



University of Technology, Jamaica

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

The University of Technology, Jamaica invites proposals from suitably qualified Law Firms, which are registered with the respective Authorities to practice law and offer legal services and representation in Jamaica, the United States of America and the United Kingdom and have expertise in the following areas of practice:

- Civil Litigation
- Criminal Litigation
- Employment and Labour Law
- Contracts
- Debt Collection
- Personal Injury
- Government Procurement Guidelines
- Conveyancing
- Arbitration
- Trademarks and Intellectual Property

The proposal shall include and firms will be assessed on:

- (a) Capability statements indicating the level of general and specific experience in the respective practice
- (b) Organization and staffing
- (c) Years in existence
- (d) Capacity and Responsiveness
- (e) Current Client Listing
- (f) Proof of Professional Indemnity Insurance
- (g) References – at least five (5) Testimonials should be submitted

Interested eligible firms must submit the following:

- (i) a copy of their Company Registration
- (ii) Valid Tax Compliance Letter
- (iii) Company Profile
- (iv) Fee Proposal indicating the applicable hourly rates

The successful firm will be engaged for a five-year period.

Proposals must be submitted no later than **10:00 am December 7, 2017** addressed to the office of:

The Director
Procurement & Office Services
University of Technology, Jamaica
First Floor, Administration Building
237 Old Hope Road, Kingston 6