



## CONSULATE GENERAL OF BRAZIL IN LOS ANGELES

---

Los Angeles, May 3, 2023

### REQUEST FOR PROPOSALS - N° 002/2023

The Consulate General of Brazil in Los Angeles would like to invite psychologists interested in participating in the **bidding process to provide legal guidance regarding matters affecting Brazilian nationals who seek assistance from the Consulate in the areas of civil, criminal, family and immigration law.**

2. The legal team is required to:
  - be fluent in both Portuguese and English;
  - reside in the Los Angeles area;
  - have knowledge of Brazilian Law;
  - be ready to answer inquiries, in person, by telephone or e-mail submitted by the Consulate or directly by Brazilian citizens, previously authorized by the consular authorities;
  - be available to come to the Consulate offices, where the attorney will be able to assist, in person, the Brazilian nationals.
  
3. As part of the work, the hired attorneys will be required to attend meetings at the Consulate's headquarters. Occasionally, they may be asked to assist Brazilian nationals in jail, accompanied or not by a consular agent and to be present when services are rendered outside Los Angeles.



## CONSULATE GENERAL OF BRAZIL IN LOS ANGELES

---

4. The attorney must agree to set aside **up to 25 (twenty five) hours per month to provide the legal services here described** for a term of 1 (one) year, renewable upon the terms and conditions of the Agreement to be signed by the Parties.

5. All proposals must be submitted to the Consulate by e-mail to the address [adm.la@itamaraty.gov.br](mailto:adm.la@itamaraty.gov.br), no later than **May 12, 2023**. The proposals must include:

- a) Letter of proposal, with a brief description of the work and the price per hour of the services;
- b) Commercial references attesting to the quality of the services offered in the local market;
- c) A written statement about the non-existence of facts that might impede them to participate in the bid;
- d) Official documentation that proves knowledge of the Brazilian law – diplomas, course certificates, license to practice in Brazil (OAB);
- e) Official documentation that proves that they are licensed to practice in the State of California. License to practice in the States of Arizona, Hawaii, Idaho, Montana, Nevada, Utah and Wyoming is desirable but not required.

The Tender Commission will disregard proposals that do not present the documents above.

6. The opening of the bidding proposals will take place at the Consulate General of Brazil in Los Angeles (8484 Wilshire Blvd Suite 300 Beverly Hills, CA 90211) on **May 12<sup>th</sup> at 11:00 A.M.** The Tender Commission will open the envelopes and verify if all the requirements were met.

7. According to Brazilian Law, all the proposals must be submitted to Brazil for the final approval of the Foreign Office Headquarters prior to the signing of the contract with the bidding winner.



## CONSULATE GENERAL OF BRAZIL IN LOS ANGELES

---

8. The criterion to choose the winner will be the lowest price per hour for the legal services here described. In case two or more participants submit exact lowest bids, the Tender Commission reserves the right to pick the winner contract by draft.
9. After services are provided, the legal office must submit a detailed invoice, with the name of the Brazilian national assisted and the hours of service. Payments will be made monthly, by check, after 15 days of date of receipt of the invoices.
10. By submitting the proposal to the Tender Commission, all participants acknowledge their compliance with all the terms of this Request for Proposal.

A handwritten signature in black ink, appearing to read "Marcelo Dantas".

**MARCELO DANTAS**  
**Consul General of Brazil**