



KIBO SEED COMPANY LIMITED

Ubora wa kuaminika

Kibo Seed Co. Ltd, P.O.BOX 25 Arusha, Tanzania.

Tel: +255 759 492 222, +255 785 555 112.

Email: info@kiboseeds.co.tz Website: www.kiboseeds.co.tz.

OPEN TENDER

PROVISION OF EXTERNAL LEGAL SERVICES TO KIBO SEED COMPANY LIMITED

Tender No. KSCL/RFQ/LS/01/2024-2025

1. BACKGROUND

Kibo Seed Company is a private Company registered in the United Republic of Tanzania in the Agricultural Industry and in the Seed Sub sector. The main activities for the Company are carrying out Research, Production, Processing of seed, Sales and Marketing activities of seed and other complimentary products.

The Company is seeking quotations from qualified and experienced law firms to provide professional legal services. The selected firm will be responsible for offering legal services while maintaining a high level of professionalism and compliance with applicable laws and regulations.

2. SCOPE OF WORK

The selected service provider will be required to:

- Issue Legal Opinion on the Recover ability of the Debts as required
- Assist to Institute Civil Proceedings to recover debts owed by debtors
- Assist to Institute Criminal Proceedings relating to debts owed by debtors
- Assist in Negotiating payment plans in compliance with relevant regulations where out of court agreement is reached
- Assist in enforcing execution where judgement in favour of the Company has been obtained
- Assist the Company in ensuring full compliance with all the applicable laws

3. ELIGIBILITY CRITERIA

Interested bidders must meet the following criteria:

- Licensed and compliant with local laws,
- Company registration certificate -
- Ability to handle the issued cases

General Manager
Kibo Seed Company Limited
2-04-2025

- Adequate technology and reporting capabilities.

4. QUOTATION REQUIREMENTS

All documentation, including catalogue, instructions shall be in this language	<ul style="list-style-type: none"> ▪ English
Documents to be submitted (Mandatory)	<ul style="list-style-type: none"> ▪ Valid Tax clearance certificate ▪ Valid Practicing Certificates for all Partners and Associates for 2025 ▪ Valid Business License ▪ TRA TIN ▪ Certificate of incorporation ▪ Recommendation from three (3) clients who you have worked with.
Technical Specification (70%)	<ul style="list-style-type: none"> ▪ Provide company profile and have a minimum of 3 years' experience in Legal Services. (25%) ▪ The Legal Firm must illustrate the methodology and work plan (with appropriate timeliness) that will be used to carry out the assignment (25%) ▪ The legal Firm must demonstrate the staff qualification and experience with at least three professional staff with relevant qualification (10%). ▪ The firm should be able to demonstrate its financial stability (Attach the recent audited financial statement) (10%)
Financial Proposal (30%)	<ul style="list-style-type: none"> ▪ The firm to provide the quotation for the legal services including professional fees, travel and other associated costs in Tanzania shillings per category <p>The Financial Categories of Debts, assuming they are all in Arusha are as follows:</p> <ul style="list-style-type: none"> i) 200-300 Million ii) 100-200 Million iii) 50-100 Million and iv) Below 50 Million

NOTE:

1. Evaluation criteria will be based on the Mandatory, Technical and financial evaluation.
2. The lowest evaluated bids will be awarded the contract upon being responsive of the Mandatory and Technical evaluation.
3. Passmark for Technical is 50%
4. Only tenders which are responsive at Technical Evaluation will progress to financial evaluation.

5. SUBMISSION INSTRUCTIONS

Quotation must be submitted physically to our offices KIBO SEED COMPANY LIMITED located at Okaseni Street off Arusha – Namanga Road
Opposite Dodoma/East Africa By-Pass Road Junction

General Manager
Kibo Seed Company Limited
2-04-2025

Also, Opposite Petro Africa Ngaramtoni Service Station
Arusha, Tanzania.

Quotation must be submitted inside the sealed envelope with the subject outside the envelope
Provision of Legal Service for KSCL KSCL/RFP/DC/01/2024-2025.

Quotation must be submitted on or before **23rd June 2025** not later than **10:00am** in the tender. The opening will be done immediately and representatives are invited to attend.

Kindly note: Late submissions will not be considered.

6. CONFIDENTIALITY

All information shared in this RFQ must be treated as confidential.