



Government of Pakistan
Pakistan Digital Authority



Request For Proposal (RFP)

for

Provision of Legal Services on Retainership

RFP No.: PDA-006-26

16 January 2026

Procuring Agency: Pakistan Digital Authority

7th Floor, Kohsar Block, Pak Secretariat, Islamabad

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1. Invitation to Bid

The Government of Pakistan, under the Digital Nation Pakistan Act, 2025, has established the **Pakistan Digital Authority (PDA)** to lead and implement the country's digital transformation agenda. To support its operational requirements, PDA invites bids from eligible, tax-registered firms for the **Provision of Legal Services on Retainership** for the Pakistan Digital Authority.

Activity	Description/Tentative Timeline
Tender Publication	16 January 2026, Notice on EPADS, National Dailies, and PDA Website.
Submission Mode	Online via EPADS (www.eprocure.gov.pk)
Submission Deadline	February 2, 2026, by 1100 Hrs
Bid Opening	February 2, 2026, at 1130 Hrs
Bid Validity	180 Days from Bid Opening Date
Query Submission	By 23 January 2026 via email to procurement@pda.gov.pk

The tentative timeline set out herein represents the Pakistan Digital Authority's best estimate of the schedule that will be followed.

Project Manager

Pakistan Digital Authority,
7th Floor Kohsar Block Pak Secretariat, Islamabad
E-mail: procurement@pda.gov.pk
Phone # 051-9205024



2. Definitions

- a. **“Authority”** means the Pakistan Digital Authority (PDA), a statutory body established under the Digital Nation Pakistan Act 2025, mandated to lead the country's transition into a digitally empowered nation, having its principal office at 7th Floor, Kohsar Block, Pak Secretariat, Islamabad, Pakistan.
- b. **“Bidder” or “Offeror”** means any Advocate/Law Firm that has responded to this RFP by submitting a formal proposal/bid.
- c. **“Bidding Documents”** means the comprehensive set of documents issued by the Pakistan Digital Authority, acting as the Procuring Agency, to provide prospective Bidders with all necessary information required for the preparation and submission of their bids. These documents include, but are not limited to, definitions to minimize ambiguity, proposal solicitation requirements, instructions for Bidders, Terms of Reference (TOR), evaluation criteria, prescribed forms, and a draft agreement.
- d. **“Date of Issue”** means the date on which this RFP is issued by the PDA to solicit bids from potential bidders.
- e. **“Day”** means calendar day.
- f. **“PDA”** means Pakistan Digital Authority
- g. **“Proposal”** means the complete set of documents submitted by the Bidder in response to the RFP, including the Bidder's profile, Technical Proposal and Financial Proposal, as required under the bidding documents.
- h. **“Regular Staff”** means permanent/full-time staff employed by the successful bidder to perform the services or any part thereof.
- i. **“Request for Proposal (RFP)”** means a set of documents prepared by the PDA to solicit proposals, which consists of definitions, instructions for bidders, TORs, evaluation criteria, forms for providing information, etc.
- j. **“Scope of Work”** means the description of formal work activities under this RFP to be completed by the Successful Bidder in accordance with the Contract signed between the Successful Bidder and the PDA.
- k. **“Successful Bidder”** means a bidder who has been awarded the contract pursuant to this RFP and who shall be responsible for completing assignments as listed in the Scope of Work and further quantified under the Scope of Work.
- l. **“Terms of Reference” (Tor)** means that part of the Bidding Documents which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder, as well as expected results and deliverables of the assignment.



3. Introduction and Background

The Pakistan Digital Authority (PDA) is a statutory body established under the **Digital Nation Pakistan Act 2025**, mandated to spearhead the country's transition into a digitally empowered nation. As the apex regulatory and implementation body, the Authority is tasked with executing the National Digital Masterplan to foster a robust Digital Economy, Digital Society, and Digital Governance. More details about the company are available at www.pda.gov.pk.

The Authority requires continuous, highly specialized, and expert legal services to navigate the dynamic landscape of technology regulation, domestic and international litigation, policy enforcement, and compliance under the Act.

The Authority invites technical and financial proposals from qualified, registered, and experienced lawyers/law firms for the **Provision of Legal Services for the Pakistan Digital Authority**. The Authority may empanel one or more Consultants under this process and shall retain the sole discretion to assign, rotate, or allocate legal matters among empaneled Consultants or otherwise, without any obligation to assign a minimum volume or value of work to any Consultant.

4. Scope of Work

The Consultant shall be responsible for providing expert advice and representation in matters primarily related to the intersection of law and technology:

The Digital Nation Pakistan Act 2025

- Advising on the interpretation and implementation of the Act, particularly on the powers and functions of PDA under the Act.
- Assisting in drafting and reviewing Statutory Instruments (Rules, Regulations, Guidelines) under the Act.
- Handling legal challenges and complaints related to matters under the Act.

Litigation and General

- Representation in all Courts (Supreme Court, High Courts, Civil Courts) and quasi-judicial bodies on constitutional, administrative, and commercial law matters pertaining to the PDA's regulatory matters.
- Drafting and vetting of complex high-value contracts related to the matters under the Act.

5. Mandatory Eligibility Criteria Checklist

Participating firms must meet the following mandatory eligibility criteria, and the required documents must be submitted within the specified time. Failure to meet any one of these will result in disqualification.



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#	Criteria	Mandatory Documentary Proof	Mark
1	Registration	Proof of Certificate of Incorporation or Registration, or Membership of the Supreme Court Bar Association or equivalent	
2	Tax Compliance	Active Taxpayer List (ATL) status with the FBR (NTN certificate)	
3	Years of Operations	Minimum of 15 years of Supreme Court license and active practice; firm/LLP (partner with minimum of 10 years of Supreme Court license and active practice).	
4	Expertise	Experience in drafting/reviewing legislation (either independently or as a nominee lead lawyer from a firm/LLP) and contracts, and giving opinions and advising on matters under the Act, especially related to digital transformation across federal, provincial, and local levels, ensuring inclusivity, adaptability and alignment with international standards and emerging digital trends.	
6	No Blacklisting	Affidavit confirming the applicant has not been blacklisted or debarred by any Government or Semi-Government entity in Pakistan.	

Note: Note: Bidders are required to submit a filled, signed & stamped copy of the above checklist along with their Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached to the checklist in the same section of the proposal.

6. Proposal Submission Procedure

Proposals will be accepted and evaluated using Single Stage, Two Envelope Procedure.

Technical Proposal

The Technical Proposal must demonstrate the Consultant's capacity to handle the PDA's specialized legal portfolio. It must include:

1. **Letter of Intent:** Formal transmittal letter signed by an authorized representative.
2. **Firm/Lawyer:** Profile
3. **Statement of Relevant Experience (Mandatory):** List of representative clients and experience in drafting legislation and aware of or remained part of public sector entity and work on matters similar or related to the powers and functions of PDA.
4. **Team CVs and Licenses:** CVs of the partner and at least one associate along with copies of Supreme Court Bar Association (of partner/lawyer) and their Bar Council Enrollment Certificates.

Financial Proposal

The Financial Proposal must include the pricing structure and must be separated from the Technical Proposal.



1. **Fee Schedule:** Clear quotation of fees for the following categories:
 - **Monthly Retainer (Optional):** Fixed monthly fee (if offered) and the scope of routine advisory work covered by it.
 - **Hourly Rates:** Standard hourly rates for all levels of staff (Partner, Senior Associate, Junior Associate).
 - **Litigation Fees:** Proposed fixed fees for standard regulatory appeals, High Court Writ Petitions, and Supreme Court Appeals.
2. **Disbursements:** Policy regarding out-of-pocket expenses (travel, court fees, photocopying, etc.) with the explicit condition that all expenses must be verifiable and pre-approved by the Authority.

7. Proposal Evaluation

Confidentiality and Non-Influence: From the time of proposal opening until the announcement of the Evaluation Report, no bidder shall contact the PDA regarding any matter related to their Technical or Financial Proposal. Any attempt by a bidder to influence the Authority in the examination, evaluation, ranking of proposals, or recommendation for the award of contract shall result in the immediate rejection of that bidder's proposal.

Clarifications: The PDA reserves the right to contact a bidder to seek clarification on any aspect of their Technical Proposal or to request missing historical documents, provided that such clarifications do not alter the substance of the bid.

Evaluation Methodology: The final evaluation shall be determined using a Quality and Cost-Based Selection (QCBS) methodology. The combined score will be calculated based on a weighted average, where the Technical Evaluation carries 70% and the Financial Evaluation carries 30% weightage.

8. Evaluation Criteria

During the technical evaluation, no amendments in the proposals shall be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP document. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria, or if it fails to achieve the minimum qualifying technical score indicated in the RFP document. The Bidders who obtain at least 49 out of 70 marks in technical evaluation criteria will qualify, and financial proposals will be opened only for technically qualified Bidders.

Financial proposals of those Bidders obtaining less than **49** marks out of **70** in Technical Evaluation shall remain unopened. The PDA Procurement Committee will evaluate the technical proposals based on their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:



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S#	Technical Evaluation	Marks Allocated	Marks Obtained
a.	Overall Legal experience Overall experience in providing legal services, particularly in the relevant field, and qualifications, certifications, and affiliations of the Bidder/firm.	20	
b.	Specific Experience Familiar with technology/digitalization laws, contracts and disputes in this area Performance of the Bidder/firm with previous clients on projects of a similar nature based upon quality of work, control of costs, ability to meet schedules or deadlines and client satisfaction.	15	
c.	Quality of Legal Team Experience and qualifications of the team members/ individuals assigned to provide services to PDA .	10	
d.	Approach & Understanding Proposed approach to scope of work/TORs. Clarity of understanding of the PDA's mandate under the Act	15	
e.	Availability Availability of the lead partner (may require for the first a few months, max two working days in PDA's office, Islamabad and working with the PDA team and/or members for drafting rules and regulations under the Act and advising PDA on such matters)	10	
	Total Points (Technical)	70	
	Minimum qualification score (70%)	49	

S#	Financial Evaluation	Marks Allocated	Marks Obtained
h.	Monthly retainership fee that would be charged for providing legal advisory service as per the terms and scope outlined in the retainership agreement.	30	
	Total Points (Financial)	30	

Final Score Weightage

The final selection will follow the Quality and Cost-Based Selection (QCBS) method. Final assignment award will be based on the combined technical and financial score in the following manner:



PROPOSAL	WEIGHT
Technical	70%
Financial	30%
TOTAL	100%

Note: It is the responsibility of the bidders to ensure provision of sufficient documents to the company, along with the proposal, to evaluate the bids solely on the basis of the documentation submitted.

The Authority may seek clarifications, conduct interviews, or request additional information from bidders for evaluation. Such clarifications shall not result in any change to the submitted financial proposals.

9. Availability of Management Team

The Successful Bidder shall ensure the availability of all professional staff proposed in the Technical Proposal. If any proposed team member becomes unavailable during the contract period, the Bidder must provide a valid reason supported by documentary evidence.

The Bidder shall, without delay, provide a substitute professional of equivalent or higher qualification and experience. The replacement shall be subject to the prior written approval of the PDA.

10. Award of Contract

The bidder achieving the highest combined weighted score (Technical + Financial) shall be declared the Most Advantageous Bidder and invited for contract negotiations. Upon successful completion of the required documentation and formalities, the PDA shall award the Contract to the successful bidder.

Any stamp duty, registration fees, or other applicable charges related to the execution, performance, or registration of this Agreement shall be the sole responsibility of the Service Provider (Successful Bidder). The PDA shall not be liable for any such costs or expenses.

11. Instructions for Bidders

This Request for Proposal (RFP) constitutes an invitation for submission of Proposals and contains all information necessary for the preparation and submission of Proposals. Proposals must be submitted by the date and time specified in this RFP and shall be prepared in strict accordance with the instructions, conditions, and requirements set forth herein, together with all requisite supporting documents.

Proposals shall be examined and evaluated by the Bid Evaluation Committee(s) constituted by the Pakistan Digital Authority (PDA), in accordance with the evaluation methodology, criteria, and procedures specified in this RFP and in compliance with applicable Public Procurement Rules.



Bidders are required to examine all instructions, forms, terms and conditions, specifications, and the Scope of Work contained in this RFP. Failure to furnish all information required or to submit a Proposal not substantially responsive to the requirements of this RFP shall be at the Bidder's own risk and may result in rejection of the Proposal.

A Proposal shall be considered non-responsive if it does not conform to the Mandatory Requirements, Scope of Work, Technical Evaluation Criteria, Financial Evaluation Criteria, or any other material requirement of this RFP.

Upon issuance of the Letter of Acceptance (LoA), the successful Bidder shall be required to enter into a formal contract agreement within the time period specified therein. Failure of the successful Bidder to execute the contract within the prescribed time may constitute sufficient grounds for annulment of the award, without prejudice to any other remedy available to PDA under the applicable rules.

In the event of failure by the successful Bidder to perform the services in accordance with the Scope of Work or contractual obligations, PDA may terminate the contract, in whole or in part, by giving ten (10) days' prior written notice, without incurring any liability or obligation.

PDA reserves the right, in accordance with PPRA Rules, to accept or reject any or all Proposals, annul the procurement process, or cancel this RFP at any time prior to award of contract, without assigning any reason thereof and without incurring any liability.

12. Preparation of Proposal

Cost of Preparing Proposal

The Bidder shall bear all costs associated with or relating to the preparation and submission of their Proposal, and PDA shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Proposal Currency

All prices shall be quoted in Pakistani Rupees (PKR), and all payments will be made in Pakistani Rupees (PKR).

Taxes

Quoted costs shall be inclusive of all applicable direct and indirect taxes. While submitting their bids, bidders shall be responsible for including all applicable duties, taxes, and levies (Federal and/or Provincial) in their Financial Proposal; however, the detailed tax breakdown must be provided. Any omission shall be the sole responsibility of the bidder.

The Financial Proposal will be evaluated based on the total quoted amount, inclusive of all



applicable taxes. Prices quoted by the Bidder shall remain fixed during the performance of the contract and shall not be subject to variation on any account.

Period of Validity of Proposal

Proposals shall remain valid for **180 days** from the date of advertisement as provided in the RFP document. Within the original validity of the bids, PDA may request the bidders to extend their bid validity for another period; such extension shall be for a period equal to the period of the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PDA, their bid will be deemed withdrawn without forfeiture of their bid bonds or securities.

PDA may, at its exclusive discretion, extend the deadline for the submission of the bids, in which case all rights and obligations of the PDA and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Terms and Conditions

- a. Proposals will be accepted and evaluated using the **Single Stage, Two Envelope** procedure, in accordance with Rule 36(b) of the Public Procurement Rules, 2004.
- b. Any clarification or modification arising from the pre-bid meeting shall be communicated through a written addendum, which shall form an integral part of this RFP.
- c. Bidders shall provide the documents as mentioned in Mandatory Requirements and Technical Evaluation. Any shortcoming in the said requirements shall render the bidder disqualified.
- d. Bidders are required to state, in their proposals, the name, title and email address of the bidder's authorized representative through whom all communication shall be directed until the process has been completed or terminated.
- e. Each bidder shall submit only one proposal; multiple proposal submissions shall render the bidder disqualified.
- f. The language of the proposal shall be English. Any printed literature furnished by the Bidder(s) in another language shall be accompanied by an English translation, which shall govern for purposes of interpretation of the proposal.
- g. The bidder(s) may, by written notice served on the PDA, modify or withdraw the proposal after submission, but before the deadline for submission of the proposal.
- h. Only registered bidders who are listed on the Active Taxpayers List (ATL) of the FBR and relevant provincial revenue authorities shall be eligible to participate in this bidding process.
- i. If any bidder is not listed on the ATL, its payment shall be withheld until it files the mandatory returns and appears on the ATL of the FBR.
- j. The decisions of PDA will be binding on all bidders.
- k. During the examination, evaluation and comparison of the proposals, PDA at its sole discretion may ask any bidder for clarifications of its proposal.



- l. Proposals shall be submitted online through EPADS (<https://eprocure.gov.pk/>). For registration, training, or any technical assistance, prospective bidders may contact the PPRA Team, Director MIS, Room No. 109, 1st Floor, FBC Building, Sector G-5/2, Islamabad, in accordance with PPRA Rule 28 of the Public Procurement Rules, 2004.
- m. Any Proposal received after the deadline shall not be accepted.
- n. PDA is not bound to accept the lowest financial proposal and shall award the contract to the bidder whose proposal is determined to be the most advantageous in accordance with the evaluation criteria set forth in this RFP.
- o. Any prospective bidder may request clarification of the RFP in writing through EPADS up to the date specified in the Procurement Schedule.
- p. The Pakistan Digital Authority may, at its sole discretion, issue clarifications or addenda to this RFP at any time prior to the bid submission deadline. All such addenda shall be issued through EPADS and shall form an integral part of this RFP. Publication of addenda through EPADS shall be deemed sufficient notice to all bidders. Any information shared through email or during pre-bid meetings shall be non-binding unless formally issued through EPADS as an addendum.
- q. All official communication related to this procurement, including clarifications, amendments, and notifications, shall be conducted exclusively through EPADS. Bidders are responsible for regularly monitoring EPADS for updates. Email communication, if any, shall be for facilitation purposes only and shall not be considered official or binding.
- r. In case of any discrepancy between dates or times stated in this RFP, the schedule published on EPADS shall prevail.
- s. Issuance of this RFP does not constitute a commitment or obligation on the part of PDA to enter into any contract, nor does it obligate PDA to pay any costs incurred in the preparation or submission of proposals.

13. Evaluation and Award Process

Preliminary Examination

- The Pakistan Digital Authority (PDA) shall examine all submitted bids to determine whether they are complete, mathematically accurate, supported by the required relevant documents, properly signed, and generally in compliance with the instructions and requirements of the RFP.
- Arithmetical and typographical errors in the bids will be rectified as follows:
 - In case of a discrepancy between the unit price and the total price calculated by multiplying the unit price by the quantity, the unit price shall prevail and the total price shall be corrected accordingly.
 - In case of a discrepancy between amounts in words and figures, the amount in words



shall prevail.

- Before the detailed evaluation, the PDA will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid conforms to all the terms and conditions of the bidding documents without material deviations. The PDA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

Evaluation of Proposals

- The bids shall be evaluated and compared based on their substantial responsiveness to the requirements and specifications outlined in the RFP.
- If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- During the evaluation, no amendments in the Proposals shall be permitted.
- The bids shall be evaluated and processed in accordance with the provisions of the RFP, applicable PPRA Rules, and the terms and conditions specified therein, in accordance with PPRA Rules 29 and 30.

Confidentiality

Confidentiality shall be maintained for all information related to bid evaluation until the announcement of the evaluation report in accordance with PPRA Rule 41. Additionally, Strict confidentiality regarding PDA employee data must be maintained.

14. Conflict of Interest

Without limitation on the generality of the foregoing, the Bidder shall be considered to have a conflict of interest and their Proposal shall not be entertained and shall be rejected under any of the circumstances set forth below:

a) Conflicting Assignments

The Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment to be executed for the same or for another client.

b) Conflicting Relationships

- The Bidder (including its personnel) or any of its affiliates that has a business or family relationship with a member of the PDA Authority, Management, or staff who is directly or indirectly involved in the preparation of Scope of work, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the PDA Authority throughout the selection process and the execution of the Agreement.
- The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as



having this effect, by notifying the PDA in writing. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Agreement.

- Current employees of the PDA shall not work for the Bidder.

15. Fraud and Corruption

a) The Bidders participating in the provision of services shall be required to adhere to the highest ethical standards, both during the selection process and throughout the execution of any resulting agreement. In pursuance of this policy, the following definitions shall apply for the purposes of this paragraph:

- **“Corrupt practice”** shall be understood as the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Pakistan Digital Authority in the selection process or in the execution of an agreement.
- **“Fraudulent practice”** shall be understood as any misrepresentation or omission of facts made to influence the selection process or the execution of an agreement.
- **“Collusive practices”** shall be understood as any scheme or arrangement between two or more bidders, with or without the knowledge of the Authority, designed to establish prices at artificial or non-competitive levels.
- **“Coercive practices”** shall be understood as harming or threatening to harm, directly or indirectly, persons or their property to influence participation in a procurement process or to affect the execution of an agreement.

b) Any proposal for award shall be rejected if it is determined that the bidder, directly or through an agent, has engaged in corrupt, fraudulent, collusive, or coercive practices in connection with this RFP. Penalties may be imposed on such a bidder, including being declared ineligible, either indefinitely or for a specified period, from participating in any PDA-funded **assignments or contracts**, if at any time it is determined that such prohibited practices were engaged in during the competition for or execution of a funded **assignment**.

c) The bidding firm’s accounts, records, and other documents related to the submission of proposals and the performance of the agreement **shall be subject to inspection** and audit by auditors appointed by the Pakistan Digital Authority.

16. Clarification Request/Amendment

Bidders may request clarifications regarding the RFP document up to the date specified herein. Any request for clarification must be sent in writing or via official email to the PDA address indicated in this document. The PDA will provide written responses to all prospective bidders.

At any time prior to the submission of proposals, the PDA may amend the RFP document by issuing a formal addendum. Such addenda shall be published in local newspapers and uploaded to the PPRA and PDA websites. The revised RFP document will subsequently be made available on both websites.



17. Indemnification for Damages

Notwithstanding any rights and remedies exercised by the PDA in this regard, the Firm/Contractor agrees to indemnify PDA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the PDA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Firm/Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

18. Termination of Services

PDA may terminate the Contract at any time by giving written notice of (30) days to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to PDA.

If the bidder is unable to fulfil its obligations as mentioned in the scope of work and withdraws from the assignment, PDA shall terminate the contract by issuing a written notice and shall not be responsible for paying off any liability incurred towards the bidder and shall forfeit the security deposit (bid bond amount).

19. Payment Schedule

The Successful Bidder shall be required to perform the provision of legal services on a retainer basis with an agreed monthly retainer payment for a period of one (1) year, which may be extended for two (02) years, in whole or in part, subject to the satisfactory performance of the firm/bidder, if so desired by the Authority. The Authority reserves the right to negotiate, cap, revise, or decline proposed fees and expenses to ensure value for public funds.



20. Mailing Address

QUERIES REGARDING PROCUREMENT TERMS OR SCOPE OF WORK

Project Manager

Pakistan Digital Authority,

7th Floor Kohsar Block Pak Secretariat, Islamabad

E-mail: procurement@pda.gov.pk

Phone # 051-9205024



21. Proposal Contents

Note: The Bidder shall ensure compliance with the **Companies (Appointment of Legal Advisers) Act, 1974** (as amended), specifically regarding the statutory limit on the number of public/private companies a Legal Advisor may represent simultaneously.

Interested Bidders must provide clear, concise information satisfying the requirements of this RFP. The Proposal shall, at a minimum, include the following:

i) Legal Experience

The Bidder should describe its legal experience, firm profile, and team composition. The proposal must list at least **three (3) clients**, preferably public sector organizations or entities similar to the PDA, including names, addresses, and contact details of focal persons.

Experience must cover the following categories:

- **a) General Experience:** Minimum of **15 years** of experience in Commercial and Corporate Law, Labor and Employment Law, Civil Litigation, Dispute Resolution, Mediation, and Arbitration.
- **b) Specialized Experience:** Advisory and transactional work in **Intellectual Property (IP) Rights, Equity Laws, Information and Communication Technologies (ICT) Law, and Cyber Law.**
- **c) Legislative Drafting:** Experience in drafting contracts, legal instruments, amendments to rules/regulations, Articles of Association, Memorandums of Association, and organizational policies.
- **d) Public Sector Experience:** Legal advisory for non-profit organizations, public sector organizations, and State-Owned Entities (SOEs).
- **e) Program Advisory:** Experience advising clients conducting government-funded services or similar large-scale programs.
- **f) International Law:** Experience advising both local and international clients on matters of international law.

ii) Organization Status, Size, & Structure

The Bidder must provide a detailed firm profile, including:

- Certified copies of **Certificate of Incorporation/Registration** and **NTN** (or equivalent proof of legal status).
- Details of organization size, organizational structure, office location(s)/branches, and total number of employees.
- Overview of the firm's areas of practice.



iii) Qualifications of Team Members

The Proposal must include:

- **a) Team Profiles:** Professional and educational backgrounds of the proposed **Team Lead** and **Core Members** dedicated to this assignment.
 - *Note: Associates must have a minimum of five (5) years of experience.*
- **b) Supervision Strategy:** Description of the overall supervision mechanism to be exercised by senior partners.
- **c) Relevant Experience:** Specific experience of the Team Lead and Core Members relevant to the scope listed above (ICT, Corporate, Public Sector, etc.), along with details of other work, educational qualifications, and local/international Bar memberships.
- **d) Supreme Court Qualification:** In the case of a Law Firm, details of at least one Partner who is an enrolled **Advocate of the Supreme Court of Pakistan**.
- **e) Reported Judgments:** A list of at least **10 Reported Judgments** credited to the proposed Team Lead or Core Team Members.

iv) Mandatory Attachments

The following documents must be included in the submission:

1. **Cover Letter** signed by an authorized representative.
2. **List of Current Clients:** Names and details of companies/organizations to which Legal Advisory services are currently being provided (to verify compliance with the Act).
3. **Authorized Representative:** Complete name, mailing address, and contact details of the focal person (must be a Partner in the firm).
4. **Curriculum Vitae (CVs):** Detailed CVs of all Partners and Associates assigned to the PDA.
5. **Client References:** A minimum of **three (3) references** from clients for whom the Bidder has performed similar work within the last five years.
6. **Evidence of Timeliness:** Information demonstrating the Bidder's ability to perform work in a timely manner (e.g., summaries of turnaround times for services performed under previous retainerships).
7. **Other Documentation:** Any other documents deemed necessary by the Bidder to support their proposal.



22. Forms to be Submitted with Proposal

Technical Proposal: Standard Forms

Form A. Covering Letter

[Location, Date]

To:

Name: - _____

Pakistan Digital Authority,
7th Floor Kohsar Block Pak Secretariat, Islamabad
E-mail: procurement@pda.gov.pk
Phone # 051-9205024

Sir,

We, the undersigned, offer to provide the services for the execution of **“Provision of Legal Services on Retainership”** in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our Proposal, which includes this Proposal.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Email:



Form B. Firm/Bidder Profile

S#	Criteria	
1.	Profile of the Bidding entity: i. Advocate License Issuance date ii. Registered Age of Firm iii. Names of Owners/ CEO/ Directors/ Partners/ Managers iv. Location of Firm Office/Sub Office v. Number of Relevant Employees With Designations, Contact No.	
2.	Financial Position i. Name of Banks ii. Certificate of Financial position iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN)	
3.	Clientele	



Government of Pakistan
Pakistan Digital Authority



Form C. Bidder's competence and experience

(in completing projects of a similar nature in a timely and efficient manner)

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/ Project



Government of Pakistan
Pakistan Digital Authority



Form D. Proposed methodology



Government of Pakistan
Pakistan Digital Authority



Form E. Non-Blacklisting Affidavit

The bidder must submit an Affidavit on non-judicial stamp paper confirming that the Service Provider has never been blacklisted or banned by any Public, Private, Government, or Semi-Government organization.

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Financial Proposal - Submission Form

Form F. Covering Letter

[Location, Date]

To:

The Procurement Committee

Pakistan Digital Authority (PDA)

7th Floor, Kohsar Block

Pakistan Secretariat, Islamabad

E-mail: procurement@pda.gov.pk

Phone: +92-51-9205024

Subject: Financial Proposal Submission – [Title of Assignment]

Sir,

We, the undersigned, offer to provide services for the provision of “XXXX” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us, subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, which is 180 calendar days from the date of submission.

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Telephone: _____

Email: _____



Form G. Summary of Cost

Particulars	Pak Rupees
Gross Total	
Applicable Taxes	
Grand Total of Financial Proposal (Total Quoted Cost)	



Government of Pakistan
Pakistan Digital Authority



Form H. Proposal Securing Declaration

[The Consultant/Firm shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*

Proposal Title: *[insert number of Proposal Name]*

Tender No.: *[insert number of Proposal process]*

To: *Pakistan Digital Authority*

We, the undersigned, declare that:

We understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the *Pakistan Digital Authority* for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) having been notified of the acceptance of our Proposal by the *Pakistan Digital Authority* during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the RFP Documents.

We understand this Proposal Securing Declaration shall expire if we are not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the Proposal for and on behalf of: *[insert complete name of Service Provider]*

Dated on _____ day of _____, _____ *[insert date of signing]*
Corporate Seal (where appropriate)