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**Documents that needs to be submitted for the bid**

#	Description	Remarks
1	Letter of Tender	Mandatory
2	Power of Attorney / Resolution by the BOD (Giving the authorized signatory the authority to sign the bid and submit the bid etc. on behalf of the bidder).	Optional but highly Recommended
3	Legal License	Mandatory
4	Business Profile	Mandatory
5	Business Registration Certificate	Mandatory
6	Price Schedule	Mandatory

**Technical Information Requirement**

#	Description	Remarks
1	Bidder Information or Profile	Optional but highly recommended
2	Copy of the incorporation/registration certificate	Mandatory
3	Evidence for bidder's Experience (For all the stated bidder's legal engagements (works/services), references (name & contact person details) are required in order to be considered to give a score. References shall be provided to KACL's satisfaction for cross-referencing and verification. KACL shall have the right to cross-reference or verify the stated experiences etc at KACL's own discretion. KACL reserves the right to disregard any evidence based on the clarity of evidence & level of activity stated as carried).	Mandatory
4	Proposed Team & their experience (Details of the senior lawyers, junior lawyers & key- personnel etc. in the form of CVs etc. For all the stated legal engagements (works/services), references (name & contact person details) are required in order to be considered to give a score. References	Mandatory

	shall be provided to KACL's satisfaction for cross-referencing and verification. KACL shall have the right to cross-reference or verify the stated experiences etc at KACL's own discretion. KACL reserves the right to disregard any evidence based on the clarity of evidence & level of activity stated as carried).	
5	Proposed solution to act in the event of a conflict of interest or overlapping legal proceedings.	Mandatory

### Technical Compliance Requirement

#	Description
1	The Retainer shall be a business entity, in existence for a minimum period of Three (3) years in providing legal services.
2	Combined experience of proposed senior lawyers shall not be less than Seven (7) years and shall be familiar with contract law, company law, commercial law, aviation law or related laws.
3	Combined experience of proposed senior lawyers shall not be less than Seven (7) years in representing clients in the legal proceedings.
4	Combined experience of proposed senior lawyers shall not be less than Seven (7) years in providing legal services to an airline / airport operator / SOE
5	How the Retainer will deal with cases of any future activities of the Retainer which may be perceived to be overlapping the interests of KACL.

### Technical Compliance Requirement (Total 60 Points)

#	Description	Points	
1	Age of the Bidder	Max 5	
	Number of years of the bidder as a registered business entity in the Republic of Maldives. Copy of the incorporation certificate shall be provided as documentary evidence and will be used for the purpose.		
	Between 3 to 7 years		1
	Between 7 to 10 years		3
	More than 10 Years		5
2	Age of the bidder in providing legal services	Max 5	
	Number of years the bidder has provided legal services.		
	Between 3 to 7 years		1
	Between 7 to 10 years		3
	More than 10 Years		5
3	Experience of the bidder	Max 15	
	Number of legal engagements where legal services have been provided by the bidder during the past twelve (12) years.		



	No engagements	0
	Between 1 to 3 engagements	2
	Between 4 to 7 engagements	5
	Between 8 to 11 engagements	7
	Between 12 to 15 engagements	10
	More than 15 engagements	15
4	Experience of the bidder in SOEs / aviation industry / airport operators / airlines / airline operators	Max 10
	Number of legal engagements where legal services have been provided by the bidder to SOEs / aviation industry / airport operators / airlines / airline operators during the past twelve (12) years.	
	No engagements	0
	Between 1 to 10 engagements	3
	Between 11 to 20 engagements	5
	Between 21 to 30 engagements	7
	More than 30 engagements	10
5	Number of clients served by the bidder	Max 10
	Number of clients the bidder has provided legal services during the past twelve (12) years	
	no clients	0
	between 1 to 10 clients	2
	between 11 to 20 clients	5
	between 21 to 30 clients	7
	more than 30 engagements	10
6	Combined Experience of the Team in providing legal services	Max 10
	Number of legal engagements where proposed team members (lawyers) were directly and actively involved in providing legal services during the past twelve (12) years	
	All the stated legal engagements (works/services) of the lawyers will be used to count & determine the number.	
	No engagements	0
	Between 1 to 5 engagements	2
	Between 6 to 10 engagements	4
	Between 11 to 15 engagements	6
	Between 16 to 20 engagements	8
	More than 20 engagements	10
7	Combined Experience of the Team in SOEs / aviation industry / airport operators / airlines / airline operators	Max 5
	Number of legal engagements where proposed team members	

	(lawyers) were directly and actively involved in providing legal services to SOEs / aviation industry / airport operators / airlines / airline operators during the past twelve (12) years	
	No engagements	0
	Between 1 to 5 engagements	1
	Between 6 to 10 engagements	2
	Between 11 to 15 engagements	3
	Between 16 to 20 engagements	4
	More than 20 engagements	5

### Financial Scoring (Total 40 Points)

#	Description	Points
1	<b>Monthly Service Fee</b>	Max 20
	Formula: The bid proposing the lowest “Monthly Service Fee” will receive a maximum score of Twenty (20), and points will be allocated to other bids accordingly	
2	<b>Additional Hour Fee</b>	Max 5
	Formula: The bid proposing the lowest “Rate per Additional Hour” will receive a maximum score of Five (5), and points will be allocated to other bids accordingly	
3	<b>Court Attendance fee for Superior Court/tribunals</b>	Max 5
	Formula: The bid proposing the lowest “Rate per each Court Attendance” for the Superior Court/tribunals will receive a maximum score of five (5), and points will be allocated to other bids accordingly	
4	<b>Court Attendance fee for High Court</b>	Max 5
	Formula: The bid proposing the lowest “Rate per each Court Attendance” for the High Court Court will receive a maximum score of five (5), and points will be allocated to other bids accordingly	
5	<b>Court Attendance fee for Supreme Court</b>	Max 5
	Formula: The bid proposing the lowest “Rate per each Court Attendance” for the Supreme Court will receive a maximum score of five (5), and points will be allocated to other bids accordingly	

