

REQUEST FOR PROPOSALS (RFP)
For
HIRING OF LEGAL ADVISOR (LAW FIRM)



(E-Submission through EPADS)

IC/PD/2025/26/TD-049

Issuance Date: January 8, 2026

Bid Submission Deadline: January 23, 2026, 15:00 Hours

Bid Opening (Technical): January 23, 2026, 15:30 Hours

Procurement Method: Open Competitive Bidding (National)

Bidding Procedure: Single-Stage Two-Envelope Procedure

Evaluation Method: Least Cost Selection (After Technical Pass)

SECTION 1: INVITATION FOR PROPOSALS (IFP)

1.1. Islamabad Club invites proposals from reputed and experienced Law Firms registered in Pakistan for the provision of comprehensive legal advisory services on a retainer basis for an initial period of three (3) years, extendable with mutual consent.

1.2. A complete set of RFP documents is available free of charge on:

- Islamabad Club: <https://islamabadclub.org.pk/>
- PPRA: <https://www.ppra.org.pk/>
- EPADS: <https://eprocure.gov.pk/>

1.3. Submission Details

- **Method:** Electronic submission via EPADS only
- **Format:** Two-envelope system (Technical & Financial)
- **Deadline:** As specified above

1.4. Submit **Rs 5,000/-** as Tender fee in favor of IC (Faysal Bank, A/C # given below) attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

1.5. Details for Submission & Opening of bids for tender are as under:

Description	Bank Account Details	Tender Fee	<u>Tender Submission</u>	<u>Tender Opening</u>
IC/PD/2025/26/T D-049	Faysal Bank, A/C # PK81FAYS0001132031116145	PKR 5,000	15:00 Hrs Date 23-01-2026	15:30 Hrs 23-01-2026

1.6. Bid Securing Declaration

Instead of Bid Security, bidders must submit a **Bid Securing Declaration** as per **Annexure-D**. Failure to submit will result in rejection.

1.5. Contract Duration

Initial contract period: **3 years**, extendable for further terms subject to mutual written agreement, satisfactory performance, and compliance with Club Regulations/PPRA Rules.

Procurement Department,
Islamabad Club, Murree Road, Islamabad.
Phone: 051-9046000, Ext: 176/301
Email: asad.ijaz@islamabadclub.org.pk

SECTION 2: INSTRUCTIONS TO BIDDERS (ITB)

2.1 Eligibility Criteria

- Minimum 10 years of experience in legal practice
- Duly licensed to practice law in Pakistan (Proof of enrollment with a Provincial Bar Council required)
- Proof of Active Taxpayer Status in the Active Taxpayer List
- No blacklisting/debarment record

2.2 Proposal Preparation Costs

Bidders bear all costs associated with proposal preparation.

2.3 Clarifications

Requests for clarification must be submitted in writing via the EPADS message portal only, at least seven (7) calendar days before the bid submission deadline.

2.4 Proposal Validity

Proposals must remain valid for a period of **One Hundred and Twenty (120) days** from the date of bid opening specified in the IFP.

2.5 Pre-Proposal Meeting

Pre-proposal meeting will not be held.

2.6 Amendment of RFP

At any time before the deadline for submission, the Club may issue addenda to modify the RFP documents. Addenda will be published on EPADS and will be binding on all bidders.

SECTION 2A: CHECKLIST FOR BID SUBMISSION

Bidders must submit their proposal electronically via EPADS using the **Two-Envelope System**. Ensure the following documents are included in the correct envelope.

ENVELOPE 1: TECHNICAL PROPOSAL

(All documents must be submitted in the specified format, preferably as a single PDF file)

Sr.	Document Description	Annex Reference	Mandatory (Y/N)
1.	Technical Proposal Submission Form (On Firm's Letterhead)	Annexure-A	
2.	Bidder Information Form	Annexure-B	
3.	Key Personnel & CVs Summary Form , along with detailed CVs of the proposed Lead Lawyer and Supporting Lawyer.	Annexure-C	
4.	Bid Securing Declaration Form	Annexure-D	
5.	Conflict of Interest Declaration	Annexure-E	
6.	Historical Contract Non-Performance Declaration	Annexure-F	
7.	Litigation History Declaration	Annexure-G	
8.	Supporting Documents for Technical Evaluation (Section 4.2):		
	a) Firm Profile, Certificates of Registration, and Practicing License.	(Sec 4.1)	
	b) Proof of Similar Contracts (Work Orders/Completion Certificates for at least 3 assignments in last 5 years).	(Sec 4.2)	
	c) List and Details of Significant Cases Handled (as per criteria in Section 4.2).	(Sec 4.2)	
	d) HEC Equivalence Certificate for any foreign qualifications (if applicable).	(Sec 4.5)	
9.	Proof of Tender Fee payment (PKR 5,000) receipt.	(IFP 1.3)	
10.	Proof of Active Taxpayer Status (from FBR).	(ITB 2.1)	

**Mandatory if foreign qualifications are presented; non-submission will lead to disqualification.*

ENVELOPE 2: FINANCIAL PROPOSAL

(To be submitted as a separate file)

Sr.	Document Description	Annex Reference
1.	Financial Proposal Submission Form	Annexure-H

IMPORTANT NOTES FOR SUBMISSION:

1. **Electronic Submission:** Proposals will only be accepted through the **EPADS** portal. Physical submissions will not be entertained.
2. **Two-Envelope System:** The **Technical Proposal** (Envelope 1) and **Financial Proposal** (Envelope 2) **must be uploaded separately** as per the EPADS guidelines for the "Single-Stage Two-Envelope" procedure.
3. **Completeness:** Failure to provide any of the Mandatory (Y) documents in the Technical Proposal will result in disqualification during the Preliminary Examination.
4. **Validity:** All proposals must remain valid for **120 days** from the bid opening date.
5. **Queries:** Any request for clarification must be submitted via the EPADS message portal at least **7 days** before the bid submission deadline.

SECTION 3: TERMS OF REFERENCE (TOR) & SCOPE OF WORK

The selected Legal Advisor (Law Firm) shall be responsible for providing the following services:

3.1. General Legal Advisory:

- Provide proactive and strategic legal advice on all matters pertaining to the Club's operations, governance, and management.
- Advise on compliance with corporate, civil, criminal, labour, service, revenue, taxation, and all other applicable Pakistani laws.

3.2. Contract Management:

- Draft, vet, review, and finalize all types of contracts, agreements, MoUs, and other legal documents.

3.3. Litigation & Representation:

- Represent and plead on behalf of Islamabad Club in all courts of law, including the Supreme Court of Pakistan, High Courts, District Courts, Session Courts, Labour Courts, Tribunals, and before all regulatory authorities.
- Provide legal opinions as and when required.

3.4. Correspondence & Documentation:

- Draft and advise on disciplinary matters, legal correspondence with government bodies, regulatory authorities, and other third parties.

3.5. Reporting:

- Maintain a complete record of all cases and provide a quarterly status report to the Club's management.

***Note on Fees:** The Monthly Retainership Fee (quoted in Annexure-H) covers services under TOR clauses 3.1, 3.2, 3.4, and 3.5. Professional services for litigation and court representation (TOR clause 3.3) shall be compensated separately as per the fee schedule agreed in the contract.*

SECTION 4: EVALUATION CRITERIA & PROCEDURE

4.1 Evaluation Stages

1. Preliminary Examination (Pass/Fail)
2. Technical Evaluation (Scoring: 100 marks)
3. Financial Evaluation (Only for technically qualified)

4.2 Minimum Technical Score: 70/100

Bidders must structure their Technical Proposal to provide the following information. This structure will be used for evaluation.

Sr. #	Evaluation Criterion	Max. Score	Documentary Evidence Required
4.1	Firm/Lawyer Profile & General Experience	15	<ul style="list-style-type: none"> ○ Firm's profile, years of operation, organizational structure. ○ Certificate of Registration/Practicing License. ○ CV of the Lead Partner/Designated Legal Advisor who will handle the account.
4.2	Specific Relevant Experience	40	<ul style="list-style-type: none"> ○ Details of at least three (3) similar contracts for providing legal/retainership services to large corporate entities or government/autonomous bodies in the last 5 years. Provide work orders/completion certificates. ○ Past experience with clubs or similar entities. <p>Scoring: 10 pts each for similar contract (for three contracts). 10 additional pts for past experience with clubs or similar entities.</p>
4.3	Litigation Experience & Expertise	30	<ul style="list-style-type: none"> ○ List of significant cases handled in the last 5 years in the fields of Civil, Service, Labour, and Corporate Law. For each case, mention the Court, subject matter, and outcome. ○ Past experience of tax and constitutional litigation. <p>Scoring: Depth and breadth of experience across the required legal fields (0-30 pts).</p>
4.4	Qualifications of Key Personnel	15	<ul style="list-style-type: none"> ○ CVs of the key lawyers (minimum two) who will be assigned. Must highlight: ○ Lead Lawyer: LLB/LLM from a recognized university and minimum 10 years of post-qualification

			<p>experience.</p> <ul style="list-style-type: none"> Supporting Lawyer: LLB and minimum 5 years of experience. <p>Scoring: Lead Lawyer (10 pts), Supporting Lawyer (5 pts).</p>
4.5	HEC Equivalence (if applicable)	-	<p>For any foreign qualifications, the HEC equivalence certificate must be attached.</p> <p>Mandatory, non-scoring, but non-submission will lead to disqualification.</p>
	TOTAL SCORE	100	

Minimum Technical Score to Qualify: 70 out of 100 points.

4.3 Financial Evaluation

- Only technically qualified bidders will have their Financial Proposal (Envelope 2) opened.
- Lowest evaluated financial bid** wins

SECTION 5: CONTRACT CONDITIONS

5.1 General Conditions

- The contract shall be governed by the laws of Pakistan and the Club Regulations/PPRA Rules, 2004.
- Termination clauses shall be as per the contract agreement.

5.2 Payment Terms

- The monthly retainerhip fee shall be payable against a submitted invoice.
- Court representation fees shall be billed as per the agreed schedule in the contract, supported by a case log.
- All quoted fees are exclusive of applicable taxes (e.g., Sales Tax).** Taxes shall be paid separately by the Club upon submission of a valid tax invoice as per prevailing law.

5.3 Duration & Extension

- Initial term: 3 years from the date of contract signing.
- Extension may be granted by mutual written agreement, subject to satisfactory performance and prevailing Club Regulations/PPRA Rules.
- Performance will be reviewed annually.

5.4 Dispute Resolution

- Any dispute arising from the contract shall be settled through arbitration under the Arbitration Act of Pakistan.

- The venue for arbitration shall be Islamabad.

SECTION 6: ANNEXURES & FORMS

GROUP A: MANDATORY SUBMISSION FORMS

(All forms below constitute the Technical Proposal and go in Envelope 1)

Annexure-A: Technical Proposal Submission Form

Annexure-B: Bidder Information Form

Annexure-C: Key Personnel & CVs Summary Form

GROUP B: DECLARATIONS

(All forms below are part of the Technical Proposal and go in Envelope 1)

Annexure-D: Bid Securing Declaration Form

Annexure-E: Conflict of Interest Declaration

Annexure-F: Historical Contract Non-Performance Declaration

Annexure-G: Litigation History Declaration

GROUP C: FINANCIAL PROPOSAL

(The single form below goes in Sealed Envelope 2)

Annexure-H: Financial Proposal Submission Form

(The draft Contract Agreement will be provided as a separate document for review before signing.)

Annexure-A: TECHNICAL PROPOSAL SUBMISSION FORM

(To be typed on the Bidder's Official Letterhead)

Date: [Date of Submission]

RFP No.: IC/PD/2025/26/TD-049

To:

Chairman,
Procurement Committee,
Islamabad Club,
Murree Road, Islamabad.

Subject: Submission of Technical Proposal

Dear Sir,

We, the undersigned, hereby submit our Technical Proposal for the provision of Legal Advisory Services on a Retainership Basis for Islamabad Club, as per your RFP No. **IC/PD/2025/26/TD-049** dated December 16, 2025.

We have examined and understood all the documents, including the Instructions to Bidders, Terms of Reference, Evaluation Criteria, and Conditions of Contract. We undertake to provide all services as specified in Section 3 of the RFP.

We agree to abide by this proposal for a period of **One Hundred and Twenty (120) days** from the date of bid opening specified in the RFP.

We declare that we have no conflict of interest as detailed in the attached declaration. We are not debarred from participating in public procurement by any competent authority in Pakistan.

We understand that you are not bound to accept the lowest or any proposal.

The undersigned is duly authorized to commit the bidder to this proposal.

Yours sincerely,

Authorized Signature: _____

Name: _____

Title: _____

For and on behalf of: [Full Legal Name of /Lawyer/Law Firm]

Seal/Stamp: _____

Annexure-B: BIDDER INFORMATION FORM

1. Firm Details	
Full Legal Name of Lawyer/Law Firm:	
Country of Registration:	Pakistan
Year of Establishment:	
Principal Place of Business (Address):	
Official Contact for this Bid:	Name: Title: Tel: Email:
2. Legal Status:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Other: _____
3. Registration Details:	SECP Registration No. (if applicable): Provincial Bar Council License No.: NTN: STRN:
4. We confirm the attached documentary evidence for:	<input type="checkbox"/> Firm's Profile & Certificates of Registration <input type="checkbox"/> CVs of Key Personnel (per Annexure-C) <input type="checkbox"/> Proof of Similar Contracts (Work Orders/Completion Certificates) <input type="checkbox"/> List of Significant Cases Handled

We certify the information above is true, complete, and correct.

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Seal/Stamp: _____

Annexure-C: KEY PERSONNEL & CVs SUMMARY FORM

Sr.	Name	Position in Firm	Role in this Assignment	Qualification (LLB/LLM)	Year of Admission to Bar	Relevant Experience (Years)	Attached CV
1.		Lead Partner / Designated Advisor	Overall Responsibility & Key Contact				<input type="checkbox"/>
2.		Supporting Lawyer	Primary Support & Representation				<input type="checkbox"/>
3.		[Other]	[Specific Role]				<input type="checkbox"/>

Annexure-D: BID SECURING DECLARATION FORM
(In Lieu of Bid Security)

RFP No.: IC/PD/2025/26/TD-049

To: The Chairman,
Procurement Committee, Islamabad Club.

We, **[Full Legal Name of Law Firm]**, having submitted our proposal dated **[Date]** for the above-referenced project, hereby declare our commitment to this bidding process as follows:

1. We understand that if our proposal is accepted, we will be obligated to enter into a contract as required by the RFP.
2. We accept that if we withdraw our proposal during the period of validity, or if we, as the successful bidder, fail to sign the contract, the Islamabad Club may:
 - Forfeit our Bid Security (if any was provided), or
 - **Declare us ineligible for participation in future procurements by the Club for a period to be determined by the Club, and/or**
 - **Pursue any other remedy available under the law.**

This declaration shall remain binding upon us for a period co-terminus with the bid validity period.

Authorized Signature: _____

Name: _____

Title: _____

For and on behalf of: [Full Legal Name of Law Firm]

Date: _____

Seal/Stamp: _____

Annexure-E: CONFLICT OF INTEREST DECLARATION

We, **[Full Name of Law Firm]**, hereby declare that, to the best of our knowledge and belief:

1. No conflict of interest exists that could be considered prejudicial to the interests of Islamabad Club in our capacity as their Legal Advisor.
2. We have no close business or family relationships with any member of the Islamabad Club's Management Committee, Procurement Committee, or senior staff involved in the procurement process.
3. Our firm, its partners, and key personnel have not engaged in any corrupt, fraudulent, collusive, or coercive practices.

We understand that any misrepresentation in this declaration may lead to our immediate disqualification, and if discovered after contract award, will be grounds for termination of the contract.

Authorized Signature: _____

Name: _____

Title: _____

For and on behalf of: **[Full Name of Law Firm]**

Date: _____

Seal/Stamp:

Annexure-F: HISTORICAL CONTRACT NON-PERFORMANCE DECLARATION

(This form must be completed, even if the answer is "None")

[Full Name of Law Firm] declares that the following history of contract non-performance did not occur during the last **three (3) years** prior to the deadline for bid submission:

Sr. #	Matter	Yes/No	Details (If "Yes")
1	A contract was terminated for default (i.e., due to contractor's fault).	<input type="checkbox"/> No <input type="checkbox"/> Yes	
2	A contract was not extended due to poor performance or default.	<input type="checkbox"/> No <input type="checkbox"/> Yes	
3	We have been denied an award of a contract by any public entity due to a declaration of non-performance.	<input type="checkbox"/> No <input type="checkbox"/> Yes	
4	We have been suspended or debarred from bidding by any public entity.	<input type="checkbox"/> No <input type="checkbox"/> Yes	

If "Yes" to any of the above, provide details of the event, the parties involved, and the circumstances.

Declaration: We hereby confirm that the information provided above is accurate and complete.

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Seal/Stamp:

Annexure-G: LITIGATION HISTORY DECLARATION

We, **[Full Legal Name of Law Firm]**, provide the following information on any ongoing or settled litigation/arbitration proceedings in the past **five (5) years**:

a) Where the Firm is/was a party.

b) Of significant value or importance where the Firm acted as legal counsel.

Year	Matter in Dispute	Name of Opposing Party/Court	Role (Party/Counsel)	Current Status & Potential Financial Impact (if any)
	<i>None</i>			

We declare that there is no current litigation that could materially impair our ability to perform the contract with Islamabad Club.

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Seal/Stamp: _____

Annexure-H: FINANCIAL PROPOSAL SUBMISSION FORM
(To be placed in SEALED ENVELOPE 2 – FINANCIAL PROPOSAL)

To: The Chairman,
Procurement Committee,
Islamabad Club,
Murree Road, Islamabad.

RFP No.: IC/PD/2025/26/TD-049

Date: _____

Dear Sir,

We, **[Full Name of Law Firm]**, having reviewed the RFP documents and based on our Technical Proposal, hereby quote our fees for the required services as follows:

Sr. #	Description of Service	Proposed Fee (Pakistani Rupees)	Remarks
1	Monthly Retainership Fee (Covers Scope of Work clauses 3.1, 3.2, 3.4)	Rs. _____ / per month	Fixed. Inclusive of overheads. Exclusive of taxes.
2	Court Case Fees (Per Case, Per Month)		<i>Exclusive of applicable taxes.</i>
2.1	Session & Civil Courts	Rs. _____ / per case/month	
2.2	High Court	Rs. _____ / per case/month	
2.3	Supreme Court	Rs. _____ / per case/month	
3	Other Legal Matters (Remuneration to be decided on a case-to-case basis as per mutual agreement)	To be negotiated	As per mutual agreement with Club Secretary.
4	Legal/Expert advice/opinion/drafting	Free of charges as included in monthly retainership.	As included in monthly fee.

Notes:

1. All quoted fees are **exclusive of all applicable taxes** (e.g., Sales Tax), which shall be paid extra as per the law.
2. A "case" for fee purposes refers to a distinct suit, petition, or appeal filed in the name of or against Islamabad Club.

We confirm this Financial Proposal is consistent with our Technical Proposal.

Authorized Signature: _____

Name: _____

Title: _____

For and on behalf of: [Full Legal Name of Law Firm]

Seal/Stamp: _____
