



TERMS OF REFERENCE – PANEL OF SOLICITORS

Merchant Finance Pte Limited (MFL) is a licensed Credit Institution in Fiji specializing in asset financing, personal loans and investment products.

MFL invites **Expressions of Interest (EOI)** from qualified, competent and reputable law firms in Fiji to be appointed to its Panel of Solicitors for the provision of legal services to MFL.

Selected law firms will be appointed to the panel for a period of two (2) years. No commitment of any kind, contractual or otherwise shall exist unless and until a Service Level Agreement has been executed between MFL and the successful applicant(s).

Law firms are required to submit their proposal with the following information:

1. Background information containing the Company profile, geographic coverage, year founded, number of Lawyers, location of offices, experience and practice areas;
2. Curriculum vitae and copies of Practicing Certificates of the Principals and Associate Lawyers;
3. The Principal(s) must be currently practicing lawyer(s) and have a minimum of 10 years' experience;
4. Must provide a valid copy of the following:
 - a. Digital reregistration certificate for 2021 (certified copy of this would suffice);
 - b. Fiji National Provident Fund (FNPF) - Compliance Certificate (latest copy);
 - c. Tax Compliance Certificate (latest copy); and
 - d. Tax Identification Number confirmation letter.
5. Holds a current and adequate professional indemnity Insurance Cover of not less than \$2million;
6. The firm must have substantial knowledge and experience in conducting litigation and in dealing with a wide legal range of issues including but not limited to Commercial & Corporate Law, Business Law, Banking Law, Land Law, Employment Law and Litigation;
7. A proposal of legal services (including specialized areas of law) offered; and
8. A schedule of fees on VEP basis:

Written EOI's are to be sent in a sealed envelope marked "**EOI – Panel of Solicitors**" and addressed to:

The Chairperson
FHL Group Tender Committee
Fijian Holdings Limited
Level 7, Ra Marama House
91 Gordon Street
PO Box 2110, Government Buildings
Suva
Email: tender@fijianholdings.com.fj

OR

MFL will review all **Expressions of Interest** received and successful appointees will be notified in writing.

The Expressions of Interest closes at **5pm Tuesday, 28 February 2023.**