



October 11, 2024

**Reference:** REQUEST FOR QUOTES: Procurement of Legal and Payroll Services  
(SKG10024CA0093, SKG10024CA0092)

**IREX invites legal entities, registered in the Kyrgyz Republic,  
to submit quotes/offers for procurement of legal and payroll services**

IREX requests quotes from private law firms to provide various legal and payroll services on request basis:

- Draft and/or review bylaws, policies and other legal documents
- Review and/or draft various contracts with legal and physical entities
- Provide legal consultations on various matters, including corporate matters, employment, taxation, government relations, and others
- Conduct re-, de- and registration services pursuant to the laws of the Kyrgyz Republic
- Provide payroll services on request basis
- Represent IREX and its partners before third parties

A response to this RFQ must include the following information:

- Cover letter
- Firm's description (background, history pertinent to the requested services in this RFQ, list of all attorneys expected to render legal services and the area(s) of specialization of each, incl. the primary contact and lead counsel)
- Pricing of the services (describe in detail the billing rates, practices, and policies of your firm that would apply)

Any firm responding to this RFQ must submit its quote via email: [DesignHub.CA@irex.org](mailto:DesignHub.CA@irex.org)  
not later than **November 5, 2024**.

The contract period is up to 12 months.

IREX reserves the right to request additional information from any or all-responding legal counsel to assist it in its evaluation process.

This announcement does not obligate IREX to pay any costs incurred in the preparation and submission of the commercial offers. Furthermore, IREX reserves the right to reject any and all offers if such an action is in the best interest of the organization. IREX also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in IREX's best interest to do so. IREX also may, at its discretion, issue a separate contract for any service or groups of services included in this RFQ. IREX reserves the right to make amendments to the volume and cost of services as agreed with the selected vendor or may negotiate additional provisions to the contract awarded under this RFQ.

IREX does not discriminate based on race, color, sex, national origin, religion, age, equal pay, disability and genetic information. A bidder included (or previously included) in the Specially Designated Nationals list or debarred from federal procurement or any other similar list, will be rejected.