

Bidder to complete (as a minimum total costs alternatively bidder may use its own bid form)

Milestone payment schedule

No	Milestone (incl. deliverables)	Estimated Completion date	Payment rate	Estimated costs
1	Advise on legal issues and legal risks related to Tunisian legislation, primarily related to labor, local and fiscal law			
2	Interpret local laws, rulings, and regulations and keep abreast of legislative changes that may affect the organization and inform the management in a timely manner			
3	Review and/or draft contract templates, employment handbooks and other legal documents			
4	Assist in preparation of disciplinary hearing documents, draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses			
5	Represent the organization in front of the court in case of litigation			
6	Communicate and negotiate with local external parties (police station, public authorities etc.)			
7	Advise on international staff, tax and social security payments in Tunisia or other tax/custom duties obligations			
8	Advise on visas for international staff, work permits, and residency permits			
9	Advise on financial statements to government and external auditors			
10	Advise on lease/rent contracts of offices, guest houses and staff houses			
11	Advise and support on registration process, with Tunisian government authorities, for the organization			
12	Ensure that the organization is fully compliant with Tunisian regulations.			
13	Include processes for identifying, assessing, and mitigating legal risks.			
14	Provide training sessions for focal points staff on labor laws and compliance.			
etc.				
<i>Milestone Total</i>				

Personnel rate schedule

No	Position	Hourly rate	Estimated hours	Estimated costs
1	<i>Lawyer</i>			
2	<i>Advisor</i>			
3				
4				
5				
etc.				
<i>Personnel Total</i>				

Any other costs (please specify)

No	Description optional expense	Attachment reference	Estimated costs
1	Travel costs		
2	Direct materials (purchased items or services)		
3	Equipment to be purchased or fabricated for project		
4	General and administrative expense, indirect expense		
etc.			
<i>Total</i>			

<i>DRC to complete</i>		<i>Bidder to complete</i>	
Max. completion time required (days after contract signature):	30 Days	Completion time offered (days after contract signature):	
Minimum bid validity period required:	90 Days	Destination offered (if applicable):	
Currency of Tender:	TND	Bid validity period offered:	
Additional comments to bidders:		Currency of Bid:	
		Company Name:	
		Signed by a duly authorized company representative:	
		Title:	
		Date:	
		Print Name:	
		Stamp of company	