

GENERAL INFORMATION

The U.S. Consulate in Shanghai is seeking qualified bids from legal firms with fluent English-speaking lawyers who are highly experienced in real estate. Services required are in relation to finalizing terms of agreement in the acquisition of land by a diplomatic mission. Qualified firms must have experience with the legal and administrative process for acquiring and transferring real property. Further, they must be able to provide advice on local law and international law, including the Vienna Conventions on Consular and Diplomatic Relations. Firms interested in providing legal services to the U.S. government may request a complete solicitation package from Consulate's Contracting Officer, Jennifer Maatta (maattajl@state.gov) no later than March 13, 2015.

GENERAL REQUIREMENTS

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Fluent written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to perform the work in accordance with this solicitation.