



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين

MANAMA

MPGC-035-2017

REQUEST FOR QUOTATIONS

The Philippine Embassy in Manama, Kingdom of Bahrain invites reputable law firms to provide quotations for Legal Retainer Services.

Quotations are to be submitted *on or before 13 December 2018* through email at: manamape@batelco.com.bh or personally at Villa No. 939, Road No. 3220, Block 332, Mahooz, Manama, Kingdom of Bahrain.

For additional details, inquiries and clarification regarding the above quotation, you may communicate with Ms. Emily Kristine C. Villanueva-Descallar, Legal Officer of the Embassy, from Sunday, 09 December 2018, to Thursday, 13 December 2018, during office hours (8:00 a.m. – 3:00 pm) through tel.: +973 17721234 and email: manamape@batelco.com.bh.



**TERMS OF REFERENCE FOR
LEGAL RETAINER SERVICES FOR
JANUARY TO DECEMBER 2019**

I.	BACKGROUND	
	The Embassy of the Republic of the Philippines in the Kingdom of Bahrain intends to engage the services of a law firm as its Legal Retainer.	
II.	OBJECTIVE	
	To provide year-round legal services to the Embassy from a law firm that has a team of lawyers with the appropriate training and experience to ensure the needed legal services of the Embassy and its clients	
III.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	A. Qualifications of the Legal Retainer 1. The Legal Retainer shall be registered, existing and licensed to provide legal services under the laws of the Kingdom of Bahrain.	
	2. The Legal Retainer shall have a team of lawyers with the required training and experience to render legal services in the Kingdom of Bahrain.	
	B. Duties of the Legal Retainer 1. To be available for consultations and provide legal opinions in English on all matters involving the laws and regulations of Bahrain.	
	2. To act as legal counsel, including to initiate the appropriate legal proceedings or to defend against complaints or charges, to prepare and file the necessary pleadings and other papers, and to appear before the police, prosecutor, courts, tribunals or agencies of Bahrain, for civil cases, administrative cases, labor cases, criminal cases, or other types of legal proceedings, from initial police or other investigation, including amicable settlement or mediation, up to the highest tier of court in Bahrain.	

	<p>The types of cases to be handled by the Attorney shall include but not limited to:</p> <ul style="list-style-type: none"> • Police investigation and criminal cases • Claims for blood money • Claims for unpaid wages, end of service and other benefits, and other labor-related matters • Travel ban, passport retrieval, and other immigration matters relating to the issuance of exit visa and repatriation of Filipinos 	
	<p>3. To draft or review contracts, agreements, affidavits, undertakings and other legal documents to be used in court and other tribunals in the Kingdom of Bahrain</p>	
	<p>4. To provide a lawyer to be available for personal consultations with Filipinos at the law firm or Embassy, as needed.</p>	
	<p>5. To act as lecturer for seminars on selected topics on the laws and regulations of Bahrain relevant to Filipinos, to be organized by the Embassy.</p>	
IV.	<p>CONTRACT DURATION</p> <p>The Legal Retainer Agreement shall be signed within seven (7) upon the Legal Retainer's receipt of the Notice of Award and Notice to Proceed issued by the Embassy. The Legal Retainer Agreement shall take effect upon signing and shall be for a period of twelve (12) months.</p>	
V.	<p>CONFIDENTIALITY</p> <p>All information acquired by the Legal Retainer from the Embassy, its officers and staff, and other persons that the Embassy referred to the Legal Retainer, including the information on their cases, shall remain confidential.</p> <p>Breach of confidentiality shall constitute a violation of the contract and shall be a ground for its termination by the Embassy.</p>	
VI.	<p>TERMS OF PAYMENT</p> <p>Payment for the Legal Retainer Services shall be on a monthly basis for 12 months, in Bahraini Dinars, upon</p>	

	conclusion of the Legal Retainer Agreement.	
	The Legal Retainer shall issue the appropriate invoices and receipts.	