitioners. The appointed law firms shall provide legal services to the Municipal Council of Swakopmund for a period of five years and may not initiate or participate in any investigations against the Council for the duration of their appointment.

Objective

The overall objective of the procurement is to appoint suitable service providers to render legal services to the Council on a wide range of matters, *inter alia*, but not limited to:

1. Provision of advisory services relating to Council's statutory mandate, administrative law and matters ancillary to Council's operations, drafting, reviewing, vetting of legal documents and contracts.
2. Formulation of legal opinions on diverse areas of law, policies, legislation etc;
3. Conducting appropriate legal research and rendering advice on resolution of legal matters.
4. Rendering legal services in respect of commercial law, administrative law, conveyancing, and acquisition & disposal of property
5. Representation of COUNCIL in litigation or other legal proceedings in any Namibian court, tribunal or any other legal form, including statutory bodies
6. Assist in drafting of principal and/or subordinate legislation and/or policies and related matters.
7. Debt collections
8. Any other matter ancillary and/or incidental to the operations of COUNCIL.
9. Initiation and/or chairing of disciplinary matters.
10. Training of Councilors and Management on the Local Authorities Act, Corporate Governance, etc.

Qualification criteria for consultants expressing their interest:

Competent legal firms which expressed their interest must meet the following basic eligibility criteria to be shortlisted for the consultancy service:

- a) Submit documentary evidence that they have a fully operational office in Swakopmund, and an in-house conveyancer. **(Must attach a certified valid Fitness Certificate from the Municipality, title deed or Lease agreement to confirm the location that the firm operates from is within Swakopmund. All documents must be valid at Expression of Interest submission deadline)**
- b) Firms must have at least 3 admitted civil litigation legal practitioners with at least five (5) years of post-admission experience as legal practitioners of the High Court. Additionally, at least one of the legal practitioners must have a right of audience in the Supreme Court; **(Must attach certified copies of: valid Certificate indicating right of audience in the Supreme Court, admission as legal practitioner, certificate i/o S87(1) and evidence to substantiate relevant experience from fully recognised accredited institutions)**

- c) firms must be member of Law Society of Namibia. **(Must attach a valid Fidelity Fund Certificate issued by the Law Society of Namibia, valid at Expression of Interest submission deadline)**
- d) Practitioners must not have convictions for any serious crimes **(Must attach a valid certified copy of a Certificate of Good Conduct (Certificate of clearance) issued by the Namibian Police, valid at Expression of Interest submission deadline)**
- e) Firms must undertake not to act/litigate against the Council;**(shall attach an original or certificate copy of a written undertaking on the law firm's letterhead duly signed and stamped by an authorised person, confirming that the firm shall not undertake to act/litigate against Council or it's representatives for the duration of the contract)**

NB: Shortlisted service providers shall be required to comply with the mandatory documents, as stipulated under section 50(2) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended, and further information will be shared in the consultancy document only with the shortlisted consultants.

Inquiries : Head of Procurement: Hofney Kanandjembo
Contact Details : +264 64 4104 4104
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Procurement Reference : **CS/RP/SM-010/2024**
Submission Deadline : **09 September 2024 @ 11:00**

The Expression of Interest must be submitted in sealed envelopes and clearly marked with the **REFERENCE NUMBER** and addressed to the Head of the Procurement Management Unit. The bidder's name & address must be clearly marked on the back of the sealed envelopes. The Expression of Interests envelope must be placed in the **RED** bid box on the Ground Floor of the Swakopmund Municipal Offices, c/o Rakotoka Street & Daniel Kamho Avenue, Swakopmund or posted to the Head of the Procurement Management Unit, P.O. Box 53, Swakopmund.

Alfeus Benjamin
Chief Executive Officer

Notice No: 48/2024