

SPECIFICATION:

THE APPOINTMENT OF LAW FIRMS FOR THE COLLEGE (03 YEARS)

AIM:

To seek approval from the Office of the Principal to appoint legal firm(s) that will represent College in ALL Legal Matters within the College through SCM process. It is requested that the College invite Law firms to a Bid to select the best legal firms to represent the College in legal matters, which include but not limited to; Civil Claims, Legal Opinions, MOUs, Court Case, Labour Matters referred to Labour Court and Disputes Referred to Bargaining Council,

BACKGROUND

It is a common cause that the College deals and or handles litigation while in the scope of executing core business which is teaching and learning and it is advisable that it has been that the College outsource these legal service to an accredited Law firms by following tender process.

TERMS OF REFERENCE:

The following terms of reference has been laid out for rate based financial billing:

- Consultation and Attendances
- Taking instructions, opening a file which does not include consultation and perusing documents
- Telephone consultations per quarter of an hour
- Correspondance (Letters, faxes & email) per page 250 Words
- Attending to send fax per page
- Drawing of documents per page (particulars of claim, affidavits, indices, brief to Counsel) per page
- Drawing of documents per page (particulars of claim, affidavits, indices, brief to Counsel) per page
- Perusal of documents or Folio
- Attendance to file and service of pleadings
- Research per quarter of an hour
- Drafting of Service Level Agreement(SLA)