

# MUNICIPAL COUNCIL OF BEAU BASSIN ROSE HILL



## **Expression of Interest for the Provision of Legal Services - Attorney-at-Law for the period ending 28<sup>th</sup> February 2026 (Renewable yearly)**

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**Procurement No: EOI/MBBRH/01/2023-2024**

*Municipal Town Council of Beau Bassin-Rose Hill*

*Town Hall*

*Rose Hill*

*Tel: 4137600*

*Fax: 4549509*

*Email: [mbbrh@bbrh.org](mailto:mbbrh@bbrh.org); [rosehill@la.govmu.org](mailto:rosehill@la.govmu.org)*

# LETTER OF INVITATION

26<sup>th</sup> March 2024

Dear Sir,

1. Attorneys, holding a minimum of 10 years' experience, as from the date of their call and proven track record of having provided legal services to Local Authorities, are hereby invited to submit their financial proposal for Legal Services to represent the Municipal Council of Beau Bassin Rose Hill in all legal matters for the period **ending 28<sup>th</sup> February 2026 (Renewable yearly upon satisfaction of service).**

2. A Price Activity Schedule is enclosed to enable you to submit your proposal.

3. The price quoted shall be fixed throughout the duration of the contract

4. The Government of the Republic of Mauritius requires that Legal Advisers participating in the procurement in Mauritius observe the highest standard of ethics during the procurement process and execution of contracts.

## 5. Submission of Legal Service Fees

Proposals in sealed envelope clearly marked "**Provision of legal services (Attorney-at-law)**" should be deposited in the Bid/Tender Box located at the *Registry of the Administration Department*, not later than **14<sup>th</sup> March 2024 by 13 00hr at latest.**

## 6. Deciding Award of Contract

Qualification and experience of the legal advisers shall be considered as the paramount requirement. Should you be contacted, you must be prepared to furnish the detailed cost breakdown and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

7. Please note that the *Municipal Council of Beau-Bassin Rose-Hill* is not bound to accept any proposal and may at any time cancel this exercise.

8. The duration of the Contract shall be for the period ending **28<sup>th</sup> February 2024 (Renewable yearly upon satisfaction of service)**. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended (Subject to mutual agreement).

9. You are requested to hold your proposal valid for **90 days** from the deadline for submission of proposals.

10. Assuming that the contract is satisfactorily concluded within the prescribed delay, you will be expected to act as Legal Adviser after award.

**11. Tax Liability**

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Mauritius.

12. We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.

**13. Rights of the Public Body**

The council shall have the right to (a) ask for clarifications at time of evaluating proposals, (b) split the contract on an item basis (c) reject all quotations

The Council shall not be bound to accept the lowest of any quotation.

**13. Documents to be submitted**

- a. Detailed CV with an outline of relevant past / present experience, including experience of similar nature in Local Authorities and /or parastatal organisations and government institutions
- b. Supporting documents (NID card and certificates)
- c. Evidence of being registered with the Mauritius Law Society.
- d. VAT Registration Certificate.
- e. Any other relevant documents.
- f. Annexure 2 – Price Activity Schedule

Yours faithfully,

**Naushad Bahadoor**  
**Principal Procurement and Supply Officer**

## MUNICIPAL COUNCIL OF BEAU-BASSIN ROSE-HILL

Provision of *LEGAL SERVICES (Attorney at Law)* for the period ending 28<sup>th</sup> February 2026  
(Renewable yearly upon satisfaction of service)

### PRICED ACTIVITY SCHEDULE

ATTORNEY AT LAW		
Item No	Brief Description of Services	Rs (Incl VAT)
1	Appearing/Defending before the District Court	
2	Appearing/Defending before the Intermediate Court	
3	Appearing/Defending before the Industrial Court	
4	Appearing/Defending before the Judge in chambers	
5	Appearing/Defending before Supreme Court	
6	Appearing/Defending before the Supreme Court (Appeals)	
7	Appearing/Defending before any Tribunal or Disciplinary Board	
8	Appearing/Defending before Commercial Court	
9	Recovery of Debt – Supreme Court	
10	Recovery of Debt – Intermediate Court	
11	Recovery of Debt – District Court	
12	Preparing/Serving any Document/Notice before prosecution	
13	Mise en demeure and reply to mise en demeure and other legal documents	

**Prices quoted should be inclusive of all charges, transport, administrative cost, etc...**

**Priced Activity Schedule Authorised By:**

Name of Attorney:
Date:
Phone No:
Fax No:
Email:
Signature: