The International Center for Biosaline Agriculture (ICBA) is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.
I. GENERAL INFORMATION

1.1 Background

The International Center for Biosaline Agriculture (ICBA) is a non-profit, international center of excellence for applied research and development, established in Dubai in 1999 – identifies, develops and promotes innovative solutions and technologies that can increase food, nutrition and water security, improve the livelihoods of people and reduce degradation of natural resources in marginal environments, i.e. environments where natural resources are limited or have been degraded.

Established as an international organization by its founders, the United Arab Emirates (UAE) and the Islamic Development Bank (IsDB), ICBA has been categorized as a public international organization (PIO) by the United States Agency for International Development (USAID). The United States Internal Revenue Service (IRS) has classified ICBA as a public charity and is exempt from US Federal Tax under Internal Revenue Code section 501 (c) 3.

1.2 Purpose of the RFP

This request for proposal (RFP) is to contract for legal services to be provided to the International Center for Biosaline Agriculture as per the requirements below;

- Conduct review of ICBA’s existing agreements, international recognition, legal documents in order to establish the actual international status of ICBA.

- Advise on the adequacy of legal documents to recognize ICBA’s international status; in view of performing its mandate worldwide.

- Provide options in registering or recognizing ICBA as an international Research for Development institution.

II. Instruction to Bidders

Bidder is requested to read the bidding documents carefully to be able to submit a responsive proposal. In submitting the proposal, bidder must respect all instructions, forms and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal.

2.1 Deadlines

| Deadline for requesting clarifications/Questions | April 2nd, 2020 |
| Deadline for submission of proposals | April 9th, 2020 |

2.2 Submission of Proposals

Proposals must be submitted in sealed envelopes at ICBA reception or electronically through ICBA procurement portal: https://procurement.biosaline.org/

2.3 Proposal Contents

The bidder in its proposal, shall, as a minimum, include the following;
a) **Legal Experience** – The bidder should describe the legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to ICBA. Experience should include the following categories:

(i) Experience assisting entities to be recognized/registered as international organizations; preferably research and development organizations and in the region.
(ii) Experience on advising entities on their international status.
(iii) Experience advising non-profit organizations conducting international Research and Development programs.

b) **Organization, Size, Structure and Areas of practice** – The bidder should describe its organization, size, structure, areas of expertise and office location(s).

c) **Team Qualifications** – The bidder should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include;

(i) An organizational chart and description for the team that will serve ICBA. Indicate their roles, position in firm, experience, education and degrees earned.
(ii) Prior experience of the individual team members with respect to their experience. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

d) **Financial Capacity** - Each bidder shall certify that it has the financial capacity to provide services outlined in this RFP and there is not any pending litigation, bankruptcy proceedings or financial events against the firm that may impact its financial capacity.

e) **Price** - At least 3 Client references (Government and/or non-profit organization). References will be contacted as part of the selection process. References should include the contact name, title, company/organization, address, e-mail and phone number.

2.4 **Validity of proposals**

Proposals must remain valid and open for the acceptance of ICBA for 90 days from the RFP closing date. Proposals specifying a shorter acceptance period will be considered as non-responsive proposals.

2.5 **Incomplete and Late offers**

Incomplete and late proposals will not be accepted. It is the bidder’s responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.

2.6 **Inquiries**

Bidders may submit questions in writing through e-mail to the following address and before the deadline stated in the table of deadlines

Contact name: Ms. Zareen Nyambura
Procurement Assistant
Tel. no: 00971 4304 6331
Email: procurement@biosaline.org.ae

Any clarification issued by ICBA will be communicated in writing to all the bidders before date stated in the table above. No further clarifications will be given after the stated date. Note: Any clarification issued by ICBA will be communicated in writing to all the bidders & will be published on ICBA- Procurement website: www.procurement.biosaline.org

Any prospective bidders seeking to arrange individual meetings with ICBA or any of its employees concerning this contract during the bidding period may be excluded from the bidding process.

2.7 **Alteration of proposals**

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.
2.8 Eligible Bidder

Bidders considered eligible to submit proposals are defined as follows:

- Entity /organization that is legally registered and can provide a valid certificate of legal registration/ trade registration license.
- Bidder must have the technical and financial capacity to perform this contract successfully.

2.9 Costs for preparing proposals

Under no circumstances will ICBA be liable for any costs incurred in connection to the preparation and submission of proposals even if ICBA decides to reject all the proposals or cancel the bid.

2.10 Clarification

During the evaluation process, ICBA may request additional information and samples from bidders if it is necessary for further clarifications regarding the submitted proposal.

2.11 Evaluation of proposals

The proposal received will be evaluated and ranked according to the following criteria points:

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<thead>
<tr>
<th>Range</th>
<th>Criteria</th>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Price</td>
<td>Proposed approach to scope of work</td>
<td>25%</td>
<td></td>
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<tr>
<td></td>
<td>Experience on the scope of work</td>
<td>25%</td>
<td></td>
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<tr>
<td></td>
<td>Company profile and team qualifications</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td>Competitive Price</td>
<td>30%</td>
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</tbody>
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2.12 Amendments

During the proposal submission period, if ICBA decides to modify/ change any requirement/s of the RFP, the modification/s shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all bidders.

2.13 Confidentiality

The entire evaluation procedure is confidential, and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than ICBA.

2.14 Bid Cancellation

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to
any of the bidders. Bidders will be notified in writing of the cancellation.

2.15 Discussion/Negotiation

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

2.16 Award Letter & Contract

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA’s needs. Please note that an award letter is not a contract and can be withdrawn at ICBA sole discretion. Bidder’s Failure to accept the award at the time of receiving notification from the bidder, ICBA has the right to award the contract to the next best bidder.

2.17 Bidder Responsibility

It is the responsibility of each bidder before submitting a proposal:
• To examine thoroughly the documents and other related data identified in the proposal documents.
• To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
• To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies in or between the contract documents and such other related documents

2.18 Governing Law and Language

This bid is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The bid documents and all notices pursuant to the provisions thereof shall be in English. The commercial proposal shall be submitted in the AED Currency.

2.19 Payment Terms

ICBA’s standard payment terms are net thirty (30) days. Different payment terms may be agreed to when executing the contract.

III. SCOPE OF SERVICES

The bidder shall be readily available to perform the following services;

1. Conduct review of ICBA’s existing agreements, international recognition, legal documents in order to establish the actual international status of ICBA.

2. Advise on the adequacy of legal documents to recognize ICBA’s international status; in view of performing its mandate worldwide.

3. Provide options in registering or recognizing ICBA as an international Research for Development institution.

4. Other legal services as required