



## Practice Document

|                            |                                              |
|----------------------------|----------------------------------------------|
| Practice Name              | ANNOUNCEMENT FOR PROVISION OF LEGAL SERVICES |
| Practice Number            | QCTZ/2026/59                                 |
| Practice Announcement Date | 03/09/2026                                   |
| Practice Closing Date      | 16/09/2026                                   |

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## **Instructions for Submitting the Bid**

### **About Qatar Charity**

Qatar Charity is an international, non-governmental organization dedicated to implementing humanitarian and development programs aimed at assisting and empowering people. Qatar Charity operates across more than 50 countries in Africa, Asia, and Europe. Its local programs consider humanitarian and developmental needs without applying a one size fits all approach. Qatar Charity targets countries where its projects are implemented objectively and transparently, in alignment with its core values: humanity, independence, neutrality, nondiscrimination, transparency, professionalism, cooperation, and belonging. -size-fits-all approach. Qatar Charity targets countries where its projects are implemented objectively and transparently, in alignment with its core values: humanity, independence, neutrality, non-discrimination, transparency, professionalism, cooperation, and belonging.

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### **1. General Provisions**

- 1.1. Bidders must carefully read these instructions before submitting their responses.
- 1.2. Non-compliance with required conditions will result in bid disqualification.
- 1.3. Bidders must be fully aware of the contractual conditions and commitments before submitting their bid.

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### **2. Purpose**

Qatar Charity Tanzania invites qualified and legally registered law firms to submit proposals for the provision of legal services on a retainer basis. The selected law firm will provide legal advisory, representation, contract review and drafting, compliance support, and other related legal services as required by Qatar Charity Tanzania.

### **Practice Documents**

- 2.1. Practice documents include :
- 2.2. Qatar Charity reserves the right to amend the Practice Booklet at any time before the submission deadline and before awarding the practice, if necessary. Written notifications will be sent to bidders regarding any amendments. Qatar Charity may extend the submission deadline at its discretion.

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2.3. All bids, documents, publications, and any copies extracted by any party shall remain the property of Qatar Charity.

2.4. Communication with Qatar Charity can be made through the following channels for inquiries related to the practice:

2.4.1

|                               |                         |                     |
|-------------------------------|-------------------------|---------------------|
| <b>Practice Number</b>        | <b>QCTZ/2026/59</b>     |                     |
| <b>Inquiry Email</b>          | qctanzania@qcharity.org |                     |
| <b>Deadline for Inquiries</b> | 19/06/2026              | <b>Time:1400HRS</b> |

2.5. All inquiries must be written. Qatar Charity may circulate any replies to all bidders. Inquiries must clearly include:

- Practice number
- The question
- Bidder's information

### **3. Bid Submission**

Bidders must review all required documents in the Practice Booklet:

#### **First: Technical Offer**

##### **Required documents:**

1. Practice booklet and specifications signed and stamped on all pages without any alteration or deletion.
2. Memorandum of Association.
3. Certificate of Incorporation/BRELLA Registration
4. BRELLA Extract
5. Valid Business License / Activity Permit.
6. Copies of passports / IDs of company owners and authorized signatory.
7. Valid Tax Card / Tax Registration Certificate/ VAT if applicable
8. Recently issued a Tax Clearance Certificate.
9. Bank certificate indicating authorized signatories and IBAN.

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10. Company Profile:

Law firm overview, year of establishment, areas of legal specialization, organizational structure, office locations, relevant experience, major clients, and similar assignments successfully completed within the last four (4) years.

11. Evidence of relevant experience, including reference letters, engagement contracts, completion certificates, or other supporting documentation for similar legal assignments undertaken within the last four (4) years.

12. Provide a list of at least three (3) current or recent clients for whom similar legal services have been provided within the last four (4) years, including the client's name, contact person, designation, email address, telephone number, and a brief description of the services provided.

13. Financial capacity: audited financial statements for the last 3 years + recent bank certificate proving financial capability.

14. ID of signatories or contact personnel.

15. List of Proposed Legal Professionals

The bidder shall provide a list of the proposed legal professionals who will be assigned to QC-Tanzania, together with their Curriculum Vitae (CVs), academic and professional certificates, valid Practicing Certificates, and evidence of membership in the Tanganyika Law Society (TLS) or any other relevant professional body.

16. Copies of all valid registrations, licenses, practicing certificates, and professional memberships required for the provision of legal services in Tanzania.

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## **Second: Financial Offer**

1. Signed and stamped financial proposals.
2. Editable Excel format of the financial proposal (in addition to point 1).
3. The practice Committee has the right to review price tables. If discrepancies occur between written and numerical values, the written value prevails. If discrepancies occur between unit price and total price, the unit price prevails.
4. Bid Submission Letter indicating the bid submission date, total proposed cost, and bid validity period of not less than ninety (90) days from the submission date except for framework contracts, which must be valid for at least 1 year).

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5. Company name and documents must be in the official language and English. If discrepancies occur, the official language version prevails.
6. Each company must submit **two separate files** (technical – financial) via email, with proper naming.
7. Qatar Charity does not accept bids not uploaded via email.

#### **4. Bid Validity**

4.1. Awarded bidders must comply with all practice terms subject to written exceptions or agreed amendments.

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#### **5. Bid Costs**

- 5.1. Bidders are not entitled to claim any costs related to bid preparation, whether awarded or rejected.
  - 5.2. Bidders are responsible for obtaining all necessary information at their own expense.
  - 5.3. Information provided aims to guide bidders only.
  - 5.4. Bidders must verify the sufficiency of information independently. Qatar Charity bears no responsibility for any resulting loss, damage, or expenses.
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#### **6. Bid Format**

6.1. All bid procedures must be completed by qualified staff. Do not assume Qatar Charity knows your organization; all forms must be fully completed.

Required annexes:

- **Annex A:** Bid Commitment Certificate
- **Annex B:** Technical Offer
- **Annex C:** Financial Offer
- Any other issued annexes.

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- 6.2. Incomplete bids will not be considered.
  - 6.3. Technical evaluation precedes financial evaluation.
  - 6.4. Submission mechanism: companies must create a main folder named after the company, containing two subfolders (“Technical File”, “Financial File”).
- 

## **7. Price Accuracy**

- 7.1 Bidders must verify all calculations and ensure that all documents are completed, signed, and stamped.

## **8. Modification & Withdrawal**

- 8.1. No modifications are allowed after the practice closing date.
- 8.2. If a bidder withdraws before evaluation, Qatar Charity may confiscate the bid security without prior notice.

## **9. Confidentiality and Data Protection**

- 9.1 All information contained in the Invitation to practice, as well as any information included in subsequent correspondence or any later negotiations, shall be considered confidential.
- 9.2 Bidders are not permitted to publish the Invitation to practice, nor are they allowed to communicate or disclose any information to any third party. They are also prohibited from using such information for any commercial or industrial purpose unrelated to this practice.
- 9.3 The bidder may communicate or disclose any information to entities that require such information strictly for the purpose of preparing the bid or supporting any subsequent negotiations, provided that confidentiality obligations are fully observed.
- 9.4 Qatar Charity will treat all information submitted by bidders as “commercially confidential” (except for information required by law). Such information shall not be disclosed to any third party without the bidder’s written consent.
- 9.5 All personal data submitted in response to this practice will be handled in accordance with Tanzania’s Personal Data Protection Act, 2022. By participating, bidders consent to the use of their data solely for procurement purposes. Any cross-border transfer of personal data will comply with the legal safeguards outlined in the Act.

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## **10. Prevention of Sexual Exploitation and Abuse**

Qatar Charity unequivocally condemns all forms of sexual exploitation and abuse, as well as bullying and various non-sexual abuses of power committed by its employees and affiliated personnel against any individual, irrespective of age, gender, sexuality, disability, religion, or ethnic origin

## **11. Practice Timetable**

| Item                             | Date       |
|----------------------------------|------------|
| Practice announcement            | 03/09/2026 |
| Deadline for technical inquiries | 08/09/2026 |
| Answers to inquiries             | 10/09/2026 |
| Closing date & time              | 16/09/2026 |

The bid shall be submitted through the [qctanzania@qcharity.org](mailto:qctanzania@qcharity.org)

## **12. Qatar Charity Information Security Policy**

Bidders must comply with the information security requirements of Qatar Charity as outlined below:

**12.1** The legal services provided shall comply with all applicable laws, regulations, and professional standards governing legal practice in the United Republic of Tanzania.

**12.2** The bidder shall respect and comply with all applicable intellectual property rights and data protection requirements.

**12.3** The supplier or service provider shall be required to sign a Non-Disclosure and Compliance Agreement (NDA).

**12.4** The supplier or service provider must specify in writing all access permissions required to perform their work, whether related to access to physical premises or systems, or access to information during the contract period.

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**12.5** The supplier or service provider must identify their information security level and ensure the confidentiality, integrity, and availability of the organization's information upon request.

**12.6** Acceptable use requirements shall apply to all information accessed, used, or processed by the external party.

**12.7** All contracts and confidentiality agreements must be reviewed by the Legal Department if the contract is provided by the external party.

**12.8** Contracts must align with all information security policies and procedures, as well as the organization's regulations and policies in effect at the time of signing.

**12.9** A Service Level Agreement (SLA) must be signed whenever applicable.

**12.10** The organization reserves the right to conduct any necessary audits when evaluating the services of the external party to verify the accuracy of submitted qualifications and the party's ability to fulfill contractual obligations.

**12.11** The organization has the right to retain reports and records of work monitoring to ensure the external party's compliance with information security requirements as documented in the signed contracts.

**12.12** Any changes made by the external party to the organization's information assets (systems or data) must be fully documented.

**12.13** The successful bidder awarded the practice must sign a Confidentiality and Non-Disclosure Form.

### **13. Important Instructions**

**13.1** If circumstances arise that require the cancellation or postponement of the practice evaluation, bidders shall be notified of such cancellation or postponement. In the event of postponement, all submitted bids shall remain valid for the extended duration.

**13.4** The selected bidder will be formally notified in writing within **two weeks** from the final approval of the practice result. The supplier must submit a final performance guarantee of **not less than 10%** of the contract value within a period not exceeding ten (10) days from the day following the notification of award or increase the initial bid security to equal the required final guarantee, in order to ensure proper contract execution.

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## Annex A

### Bid



قطر الخيرية  
QATAR CHARITY

## Commitment Certificate

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Practice Number

QCTZ/2026/59

**Annex (A) Bid Commitment Certificate**

I, the undersigned / .....,  
 authorized to submit the attached bid: ..... (Practice Number and Description)  
 .....,

in response to the Invitation to practice issued by Qatar Charity, on behalf of:  
 ..... (Name of Bidder) .....,  
 hereby declare that all the following statements are true. I further declare that I have read  
 and fully understood the contents of this certificate:

1. I understand that the attached bid will be disqualified if it is found that some or all the information contained in this certificate is incorrect or incomplete.
2. I am duly authorized by the Bidder to sign this certificate and to submit the attached bid on the Bidder's behalf.
3. Any individual whose signature appears on the attached bid has been authorized by the Bidder to determine the bid terms and sign on behalf of the Bidder.
4. By participating in this practice, I agree to the terms, conditions, and provisions stipulated in this practice.
5. Based on participation in this practice, I am legally bound to implement the project in accordance with the specifications stated in the practice Document and Bill of Quantities, without deletion, amendment, or alteration. Qatar Charity reserves the right to apply penalties to the bidding company in accordance with Annex (B) "Performance Bond" included in the practice requirements. I am legally bound to the following:
  - In the event of non-compliance with the above terms and conditions, Qatar Charity reserves the right to reclaim any fees it has incurred during the bid preparation process, with the value determined at Qatar Charity's sole discretion and in accordance with applicable local laws.
  - Qatar Charity reserves the right to exclude any bid that does not comply with the rules and requirements, without providing reasons to any bidder.
  - The Bidder's submission has been made voluntarily and without consultation, communication, agreement, or arrangement with any competitor — including but not limited to matters relating to:

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- **Continuation of Annex (A) Bid Commitment Certificate**

- The Bidder affirms that no consultation, communication, agreement, or arrangement has taken place with any competitor regarding:
  - Prices
  - Geographic areas in which the service will be provided (market allocation)
  - Methods, factors, or formulas used to calculate prices
  - Intention or decision to submit or not to submit a bid
  - Submitting a bid that does not comply with the specifications and conditions of the practice
- **6.** Furthermore, no consultations, communications, agreements, or arrangements have occurred with any other party regarding the type, quantity, specifications, conditions, or delivery of the products or services related to this Invitation to practice.
- **7.** The terms of the attached bid were not known to, nor will they be disclosed by the Bidder—directly or indirectly—to any competitor prior to the official date and time of opening the practice envelopes or awarding the contract.

- **Name:** .....
- **Signature:** -----
- **Stamp:** -----

- **Instructions:**

- This certificate must be printed on the official letterhead of the company or engineering consultancy office, stamped, and submitted together with the bid. A valid authorization document on behalf of the bidding company must be attached, along with a copy of the authorized signatory's valid identification document.

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## Annex B Technical



## Proposal

|                 |              |
|-----------------|--------------|
| Practice Number | QCTZ/2026/59 |
|-----------------|--------------|

### Annex B - Technical Proposal

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## 1. Scope of Service

The law firm will be responsible for providing the following legal services:

- **Contractual Matters:**
  - Drafting, reviewing, and negotiating various contracts and agreements, including those related to employment, procurement, and partnerships.
  - Reviewing lease agreements for QC-Tanzania's office and project sites.
- **Property Matters:**
  - Conducting due diligence on land titles and properties acquired or leased by QC-Tanzania.
  - Advising on property-related transactions, including acquisitions, disposals, and leases.
  - Representing QC-Tanzania in any property disputes or litigation.
- **Regulatory Compliance:**
  - Ensuring QC-Tanzania's operations comply with all relevant Tanzania laws and regulations.
  - Advising on legal and regulatory developments that may impact QC-Tanzania's activities.
  - Representing QC-Tanzania before government agencies and regulatory bodies.
- **Litigation and Dispute Resolution:**
  - Representing QC-Tanzania in all legal proceedings, including labor disputes, contractual claims, and other litigation matters.
  - Negotiating and settling disputes through alternative dispute resolution mechanisms, such as mediation and arbitration.
- **General Legal Counsel:**
  - Providing legal advice and guidance on a wide range of issues, including corporate governance, intellectual property, and data protection.
  - Drafting legal opinions and memoranda as required.
  - Attending meetings and providing legal support to QC-Tanzania's management team.

### 1.2.1 INSTRUCTION TO BIDDER

#### 1.2.2 Technical Proposal

The technical proposal should include:

- **Company Profile:** Provide a detailed overview of your law firm, highlighting your experience in providing legal services to international organizations and NGOs in Tanzania.
- **Team Qualifications:** Include CVs of the lawyers who will be assigned to QC-Tanzania's account, showcasing their expertise in the relevant areas of law.

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- **Understanding of Requirements:** Demonstrate a clear understanding of QC-Tanzania's legal needs and the specific services outlined in this RFP.
- **Proposed Approach:** Describe your approach to delivering the required services, including your methodology, communication protocols, and quality assurance measures.

**References:** Provide contact information for at least three clients who can vouch for your firm's capabilities and professionalism.

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**Technical Proposal Template**  
**Request for Proposal (RFP) for Legal Services**  
**Qatar Charity - Tanzania Office**

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## **2. Work Plan and Ability to Meet Service Delivery Requirements**

**2.1** The bidder must submit the following with detailed descriptions:

**2.1.1** A comprehensive service delivery plan outlining how legal services will be provided to QC Tanzania, including expected response times, communication arrangements, and timelines for delivering legal opinions, contract reviews, and other requested services.

**2.1.2** Identification of the legal team proposed for assignment to QC Tanzania's account.

**2.1.3** A clear description of the roles and responsibilities of each proposed team member.

**2.1.4** Nomination of a focal person or relationship partner responsible for communication and coordination with Qatar Charity, including an official email address and telephone number for routine and urgent correspondence.

**2.1.5** The law firm shall be fully responsible for the quality, accuracy, and professional standard of all legal services provided under the contract. All services shall be performed in accordance with applicable laws, professional ethics, and regulatory requirements governing legal practice in Tanzania. The law firm shall maintain strict confidentiality with respect to all information obtained during the course of the engagement.

**2.1.6** The bidder must clearly describe its approach to identifying legal, regulatory, compliance, and operational risks affecting QC Tanzania, as well as the measures that will be taken to address, mitigate, and manage such risks.

## **13. Legal and Regulatory Requirements**

13.1. Compliance with local environmental regulations, labor and employment laws, Civil Defense requirements, and any other applicable legislation is mandatory.

## **14. Bid Submission Procedure and Instructions to Bidders**

14.1 The technical and financial proposals must be submitted in one file, in accordance with the attached templates, via email.

14.2 Bid Validity:

The bid must remain valid for less than (90) days from the closing date.

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#### 14.3 Inquiries:

All inquiries must be submitted in writing / via email during the practice period, at least two (2) days before the closing date. Clarifications or addenda, if any, will be issued accordingly.



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## Annex C

## Financial Proposal

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## Practice Number QCTZ/2026/59

**Financial Offer Instructions**

Please review our financial proposal for practice No.: **QCTZ/2026/59 Requirements for the Bidder:**

- Submit the financial offer in the currency: ----- **(Name of Currency)**
- Review the attached Bill of Quantities (BOQ) and specify the **unit price** and **total price** for each item/description **without altering** the description, unit, quantity, or required amount.
- Write the total financial offer **in both figures and words** in the designated section.

**Financial Offer Summary:**

**Total Amount (in figures and words):**

----- (Currency).

**Validity of this offer: (---) days.**

|                                               |                      |
|-----------------------------------------------|----------------------|
| <b>Date:.....,</b><br><b>Time:.....</b>       | <b>Company Stamp</b> |
| <b>Name of the Authorized Signatory:</b>      |                      |
| <b>Signature of the Authorized Signatory:</b> |                      |

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## Evaluation Criteria and Weighting

| Category                              | Criteria                                   | Weight |
|---------------------------------------|--------------------------------------------|--------|
| <b>Company Registration Documents</b> | A mandatory requirement for bid acceptance | —      |

### Technical Proposal (70%)

| Criteria                                                                                                                                                | Weight |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Experience and qualifications of the law firm, including key legal personnel, relevant legal expertise, and successful execution of similar assignments | 30%    |
| Understanding of QC Tanzania's legal requirements, regulatory environment, and operational context                                                      | 20%    |
| Proposed approach, methodology, responsiveness, and service delivery model for providing legal services                                                 | 20%    |

### Financial Proposal (30%)

| Criteria                                                                                                                            | Weight |
|-------------------------------------------------------------------------------------------------------------------------------------|--------|
| Competitiveness, reasonableness, and completeness of the financial proposal, including retainer fees and other professional charges | 30%    |

## Schedule of Professional Fees – Annex C/1

Company Name: .....

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Practice No.: .....

Office: .....

**Financial Proposal for Provision of Legal Services**

|                                                                                                                            |                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Monthly Retainer Fee</b> <ul style="list-style-type: none"> <li>Proposed Monthly Retainer Fee (TZS):</li> </ul>      |                                                                                                                                                                                                          |  |
| <b>2. Additional Fees</b>                                                                                                  | <i>Provide a transparent pricing structure for any services beyond the scope of the retainer. This may include hourly rates for different categories of legal work or fixed fees for specific tasks.</i> |  |
| <b>3. Payment Terms</b> <ul style="list-style-type: none"> <li>Specify your preferred payment terms, including:</li> </ul> |                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"> <li>Invoicing Frequency:</li> </ul>                                                     |                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"> <li>Payment Due Date:</li> </ul>                                                        |                                                                                                                                                                                                          |  |
| <b>4. Currency</b> <ul style="list-style-type: none"> <li>All fees should be quoted in Tanzania Shilling TZS.</li> </ul>   |                                                                                                                                                                                                          |  |

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**Please note:**

- Ensure that your financial proposal is clear, concise, and easy to understand.
- The proposed monthly retainer fee should not exceed the approved budget.
- Be prepared to justify your proposed fees during negotiations.

**Grand Total:.....****Amount in Words.....****Company Stamp & Signature:**

.....

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## Appendix (1)

### General Provisions and Special Technical Conditions

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#### **1. Drafting and Reviewing Contracts and Agreements**

The law firm shall be responsible for:

- Drafting, reviewing, and negotiating a wide range of contracts and agreements, including:
  - Employment contracts for QC-Tanzania staff
  - Procurement contracts with suppliers and vendors
  - Partnership agreements with local organizations and government agencies
  - Memoranda of Understanding (MoUs)
  - Service agreements
  - Confidentiality agreements
  - Other contracts and agreements as required
- Ensuring that all contracts and agreements comply with the laws of Tanzania and QC-Tanzania's internal policies and procedures.
- Providing legal advice and guidance on contractual matters

#### **2. Reviewing Lease Agreements**

The law firm shall review lease agreements for QC-Tanzania's office and project sites to ensure they are legally sound and protect QC-Tanzania's interests. This includes:

- Reviewing the terms and conditions of the lease agreement
- Negotiating favorable terms with landlords
- Advising on any potential legal issues or risks associated with the lease agreement

#### **3. Verification of Land Ownership and Property Due Diligence**

The law firm shall conduct due diligence on land titles and properties acquired or leased by QC-Tanzania. This includes:

- Verifying the ownership and title of the property
- Identifying any encumbrances or restrictions on the property
- Advising on any potential legal issues or risks associated with the property

#### **4. Representing QC-Tanzania before Government Authorities and Regulatory Bodies**

The law firm shall represent QC-Tanzania before government authorities, regulatory bodies, and local authorities on legal and regulatory matters.

- Obtaining necessary permits and licenses
- Liaising with government officials on behalf of QC-Tanzania
- Representing QC-Tanzania in any administrative proceedings or disputes

#### **5. Providing Legal Advice**

The law firm shall provide comprehensive legal advice and guidance to QC-Tanzania on a wide range of issues, including:

- Corporate governance
- Intellectual property
- Data protection
- Employment law
- Contract law
- Tax law
- Regulatory compliance

## **6. Drafting Correspondence**

The law firm shall draft various legal documents and correspondence on behalf of QC-Tanzania, including:

- Letters
- Notices
- Legal opinions
- Memoranda

## **7. Attending Meetings**

The law firm shall attend meetings as requested by QC-Tanzania and provide legal support and guidance during these meetings.

## **8. Ensuring Legal Compliance**

The law firm shall ensure that QC-Tanzania's operations comply with all relevant Tanzania laws and regulations. This includes:

- Conducting regular legal audits
- Providing training to QC-Tanzania staff on legal and compliance matters
- Advising on any potential legal risks

## **9. Informing the Office of Legal Developments**

The law firm shall keep QC-Tanzania informed of any legal developments, legislative amendments, regulatory changes, and judicial decisions in Tanzania that may affect its operations, projects, or legal obligations.

## **10. Negotiating and Concluding Legal Settlements**

The law firm shall represent QC-Tanzania in negotiations and settlements of legal disputes, including:

- Contractual disputes
- Labor disputes
- Property disputes

## **11. Representing QC-Tanzania in Labor Cases**

The law firm shall represent QC-Tanzania in all employment and labor-related disputes, claims, and proceedings before the competent courts, tribunals, and regulatory authorities in Tanzania.

## **12. Representing QC-Tanzania in Financial Claims and Other Cases**

The law firm shall represent QC-Tanzania in financial claims, civil litigation matters, and related legal proceedings before the competent courts, tribunals, and authorities in Tanzania.

## **13. Representing QC-Tanzania before Arbitration Bodies**

The law firm shall represent QC-Tanzania before arbitration bodies and nominate arbitrators as required.

## **14. Following Up on Legal Matters**

The law firm shall follow up on legal matters before the relevant authorities in Tanzania on behalf of QC-Tanzania.

## **15. Preparing Periodic Reports**

The law firm shall prepare periodic reports on legal services provided, ongoing matters, court cases, and compliance issues for QC-Tanzania's management team.

## **16. Confidentiality**

The law firm shall maintain strict confidentiality regarding all information, documents, and records obtained from QC-Tanzania during the course of providing legal services and shall not disclose such information to any third party without prior written consent, except where required by law.

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(First Party)

(Second Party)

## Appendix (2)

### Fees and Payment Methods

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#### 1. **Monthly Retainer Fee**

- QC-Tanzania shall pay the law firm a monthly retainer fee of TZS \_\_\_\_\_ for the provision of the legal services specified under this Agreement.
- The retainer fee is subject to annual review based on the volume of work and prevailing market rates.

#### 2. **Additional Fees**

- Any legal services that fall outside the scope of this Agreement shall be subject to additional fees, subject to prior written approval by QC-Tanzania.
- The law firm shall provide a written quote for any additional services before commencing work.
- QC-Tanzania reserves the right to accept or reject the quote.

#### 3. **Payment Terms**

- The monthly retainer fee shall be paid within 30 days of receipt of an invoice from the law firm.
- Invoices for additional services shall be payable within thirty (30) days following receipt, verification, and approval by QC-Tanzania.

#### 4. **Currency & Taxes**

- All payments shall be made in Tanzanian Shillings (TZS).
- All fees quoted under this Agreement shall be inclusive of VAT and all applicable taxes. No additional tax charges shall be payable by QC-Tanzania.

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(First Party)

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(Second Party)