



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
القنصلية العامة لجمهورية الفلبين بجدة  
JEDDAH

**REQUEST FOR PROPOSALS (RFPs) FOR A LEGAL RETAINER TO HANDLE ASSISTANCE-TO-NATIONALS CASES OF THE PHILIPPINE CONSULATE GENERAL IN JEDDAH, KINGDOM OF SAUDI ARABIA**

1. The *Philippine Consulate General in Jeddah* (Jeddah PCG), through the *General Appropriations Act*, intends to apply the sum of *USD 750,000.00* or *SAR 2,812,500.00* being the Proposed Budget for the Contract (PBC) to payments under the contract for the *Retainer Law Firm Legal Services of the Consulate General*. Proposals received in excess of the PBC shall be automatically rejected upon submission.
2. The *Consulate General* now Requests for Proposals (RFPs) for *Retainer Law Firm Legal Services*, which shall, among other things, include the following tasks/responsibilities/requirements:
  - a) Provide legal assistance required by the *Philippine Consulate General in Jeddah*, for distressed Filipino nationals in the Kingdom of Saudi Arabia (KSA) in whichever case, either as a complainant or a defendant, raised in front of a local court of any instance or of any competency. The retainer law firm is also required to provide assistance to distressed Filipino nationals in KSA during police, prosecution, and other types of custodial investigation.
  - b) The retainer law firm shall handle up to two hundred fifteen (215) cases and five (5) death penalty cases: Provided, that the cases may be of criminal (regardless of gravity or nature, except for death penalty cases, which will be treated separately); labor (includes, but not limited to, contract violations, welfare-related cases, such as unpaid salaries or benefits, immigration-related cases such as issuance of final exit visas); or private rights claims in nature; provided further, that each case may have multiple respondents/claimants, so long as the case is lodged under the same case number; and provided finally, that should the cases continue beyond the one-year validity of the contract, the retainer law firm shall continue to handle the cases until their resolution with finality.
  - c) The retainer law firm shall make available at least one (1) legal representative to assist Jeddah PCG in addressing urgent cases with police, prosecution, and court authorities or with the opposing respondents/claimants. The assigned legal representative should be available to render assistance at a moment's notice. The said legal representative is expected to perform the following tasks:
    1. Ensure that the rights of the distressed Filipino client, as provided for in Saudi law, are protected at all times;
    2. Ensure that the concerned Saudi authorities are following proper legal procedures and protocols in handling cases involving distressed Filipino clients;

3. Represent distressed Filipino clients in court and investigation hearings; and
  4. Facilitate the amicable settlement of cases whenever the distressed Filipino client agrees to such course of action.
- d) Cases within Jeddah shall be followed up at least every two (2) weeks, while cases outside Jeddah shall be followed up at least once a month. Travel and other incidental expenses during follow up of cases within and outside of Jeddah shall already be incorporated in the contract price.
  - e) The retainer law firm shall draft, review, or file pleadings and other legal documents related to the cases of distressed Filipino nationals in KSA. Where necessary, the retainer law firm shall provide translation services at no extra cost to the Consulate General or to the distressed Filipino clients.
  - f) Provide the Consulate General with timely periodic reports in English on updates on the cases of Filipino nationals referred to the retainer law firm, and on actions the retainer law firm has undertaken to resolve the cases.
  - g) The legal representation shall be applicable in the cities and areas situated in the western region of the Kingdom of Saudi Arabia covering the seven (7) governorates of Makkah Al-Mukarramah, Madinah Al-Munawwarah, Tabuk, Asir, Al-Baha, Jizan, and Najran: provided, that the retainer law firm may be requested to coordinate with the Philippine Embassy in Riyadh or the latter's legal retainer law firm/s on certain cases as may be necessary.
  - h) The law firm is also expected to provide lawyers for legal consultations and drafting of legal opinions in English on matters involving the laws and regulations of the KSA.
  - i) The law firm may cease to render legal services under the following conditions:
    1. Final resolution of the case either through final judgment, amicable settlement, or withdrawal of the case;
    2. Termination and non-renewal of the legal services agreement; or
    3. In case of cessation of diplomatic and consular relations between the Philippines and KSA, effectively preventing the Consulate General from performing its consular functions.
3. The Bids and Awards Committee (BAC) of the Consulate has scheduled the following activities for the Project:

<b>Pre-Proposal Submission Conference</b>	<b>Deadline for Submission of Proposals</b>	<b>Opening of Proposals</b>
02 February 2020 Sunday, 2:00 pm	23 February 2020, Sunday, 12:00 pm	09 February 2020, Thursday 2:00 pm

4. As per the Philippines' Government Procurement Policy Board Resolution No. 28-2017, submission of proposals is open to all technically, legally, and financially capable contractors or consultants. The Consulate's BAC shall base its award on the proposals received in accordance with the corresponding Request for Proposal. The BAC will recommend to the Consulate's Head of Procuring Entity (HOPE) the award of the contract in favor of the contractor or consultant with the Single or Highest Rated and Responsive Proposal. In case of approval, the HOPE shall immediately enter into contract with the winning contractor or consultant.
5. Interested parties may obtain further information from the Consulate General and inspect the RFP documents at the address given below during office hours from 9:00 a.m. to 5 p.m.
6. The Consulate General will hold a Pre-Submission of Proposals Conference on 02 February 2020 at 2:00 pm at the PCG Conference Room, 2<sup>nd</sup> floor of Bldg. No. 2, Philippine Consulate General, 4663 Fajr St., Al Rehab District 6, Jeddah, K.S.A., which shall be open to all interested parties.
7. All Proposals must be delivered to the address below on or before 12:00 noon of 23 February 2020.
8. All Proposals shall be opened on 06 February 2020 at the PCG Conference Room, 2<sup>nd</sup> floor of Bldg. No. 2, Philippine Consulate General, 4663 Fajr St., Al Rehab District 6, Jeddah, K.S.A. The Proposals will be opened in the presence of the proponents' representatives who choose to attend at the address below.
9. The *Consulate General* reserves the right to accept or reject any proposal, to annul the RFP process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.
10. For further information, please refer to:

**Ms. Chares Marie R. Torres-Elacion**

*Philippine Consulate General*

*Bldg. No. 1, 4663, Fajr St., Al Rehab Dist. 6, Jeddah, K.S.A.*

*Hotline Nos. +966 55 521 9613 to 14*

*E-mail: ans@pcgjeddah.org*



*Mary Jenner D. Dingal*  
CONSUL MARY JENNER D. DINGAL  
Chairperson, Bids and Awards Committee  
Philippine Consulate General, Jeddah

Jeddah, 29 January 2020