



## **SOUTH AFRICAN CONSULATE GENERAL SÃO PAULO**

**Appointment of a service provider to provide legal advices  
as per the local laws**

# **SPECIFICATION**

## **SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LEGAL OPINION FOR THE SOUTH AFRICAN CONSULATE GENERAL AS PER THE LOCAL LAWS**

### **1. INTRODUCTION**

- 1.1 The Government of the (RSA) Republic of South Africa, which is represented by the South African Consulate General in Sao Paulo, requires the services of a Lawyer.

### **2. PURPOSE**

- 2.1 The purpose of this request is to request quotations/ proposals for legal advices

### **3. SPECIFICATIONS**

The South African Consulate General seeks to appoint a legal firm to provide the legal opinion on the following areas:

- 3.1 Legal opinion related to the labour matters in line with the local labour law.  
3.2 Legal opinion related to locally recruited personnel benefits i.e INSS, Medical insurance, leave payments, end of service benefits and any other benefit listed as per the local labour law.  
3.3 Legal opinion related to court cases in line with local courts laws.  
3.4 Legal opinion related to leased properties in line with the local property law.  
3.5 Legal opinion related to state owned property in line with the local property law.  
3.6 Legal opinion related to any other services required by the South African Consulate.

### **4. Terms and Condition of the contract upon appointment of the prospective legal firm**

- 4.1 The South African Consulate General will request a service to be rendered in writing.  
4.2 Legal firm will provide a quotation for the services to be rendered prior to rendering the service.  
4.3 Services will be rendered upon confirmation and acceptance of the quotation.  
4.4 Service provider will make a provision of the detail report of the services rendered.  
4.5 Invoice will then be issued by the service provider to be paid within 30 days from the date of receipts.  
4.6 Even though in Brazil the services are paid as per the issuance of the boleto and time lines allocated to it. It will be appreciated if the service provider grant reasonable period for the payment of the boleto to avoid interests and penalties for late payments.  
4.7 Reasonable period for payment of boleto to be negotiated with the prospective service provider upon appointment.

**4. TIME FRAMES**

- 4.1 The appointed legal firm will be expected to sign a contract with the South African Consulate for the period of three years.
- 4.2 The service provider will be required to submit the legal opinion within five (5) working days from the date of confirmation of the invoice.

**5. EVALUATION METHODOLOGY**

- 5.1 The quotations/proposals will be evaluated based on price

**6. CONTACT PERSONS**

Enquiries and submission of proposals can be directed to:

The Consul Administration  
Mr Marothi E Masombuka  
[masombukam@dirco.gov.za](mailto:masombukam@dirco.gov.za)

(011) 3265 0449

Closing date for submission of the quotation/proposals: 07 January 2022 at 14:00 pm