



## **EXPRESSION OF INTEREST (EOI) FOR HIRING OF LAW FIRMS ON PANEL OF SPECIAL TECHNOLOGY ZONES AUTHORITY**

1. Special Technology Zones Authority (“STZA”) is an autonomous body established under Special Technology Zones Authority Act, 2021 (“Act”). The Authority has been mandated to provide institutional and legislative support for the technology sector with internationally competitive and export-oriented structures and ecosystem, to attract FDI, to connect academia, research and technology industry, to increase the productivity and decrease the costs of production through high-tech interventions, intensive innovation and futuristic entrepreneurship, to enable job creation, to commercialize technological knowledge and more. This will be manifested through creation of Special Technology Zones (STZs) across the country bearing science and technology parks, incubation centers, R&D centers, technology production centers, universities, technical training centers etc.
2. STZA invites sealed proposals from experienced law firms/partnerships/companies/chambers/LLPs/ Sole Proprietors etc (‘**Applicants**’) having valid registration with tax and other relevant authorities, for provision of legal services/consultancy on case-to-case basis. The Applicants submitting their proposals must be appearing on Active Taxpayers List issued by Federal Board of Revenue, Government of Pakistan.
3. EOI documents, containing detailed specifications, terms and conditions, method of procurement, procedure for submission of proposals, opening of proposals, evaluation criteria, clarification / rejection of proposals, etc. can be obtained by the interested Applicants from STZA website <http://www.stza.gov.pk/> , PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and EPADs at <https://eprocure.gov.pk>
4. The EOI, prepared in accordance with the instructions given herein, must reach at STZA Head Office, Plot # 61, Jinnah Avenue, Blue Area, Islamabad by 19<sup>th</sup> June 2025 on 1100 hrs. **Applicants are also required to submit their proposal on EPADs at <https://eprocure.gov.pk>. In case the proposal is not submitted on EPADs, it will not be accepted by the STZA in hard form.** The EOIs will be opened on 19<sup>th</sup> June 2025 at 1130 hrs.

**Manager Procurement**

mehwish.iqbal@stza.gov.pk

STZA Head Office, Plot # 61, Jinnah Avenue, Blue Area, Islamabad

**EXPRESSION OF INTERST (EOI) FOR HIRING OF LAW FIRMS ON PANEL OF  
SPECIAL TECHNOLOGY ZONES AUTHORITY**

**INSTRUCTIONS TO APPLICANTS**

**1. INTRODUCTION**

- 1.1. Special Technology Zones Authority (“STZA”) is an autonomous body established under Special Technology Zones Authority Act, 2021 (“Act”). The Authority has been mandated to provide institutional and legislative support for the technology sector with internationally competitive and export-oriented structures and ecosystem, to attract FDI, to connect academia, research and technology industry, to increase the productivity and decrease the costs of production through high-tech interventions, intensive innovation and futuristic entrepreneurship, to enable job creation, to commercialize technological knowledge and more. This will be manifested through creation of Special Technology Zones (STZs) across the country bearing science and technology parks, incubation centers, R&D centers, technology production centers, universities, technical training centers etc. More details can be obtained from the Act.
- 1.2. STZA seeks to acquire legal services of seasoned law firms/partnerships/companies/chambers/LLPs/Sole Proprietors i.e, Applicants to assist and advise STZA in day-to-day business, and represent before various judicial, quasi-judicial forums and executive authorities.
- 1.3. STZA invites sealed proposals from experienced Applicants having valid registration with tax and other relevant authorities, for provision of legal services/consultancy on case to case basis. The Applicants submitting their proposals must be appearing on Active Taxpayers List issued by Federal Board of Revenue, Government of Pakistan.

**2. INVITATION TO SUBMIT EXPRESSION OF INTEREST**

- 2.1. Applicants should submit their proposals, detailing their experience and qualifications in the form provided in this document.

**3. TERMS AND CONDITIONS**

- 3.1. This request for EOI will be subject to the Public Procurement Rules & Regulation and any other relevant laws.
- 3.2. STZA will ensure all data submitted by prospective applicants is treated as confidential. All Applicants will be expected to keep any information received from STZA confidential.
- 3.3. All expenses related to participating in this request for EOI will be borne by the Applicants.
- 3.4. STZA reserves the right to verify any information submitted by the Applicants.
- 3.5. Any information which is found by STZA to be false will be ground for rejection. Any misstatement or concealment will also be grounds for rejections.
- 3.6. STZA reserves the right to, at any time, cancel this procurement process without notice and

disclaims all and any liability in that instance.

3.7. All queries must be in writing or through email.

3.8. It shall be noted by all Applicants that the above-mentioned legal services/consultancy are divided in various categories in this EOI and the Applicants may apply for one or all categories. Applicants will be evaluated against each category independently as per the prescribed technical qualification criteria. For further clarity, failure to qualify under one category does not mandate disqualification from all other categories.

#### 4. DEADLINE FOR SUBMISSION AND PROCEDURE

4.1. By 19<sup>th</sup> June 2025 at 1100 hrs, all proposals must reach the STZA office and proposals will be opened at 1130 hrs on the same day 19<sup>th</sup> June 2025 at the STZA office located at:

**STZA Head Office, 16<sup>th</sup> Floor, New State Life Tower, Plot # 61, F-7, Jinnah Avenue, Blue Area, Islamabad**

4.2. Applicants are also required to submit their proposal on **EPADs** at <https://eprocure.gov.pk>. In case the proposal is not submitted on EPADs, it will not be accepted by the STZA in hard form.

4.3. Submission cannot be through email.

4.4. All envelopes must be sealed, include all documents required under clause 5 of this EOI and must be clearly marked:

**“EXPRESSION OF INTEREST (EOI) FOR HIRING OF LAW FIRMS ON PANEL OF  
SPECIAL TECHNOLOGY ZONES AUTHORITY”**

#### 5. DOCUMENTARY REQUIREMENTS

5.1. All Applicants **must** submit in a sealed envelope for each category against which the Applicant is applying:

- (a) Brief introduction/profile of the Applicant;
- (b) Proof of being active on the Active Tax Payer List;
- (c) A technical scoring rubric/technical evaluation criteria/technical proposal in the form provided in each category Applicant is applying for (**Annexure A**); and
- (d) Affidavit - (**Annexure B**)(On stamp paper of worth Rs. 100/- and not older than 3 months) to the effect that:-
  1. Applicant is not currently blacklisted by the PPRA.
  2. The documents/photocopies provided with Proposal are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.
  3. The provided information is correct.

5.2. All Applicants must submit their proposals as per the instructions available under this EOI read with **Annexure C**.

#### 6. TERMS OF REFERENCE / SCOPE OF WORK

6.1. At STZA's sole discretion, all successful Applicants may be required to sign a contract with STZA engaging them for three (3) years, and/or issue a purchase order, on an as and when needed basis. The contracts with each successful Applicant may be extended per sole discretion of STZA in compliance with Public Procurement Rules, 2004 and other applicable laws.

6.2. All legal services shall be provided according to the standards mandated in the Pakistan Legal Practitioners and Bar Councils Rules, 1976, and other applicable enactments/documents and

canons of professional conduct.

- 6.3.** It shall be noted by all Applicants that the legal services required by STZA are divided in various categories in this EOI and the Applicants may apply for one or all categories. Applicants will be evaluated against each category independently as per the prescribed technical qualification criteria for that particular category. For further clarity, failure to qualify under one category does not mandate disqualification from all other categories.
- 6.4.** For the purposes of this EOI, Scope of Work/service required has been divided into the following four (4) categories, whereby, a Applicant can apply for all or any category and will be evaluated as per the prescribed technical qualification criteria for such category(s):

**1. Category A – Litigation, Arbitration & ADR**

- a) Representing STZA and its affiliates before the Supreme Court of Pakistan and its benches/registries; (Sub-Category A-1)
- b) Representing STZA and its affiliates before the High Courts of Pakistan and their benches; (Sub-Category A-2)
- c) Representing STZA and its affiliates before the District Courts of Pakistan; (Sub-Category A-2)
- d) Representing STZA and its affiliates before various Special Courts and Tribunals; (Sub-Category A-2)
- e) Representing STZA and its affiliates in local and international arbitrations; (Sub-Category A-3)
- f) Appointment as arbitrators in various arbitrations; and (Sub-Category A-3)
- g) Alternate Dispute Resolution matters. (Sub-Category A-3)

**2. Category B – Policy & Legislative Drafting**

Draft, review, vet and finalize various laws, rules, regulations, policies, notifications, guidelines and working papers for STZA including amendments in those laws and policies that are already in place covering various subject matters including, but not limited to, licensing, compliance, enforcement, dispute resolution and adjudication.

**3. Category C – Regulatory & Government Affairs**

- (a) Representing STZA and its affiliates before various regulatory bodies including but not limited to SECP, PIC, FBR, CDA, and NAB etc;
- (b) Representing STZA and its affiliates before various Ministries, Government organizations, departments, and agencies;
- (c) Advising/Representing STZA and its affiliates in matters relating to such regulatory bodies, government departments, law enforcement agencies, and federal, provincial and local government affairs.

**4. Category D – Legal Advisory & Drafting, Opinions And Miscellaneous Assignments**

- (a) Draft, review, vet, finalize, assist in negotiations of agreements with entities in Pakistan or abroad including, but not limited to, zone agreements with zone developers and zone enterprises, EPC contracts, O&M contracts, lease agreements, license agreements, financing agreements with banks/financial institutions, mergers and acquisitions, IT and tech-related agreements (such as for procurement of a particular IT service or software or agreements in relation to intellectual property), agreements for import of goods, maritime law agreements, corporate restructuring agreements etc.;
- (b) Assist STZA in the proper execution of agreements including, without limitation, advising on appropriate stamp duties, registration fee and such

other formalities required for legal enforceability and suggest remedial measures in case of non-performance;

- (c) Draft, review, vet, and finalize public procurement related documentation and tender documents including, but not limited to, expression of interests, request for proposals, request for quotations, and invitation to bids for all procurement related activities of STZA;
- (d) Assist STZA and its affiliates in corporate matters including but not limited to, advice on all matters pertaining to all corporate and company laws, mergers and acquisitions, project financing, foreign exchange regulations, procurement, and contractual remedies;
- (e) Legal due diligence on applications for Zone Enterprise or Zone Development licenses;
- (f) Any advice required by STZA's Board of Governors and Authority;
- (g) Providing legal opinions on any issue encountered by STZA or its emanations; and
- (h) Any other matters, as and when requested by STZA, its affiliates or its Board of Governors.

- 6.5.** For each category, a maximum of five (5) top scoring Applicants per category as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. For purposes of clarity, one Applicant can be qualified in more than one category if the Applicant meets the technical qualification criteria. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).
- 6.6.** STZA will initiate a process of Invitation to Proposal/Quotations with the panel of pre-qualified Applicants of each applicable category against a particular scope of work and terms and conditions.
- 6.7.** Alternatively, STZA may also seek standard hourly/lumpsum rates from all Pre-Qualified Applicants for standard foreseen assignments to ensure operational readiness.
- 6.8.** Applicants who fail to submit any of the documents detailed in each respective category may be rejected at sole discretion of STZA.
- 6.9.** Points for experience will be subject to the provision of references/evidence submitted by the Applicant to STZA. Points will only be awarded for instances where the Applicant was formally engaged.
- 6.10.** Where successful Applicants fail to respond to Invitation to Proposal/Quotations within the stipulated time period, STZA reserves the right to either quash the Invitation to Proposal/Quotations or issue the assignment against the most advantageous bid as prescribed in the Invitation to Proposal/Quotations or the only quotation received from the remaining participants in such Invitation to Proposal/Quotations.
- 6.11.** Successful Applicants of all categories must be willing to travel throughout Pakistan to represent STZA and/or its affiliates or for performance of legal services as required under this EOI in accordance with the scope of work set out in each category. Cost incurred shall be reimbursed by STZA as per actual upon submission of requisite invoices however, the same will be kept limited to two (2) personnel per visit.
- 6.12.** For further details with relation to Technical Evaluation, kindly refer to **Annexure A**.

## **ANNEXURE A – EVALUATION METHODOLOGY**

For the purposes of this EOI, Terms of References mentioned in clause 5.3 have been divided into the following four (4) categories, whereby, a Applicant can apply for all or any category and will be evaluated as per the prescribed technical qualification criteria for such each category:

Category A – Litigation, Arbitration & ADR

Category B – Policy & Legislative Drafting

Category C – Regulatory & Government Affairs

Category D – Legal Advisory & Drafting, Opinions And Miscellaneous Assignments

For evaluation purposes and award of marks in relation to the required experience of the Applicant, the experience of the Head/Lead/Managing Partner shall be considered for evaluation and marking purposes.

### **CATEGORY A – LITIGATION, ARBITRATION & ADR**

Category A includes the following sub-categories:

*Applicants may choose to apply for all sub-categories separately as per technical criteria.*

#### **Sub-Category A-1 (Litigation):**

- i. Representing STZA and its affiliates before the Supreme Court of Pakistan and its benches/registries;

#### **Sub-Category A-2 (Litigation):**

- i. Representing STZA and its affiliates before the High Courts of Pakistan and their benches;
- ii. Representing STZA and its affiliates before the District Courts of Pakistan; and
- iii. Representing STZA and its affiliates before various Special Courts and Tribunals.

#### **Sub-Category A-3 (Arbitration & ADR):**

- i. Representing STZA and its affiliates in local and international arbitrations;
- ii. Appointment as arbitrators in various arbitrations; and
- iii. Alternate Dispute Resolution matters.

### **TECHNICAL EVALUATION**

#### **Sub-Category A-1**

Following shall be the technical evaluation criteria for **Sub-Category A-1**. A maximum of five (5) top scoring Applicants as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).

Proof of qualification/experience must be submitted as indicated in the table below.

<b>S r . #</b>	<b>Qualification / Experience</b>	<b>Max. Points</b>
1	<b>Total Experience of the Applicant as an Advocate of Supreme Court</b>	10

	<p>Over 5 years: 10 marks  2 - 5 years: 7 marks  0 – 2 years: 4 marks</p> <p><b>[SUBMIT: COPY OF LICENSE OF SUPREME COURTS ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS]</b></p>	
2	<p><b>A. <u>List of cases of Reported Judgments of Supreme Court.</u></b>  <b>(Maximum 30 Marks)</b></p> <ul style="list-style-type: none"> <li>- Corporate, Commercial &amp; Civil Litigation</li> <li>- Procurement cases</li> <li>- Service/Employment related cases</li> <li>- Constitutional Matters</li> <li>- NAB/FIA cases &amp; Other cases concerning white collar crime</li> <li>- Petitions against or by Regulatory Bodies</li> </ul> <p>Maximum of one (01) case against each category shall be considered.  For each case in a category, five (5) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF REPORTED JUDGEMENTS OF SUPREME COURT ALONG WITH CASE NUMBERS/CITATIONS]</b></p> <p><b>B. <u>List of pending or decided/non-reported cases of Supreme Court.</u></b>  <b>(Maximum 35 Marks)</b></p> <ul style="list-style-type: none"> <li>- Corporate, Commercial &amp; Civil Litigation</li> <li>- Procurement cases</li> <li>- Service/Employment related cases</li> <li>- Constitutional Matters</li> <li>- NAB/FIA cases &amp; Other cases concerning white collar crime</li> <li>- Petitions against or by Regulatory Bodies</li> <li>- Criminal Matters</li> </ul> <p>Maximum of One (01) case against each category shall be considered.  For each category total five (5) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF PENDING CASES/DECIDED CASES AT SUPREME COURT ALONG WITH CASE NUMBERS]</b></p>	65
3	<p><b>Professional Staff</b></p> <p>Experience of the Partner – (Applicants to provide detailed CV of Partner)</p> <p><b>A. <u>Qualification:</u></b></p>	10

	LLM/Bar-at-Law/SJD/PhD: 10 Marks LLB: 5 Marks  <b>[SUBMIT: DEGREES/TRANSCRIPTS]</b>	
4	<b>Office Setup</b>  Offices in Islamabad-Rawalpindi - 10 Marks Offices outside Islamabad-Rawalpindi – 5 Marks  <b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN A CITY]</b>	10
5	<b>Legal Status</b>  Registered LLP /Company/ Registered Partnership: 5 marks Sole proprietor/ Unregistered Partnership: 3 marks  <b>[SUBMIT: FIRM REGISTRATION CERTIFICATE/ PARTNERSHIP DEED OR OTHER LEGAL DOCUMENTS AS APPLICABLE]</b>	5
<b>Total</b>		<b>100</b>

## TECHNICAL EVALUATION

### Sub-Category A-2

Following shall be the technical evaluation criteria for **Sub-Category A-2**. A maximum of five (5) top scoring Applicants as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).

Proof of qualification/experience must be submitted as indicated in the table below.

<b>S r . #</b>	<b>Qualification / Experience</b>	<b>Max. Points</b>
1	<b>Total Experience of the Applicant as an Advocate of the High Courts</b>  Over 7 years: 10 marks 5 – 7 years: 7 marks 0 – 5 years: 3 marks  <b>[SUBMIT: COPY OF LICENSE OF DISTRICT &amp; HIGH COURT ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS]</b>	10



2	<p><b>A. <u>List of cases of Reported Judgments of High Courts.</u></b> <b><u>(Maximum 35 Marks)</u></b></p> <ul style="list-style-type: none"> <li>- Corporate, Commercial &amp; Civil Litigation</li> <li>- Procurement cases</li> <li>- Service/Employment related cases</li> <li>- Constitutional Matters</li> <li>- NAB/FIA cases &amp; Other cases concerning white collar crime</li> <li>- Petitions against or by Regulatory Bodies</li> <li>- Criminal Matters</li> </ul> <p>Maximum of two (02) cases against each category shall be considered. For each case in a category, two (2.5) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF REPORTED JUDGEMENTS OF HIGH COURTS ALONG WITH CASE NUMBERS/CITATIONS]</b></p> <p><b>B. <u>List of pending or decided/non-reported cases of District Courts, Special Courts, &amp; High Courts (Maximum 30 Marks)</u></b></p> <ul style="list-style-type: none"> <li>- Corporate, Commercial &amp; Civil Litigation</li> <li>- Procurement cases</li> <li>- Service/Employment related cases</li> <li>- Constitutional Matters</li> <li>- NAB/FIA</li> <li>- Petitions against or by Regulatory Bodies</li> </ul> <p>Maximum of two (02) cases against each category shall be considered. For each case in a category, two (2.5) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF PENDING CASES/DECIDED CASES AT DISTRICT COURTS/TRIBUNALS/HIGH COURTS ALONG WITH CASE NUMBERS]</b></p>	65
3	<p><b>Professional Staff</b></p> <p>Experience of the Partner – (Applicant to provide detailed CV of Partner)</p> <p><b>A. <u>Qualification:</u></b></p> <p style="padding-left: 40px;">LLM/Bar-at-Law/SJD/PhD: 10 Marks</p> <p style="padding-left: 40px;">LLB: 5 Marks</p> <p><b>[SUBMIT: DEGREES/TRANSCRIPTS]</b></p>	10

4	<b>Office Setup / Affiliation</b> <ul style="list-style-type: none"> <li>• Offices/ Affiliation in Islamabad-Rawalpindi, Lahore &amp; Karachi - 10 Marks</li> <li>• Offices/ Affiliation in Islamabad-Rawalpindi &amp; Lahore – 8 Marks</li> <li>• Offices/ Affiliation in Islamabad-Rawalpindi &amp; Karachi – 8 Marks</li> <li>• Offices/ Affiliation in Islamabad-Rawalpindi – 7 Marks</li> <li>• Offices/ Affiliation in Lahore &amp; Karachi – 6 Marks</li> <li>• Offices/ Affiliation in Lahore, Karachi or any other city apart from Islamabad-Rawalpindi – 5 Marks</li> </ul> <p>For the purposes of evaluation under this Sub-Category, Islamabad and Rawalpindi will be treated as a single city.</p> <p><b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN A CITY]</b></p>	10
5	<b>Legal Status</b> <p>Registered LLP /Company/ Registered Partnership: 5 marks Sole proprietor/ Unregistered Partnership: 3 marks</p> <p><b>[SUBMIT: FIRM REGISTRATION CERTIFICATE/ PARTNERSHIP DEED OR OTHER LEGAL DOCUMENTS AS APPLICABLE]</b></p>	5
<b>Total</b>		<b>100</b>

## TECHNICAL EVALUATION

### Sub-Category A-3

Following shall be the technical evaluation criteria for **Category – A3**. A maximum of five (5) top scoring Applicants as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).

Proof of qualification/experience must be submitted as indicated in the table below.

<b>S r · #</b>	<b>Qualification / Experience</b>	<b>Max. Points</b>
1	<b>Total Experience of the Applicant</b> <p>Over 10 years: 10 marks 7 – 10 years: 7 marks 1 – 6 years: 3 marks</p>	10

	<p><b>[SUBMIT: COPY OF LICENSE OF DISTRICT COURT, HIGH COURT, SUPREME COURT (IF APPLICABLE) ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS OR OTHER PROOF]</b></p>	
2	<p><b>A. Experience in local arbitration matters</b> in projects, or contractual disputes or any other legal matters (Max points 25) (5 pt. per local arbitration)</p> <p><b>[SUBMIT: [CASE TITLE]; [FORUM AND SEAT]; [CLIENT]; [DATE OF FIRST HEARING]; [REFERENCE WITH CONTACT DETAILS]</b></p> <p><b>B. Experience in international arbitration matters</b> where the rules adopted were either ICC/UNCITRAL/LCIA/ICSID (or equivalent) and seat of arbitration was outside Pakistan. Firm must have been lawyer on record for proceedings and not merely advising. In the case of advisory only, 5 marks per international arbitration will be awarded. (Max points 40) (10 pt. per international arbitration)</p> <p><b>[SUBMIT: [CASE TITLE]; [FORUM AND SEAT]; [CLIENT]; [DATE OF FIRST HEARING]; [REFERENCE WITH CONTACT DETAILS]</b></p>	65
3	<p><b>Professional Staff</b></p> <p>Experience of the Partner – (Applicants to provide detailed CV of Partner)</p> <p><b>A. <u>Qualification:</u></b>  LLM/Bar-at-Law/SJD/PhD: 5 Marks  LLB: 3 Marks</p> <p><b>[SUBMIT: DEGREES/TRANSCRIPTS]</b></p> <p><b>B. <u>License:</u></b>  Supreme Court: 5 Marks  High Court: 3 Marks  Supreme Court License Applied: 4 Marks</p> <p><b>[SUBMIT: PROVIDE LICENSE CERTIFICATES ISSUED BY RESPECTIVE BAR COUNCILS OR PROOF OF LICENSE]</b></p>	10

4	<b>Office Setup</b>  Offices in Islamabad-Rawalpindi – 10 Marks Offices outside Islamabad-Rawalpindi – 5 Marks  <b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN A CITY]</b>	10
5	<b>Legal Status</b>  Registered LLP /Company/ Registered Partnership: 5 marks Sole proprietor/ Unregistered Partnership: 3 marks  <b>[SUBMIT: FIRM REGISTRATION CERTIFICATE/ PARTNERSHIP DEED OR OTHER LEGAL DOCUMENTS AS APPLICABLE]</b>	5
<b>Total</b>		<b>100</b>

## TECHNICAL EVALUATION

### Category - B

Following shall be the technical evaluation criteria for **Category - B**. A maximum of five (5) top scoring Applicants as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).

Proof of qualification/experience must be submitted as indicated in the table below.

<b>S r · #</b>	<b>Qualification / Experience</b>	<b>Max. Points</b>
1	<b>Total Experience of the Applicant</b>  Over 10 years: 10 marks 7 – 10 years: 7 marks 1 – 6 years: 3 marks  <b>[SUBMIT: COPY OF LICENSE OF DISTRICT COURT, HIGH COURT, SUPREME COURT (IF APPLICABLE) ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS OR OTHER PROOF]</b>	10

2	<p><b>A. <u>Policy Work/Legislative Drafting (Maximum Marks 65)</u></b></p> <ul style="list-style-type: none"> <li>a. Drafting of Ordinance &amp; Acts</li> <li>b. Drafting of Statutory &amp; Non-Statutory Rules</li> <li>c. Drafting of Regulations</li> <li>d. Drafting of Policies</li> </ul> <p>Maximum of five (5) cases against each category shall be considered. For each case in a category, three (3.25) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b></p>	65
3	<p><b>Professional Staff</b></p> <p>Experience of the Partner – (Applicants to provide detailed CV of Partner)</p> <p><b>A. <u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>LLM/Bar-at-Law/SJD/PhD: 5 Marks</li> <li>LLB: 3 Marks</li> </ul> <p><b>[SUBMIT: DEGREES/TRANSCRIPTS]</b></p> <p><b>B. <u>License:</u></b></p> <ul style="list-style-type: none"> <li>Supreme Court: 5 Marks</li> <li>High Court: 3 Marks</li> <li>Supreme Court License Applied: 4 Marks</li> </ul> <p><b>[SUBMIT: LICENSE CERTIFICATES ISSUED BY RESPECTIVE BAR COUNCILS]</b></p>	10
4	<p><b>Office Setup</b></p> <p>Offices in Islamabad-Rawalpindi – 10 Marks Offices outside Islamabad-Rawalpindi – 5 Marks</p> <p><b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN ISLAMABAD]</b></p>	10
5	<p><b>Legal Status</b></p> <p>Registered LLP /Company/ Registered Partnership: 5 marks Sole proprietor/ Unregistered Partnership: 3 marks</p>	5

	<b>[SUBMIT: FIRM REGISTRATION CERTIFICATE/EVIDENCE, PARTNERSHIP DEED OR OTHER LEGAL DOCUMENTS AS APPLICABLE]</b>	
<b>Total</b>		<b>100</b>

## TECHNICAL EVALUATION

### Category - C

Following shall be the technical evaluation criteria for **Category - C**. A maximum of five (5) top scoring Applicants as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).

Proof of qualification/experience must be submitted as indicated in the table below.

<b>S r . #</b>	<b>Qualification / Experience</b>	<b>Max. Points</b>
<b>1</b>	<b>Total Experience of the Applicant</b>  Over 10 years: 10 marks 7 – 10 years: 7 marks 1 – 6 years: 3 marks  <b>[SUBMIT: COPY OF LICENSE OF DISTRICT COURT, HIGH COURT, SUPREME COURT (IF APPLICABLE) ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS OR OTHER PROOF]</b>	<b>10</b>
<b>2</b>	<b>A. <u>List Of Matters Before Various Regulatory Bodies (Maximum Marks 32)</u></b> a. PPRA b. FBR c. SBP d. Others  Maximum of four (4) cases against each category shall be considered. For each case in a category, two (2) mark shall be awarded. (Maximum Marks 32)  <b>[SUBMIT: LIST OF CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b>	<b>65</b>

	<p><b>B. <u>List of Matters dealt in relation to Federal, Provincial &amp; Local Government (3 Pts Per Client)(Maximum Marks 27)</u></b></p> <p>a. List of Public Sector Clients assisted in matters related to compliance with laws. Provide concise details on nature of work.</p> <p><b>[SUBMIT: LIST OF PUBLIC SECTOR CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b></p> <p><b>B. <u>List of Matters dealt in relation to Law Enforcement Agencies (1 Pts Per Client)(Maximum Marks 6)</u></b></p> <p>a. List of Clients assisted in matters before LEAs</p> <p><b>[SUBMIT: LIST OF CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b></p>	
3	<p><b>Professional Staff</b></p> <p>Experience of the Partner – (Applicants to provide detailed CV of Partner)</p> <p><b>B. <u>Qualification:</u></b>  LLM/Bar-at-Law/SJD/PhD: 5 Marks  LLB: 3 Marks</p> <p><b>[SUBMIT: DEGREES/TRANSCRIPTS]</b></p> <p><b>B. <u>License:</u></b>  Supreme Court: 5 Marks  High Court: 3 Marks  Supreme Court License Applied: 4 Marks</p> <p><b>[SUBMIT: LICENSE CERTIFICATES ISSUED BY RESPECTIVE BAR COUNCILS]</b></p>	10
4	<p><b>Office Setup/ Affiliation</b></p> <p>Offices/ Affiliation in Islamabad-Rawalpindi – 10 Marks  Offices/ Affiliation outside Islamabad-Rawalpindi – 5 Marks</p> <p><b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN</b></p>	10

	<b>ISLAMABAD]</b>	
5	<b>Legal Status</b>  Registered LLP /Company/ Registered Partnership: 5 marks Sole proprietor/ Unregistered Partnership: 3 marks  <b>[SUBMIT: FIRM REGISTRATION CERTIFICATE/EVIDENCE, PARTNERSHIP DEED OR OTHER LEGAL DOCUMENTS AS APPLICABLE]</b>	5
<b>Total</b>		<b>100</b>

## TECHNICAL EVALUATION

### Category - D

Following shall be the technical evaluation criteria for **Category - D**. A maximum of five (5) top scoring Applicants as per the technical evaluation criteria will be pre-qualified and engaged by STZA on as and when required basis. In case of a tie such Applicants will be pre-qualified (i.e., creating a panel of more than five (5) Applicants).

Proof of qualification/experience must be submitted as indicated in the table below.

<b>S r · #</b>	<b>Qualification / Experience</b>	<b>Max. Points</b>
1	<b>Total Experience of the Applicant</b>  Over 10 years: 10 marks 7 – 10 years: 7 marks 1 – 6 years: 3 marks  <b>[SUBMIT: COPY OF LICENSE OF DISTRICT COURT, HIGH COURT, SUPREME COURT (IF APPLICABLE) ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS]</b>	10
2	<b>A. <u>Corporate &amp; Commercial Advisory (Maximum Marks 40)</u></b> a. Advisory on Corporate matters b. Advisory on Registrations/License Applications c. Advisory on Infrastructure Projects (International and Local)	65



	<p>d. Advisory on Project Financing</p> <p>Maximum of five (05) cases against each category shall be considered. For each case in a category, two (2) marks shall be awarded.</p> <p><b>[SUBMIT: LIST OF CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b></p> <p><b>B. <u>Contract Drafting</u></b></p> <ul style="list-style-type: none"> <li>a. Infrastructure Development Agreements / EPC Contracts</li> <li>b. O&amp;M Contracts</li> <li>c. Agreements in relation to Government-to-Government projects</li> <li>d. Financing Agreements</li> </ul> <p>Maximum of four (04) cases against each category above shall be considered. For each case in a category, one (1) mark shall be awarded. (Maximum Marks 16)</p> <p><b>[SUBMIT: LIST OF CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b></p> <ul style="list-style-type: none"> <li>a. IT / Tech related Agreements (including, but not limited to, procurement of software or IT services or agreements in relation to IT related intellectual property)</li> <li>b. Procurement Contracts</li> <li>c. Lease Agreements</li> <li>d. Tender Documents</li> </ul> <p>Maximum of three (03) cases against each category above shall be considered. For each case in a category, 0.75 mark shall be awarded. (Maximum Marks 9)</p> <p><b>[SUBMIT: LIST OF CLIENTS/MATTERS &amp; REFERENCE WITH CONTACT DETAILS]</b></p>	
3	<p><b>Professional Staff</b></p> <p>Experience of the Partner – (Applicants to provide detailed CV of Partner)</p> <p><b>A. <u>Qualification:</u></b></p> <ul style="list-style-type: none"> <li>LLM/Bar-at-Law/SJD/PhD: 5 Marks</li> <li>LLB: 3 Marks</li> </ul> <p><b>[SUBMIT: DEGREES/TRANSCRIPTS]</b></p> <p><b>B. <u>License:</u></b></p> <ul style="list-style-type: none"> <li>Supreme Court: 5 Marks</li> </ul>	10

	<p>High Court: 3 Marks Supreme Court License Applied: 4 Marks</p> <p><b>[SUBMIT: LICENSE CERTIFICATES ISSUED BY RESPECTIVE BAR COUNCILS]</b></p>	
4	<p><b>Office Setup/ Affiliation</b></p> <p>Offices/ Affiliation in Islamabad-Rawalpindi – 10 Marks Offices/ Affiliation outside Islamabad-Rawalpindi – 5 Marks</p> <p><b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN ISLAMABAD]</b></p>	10
5	<p><b>Legal Status</b></p> <p>Registered LLP /Company/ Registered Partnership: 5 marks Sole proprietor/ Unregistered Partnership: 3 marks</p> <p><b>[SUBMIT: FIRM REGISTRATION CERTIFICATE/EVIDENCE, PARTNERSHIP DEED OR OTHER LEGAL DOCUMENTS AS APPLICABLE]</b></p>	5
<b>Total</b>		<b>100</b>

## ANNEXURE B

### Affidavit

[To be printed on PKR 100 Stamp Paper *and not older than 3 months*) to the effect that, duly attested by oath commissioner. To be attached *with Proposal*]

Name: \_\_\_\_\_ (Applicant)

I, the undersigned, do hereby certify that all the statements made in the document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary. The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [STZA] deemed necessary to verify this statement regarding my (our) competence and general reputation. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [STZA]. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the PPRA.
- (ii) The documents/photocopies provided are authentic. In case any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/Rules.
- (iii) Affidavit for correctness of information.

[Name of the Applicant] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the

company. Title of Officer: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE C**  
**FORMAT OF PROPOSAL SUBMISSION FOR EACH CATEGORY**

**Note:** Below given table is a sample Technical Evaluation Matrix being appended to assist the Applicants. The Applicants are required to follow the following methodology while providing documentation against a particular Category.

For purposes of demonstration, Category A-1 is being used herein. The Applicants are required to use the Technical Evaluation Criteria of every category as a table of index for submission of documentary evidence and required documents and shall clearly mention the page numbers of the Bid where a particular documentary evidence is being annexed against a particular requirement for ease of reference of assessment officers.

Applicants are instructed to also provide a cover page clearly stating the categories against which the Applicant has applied for. As per Clause 5 of this EOI, every Applicant is required to submit the following documents in tabular format as given below:

**Table No. 1**

<b>S R #</b>	<b>QUALIFICATION / EXPERIENCE</b>	<b>PAGE NUMBERS</b>	<b>MARKI NG COLUM N (FOR USE BY STZA)</b>
	1. Brief introduction/profile of the Applicant;	Page No. [insert]	
	2. Proof of being active on the Active Tax Payer List; and	Pages No. [insert]	
	3. Form of Bid	Pages No. [insert]	

In order to avoid duplication with every category that a Applicant intends to bid for, the Table No. 1 mentioned herein in **Annexure C**, shall not be repeated with each Technical Evaluation Criteria. However, for each Category that a Applicant applies for, the Table No. 2 mentioned herein is to be provided with its relevant Technical Evaluation Criteria in the prescribed manner for each category.

**Table No. 2**

<b>TECHNICAL EVALUATION CRITERIA</b> A technical scoring rubric/technical evaluation criteria in the form provided in each category Applicant is applying for.			
<b>S R #</b>	<b>QUALIFICATION / EXPERIENCE</b>	<b>PAGE/ ANNEX/PG NO.s</b>	<b>MARKING SHEET (FOR USE BY STZA)</b>
1	<b>Total Experience of the Applicant as an Advocate of Supreme Court</b>	<u>Cover Page with Details on Total Experience of</u>	

	<p>Over 5 years: 10 marks 2 - 5 years: 7 marks 0 – 2 years: 4 marks</p> <p><b>[SUBMIT: COPY OF LICENSE OF SUPREME COURTS ESTABLISHING NUMBER OF YEARS OF EXPERIENCE AS PRACTISING LAWYERS]</b></p>	<p><u>the Applicant as an Advocate of Supreme Court along with required documentary evidence/proof</u></p> <p>Pages No. [insert]</p> <p>Annexure No. [insert]</p>	
2	<p><b>A. <u>List of cases of Reported Judgments of Supreme Court. (Maximum 30 Marks)</u></b></p> <ul style="list-style-type: none"> <li>- Corporate, Commercial &amp; Civil Litigation</li> <li>- Procurement cases</li> <li>- Service/Employment related cases</li> <li>- Constitutional Matters</li> <li>- NAB/FIA cases &amp; Other cases concerning white collar crime</li> <li>- Petitions against or by Regulatory Bodies</li> </ul> <p>Maximum of one (01) case against each category shall be considered. For each case in a category, five (5) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF REPORTED JUDGEMENTS OF SUPREME COURT ALONG WITH CASE NUMBERS/CITATIONS]</b></p> <p><b>B. <u>List of pending or decided/non-reported cases of Supreme Court.(Maximum 35 Marks)</u></b></p> <ul style="list-style-type: none"> <li>- Corporate, Commercial &amp; Civil Litigation</li> <li>- Procurement cases</li> <li>- Service/Employment related cases</li> <li>- Constitutional Matters</li> <li>- NAB/FIA cases &amp; Other cases concerning white collar</li> </ul>	<p><u>A. Cover Page with Details of List of Cases of Reported Judgments of Supreme Court along with required documentary evidence/proof</u></p> <p>Applicant to make a self-explanatory list, and annex it with this table and mention the page number. Along</p> <p><u>B. Cover page with details of List of pending or decided/non-reported cases of Supreme Court along with required documentary evidence/proof</u></p> <p>Applicant to make a self-explanatory list, and annex it with this table and mention the page number.</p>	

	<p>crime</p> <ul style="list-style-type: none"> <li>- Petitions against or by Regulatory Bodies</li> <li>- Criminal Matters</li> </ul> <p>Maximum of One (01) case against each category shall be considered. For each category total five (5) mark shall be awarded.</p> <p><b>[SUBMIT: LIST OF PENDING CASES/DECIDED CASES AT SUPREME COURT ALONG WITH CASE NUMBERS]</b></p>		
3	<p><b>Professional Staff</b></p> <p>Experience of the Team Leader/Partner/Lead Advisor – (Applicants to provide detailed CV of proposed Team Leader/Partner/Lead Advisor )</p> <p><b>A. <u>Qualification:</u></b></p> <p>LLM/Bar-at-Law/SJD/PhD: 10 Marks</p> <p>LLB: 5 Marks</p> <p><b>[SUBMIT: DEGREES/TRANSCRIPTS]</b></p>	<p><u>Cover page on Professional Staff with details</u></p> <p>Applicant to make a self-explanatory list, and annex it with this table and mention the page number.</p>	
4	<p><b>Office Setup</b></p> <p>Offices in Islamabad-Rawalpindi - 10 Marks</p> <p>Offices outside Islamabad-Rawalpindi – 5 Marks</p> <p><b>[SUBMIT: LEASE AGREEMENT/UTILITY BILLS/ OR OTHER EVIDENCE TO ESTABLISH PRESENCE IN ISLAMABAD]</b></p>	<p><u>Cover page on Office Location/Setup with details</u></p> <p>Applicant to make a self-explanatory list, and annex it with this table and mention the page number.</p>	
5	<p><b>Legal Status</b></p> <p>Registered LLP /Company/ Registered Partnership: 5 marks</p> <p>Sole proprietor/ Unregistered</p>	<p><u>Cover page on Legal Status of the Applicant with details</u></p> <p>Applicant to make a</p>	

	Partnership: 3 marks  <b>[SUBMIT: FIRM REGISTRATION          CERTIFICATE/EVIDENCE,          PARTNERSHIP DEED OR          OTHER LEGAL DOCUMENTS AS          APPLICABLE]</b>	self-explanatory list, and annex it with this table and mention the page number.	
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