

## REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

**Country: Pakistan**

**Project: Pakistan Poverty Alleviation Fund (PPAF)**

**Assignment Title: Hiring of a Legal Firm**

PPAF intends to hire the services of a Law Firm fulfilling the eligibility criteria on retainer-ship basis for ‘Corporate and Employee affairs; Civil & Criminal cases and matters pertaining to development finance’. Any appropriate Law Firm from the approved Panel of Law Firms or appointed retainer Law Firm may be engaged for defending /filing of court cases or providing other legal services to PPAF. Law Firm will be responsible to provide consultations, advices and opinions on corporate matters; employee affairs, and civil/ criminal cases besides matters pertaining to development finance. Moreover, the services should include drafting and/or correspondence, replies to queries and completion of documents for dealing with Corporate and Employee affairs and Civil & Criminal cases.

The PPAF now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Firm consultants shall be evaluated on the basis of following criteria:

<b>Evaluation Criteria</b>		
<b>Criteria</b>	<b>Benchmarks</b>	<b>Allocated Points</b>
<b>Registration with Government</b>	Please submit a copy of valid registration certificate and National Tax Number (NTN) certificate.	10
<b>Relevant Experience</b>	The firm must be registered as a Law Firm with expertise of Development Finance. The firm should have at least ten (15) year experience as a corporate & Criminal legal consultant preferably dealing with government / semi government / autonomous bodies. From which experience with at least two Govt. bodies, 1-2 semi Govt. bodies, 2-3 Corporate/ Private limited bodies should be provided. The firm must have practicing license of Honourable Supreme Court and Lahore High Court.  * <i>“Relevant experience” means experience of corporate legal practice.</i>	50
<b>Geographical Spread</b>	The firm should have its registered offices in Pakistan (particularly in Islamabad).	10
<b>Associated Human Resources</b>	The firm’s team especially main Coordinator should have PhD degree and 15 or more years of experience. The team must be experienced in Development Finance and Corporate & Criminal cases for government/semi government and autonomous bodies.	30

The firm qualifying the above criteria would be considered for next step i.e. Shortlisted firm will be invited to submit the technical and financial proposal for the assignment.

It is required that consultants provide professional, objective, and impartial advice and at all times hold the client’s interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for

any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the PPAF.

The Consultant firm will be selected in accordance with the PPAF procurement procedures.

Interested firms may obtain further information with regard to preparing the Expression of Interest (EOI) at the address given below or via email address “sohaib@ppaf.org.pk” during office hours (0900-1700 hours) from Monday through Friday.

Expression of Interest (EOI) must be uploaded in a soft form (PDF version) as per instructions given on website “<http://eoi.pfaf.org.pk:82/index.php>” not later than **1700 hrs on 18<sup>th</sup> Jan, 2019.**

Unit Head-Procurement

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