



Government of Pakistan  
**PAKISTAN ORDNANCE FACTORIES**  
Administration Department  
(Legal Cell), Wah Cantt

**HIRING OF LEGAL COUNSEL / LAW FIRM FOR POF**

**CORRIGENDUM**

The following amendment is hereby made in our advertisement (**HIRING OF LEGAL COUNSEL / LAW FIRM FOR POF**) is published in the newspapers of “The Nation & Express” Islamabad/Rawalpindi on 08-6-2022 and uploaded on PPRA & POF website as under:-

<u><b>FOR</b></u> period of contract will be 03 years	<u><b>READ</b></u> period of contract will be <b>01 year</b>
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*“Pakistan Ordnance Factories Board needs the service of Legal Counsel / Law Firm to contest / defend the Court Cases of different nature in all the Courts of Pakistan and outside Pakistan. Interested Lawyers / Law Firms of good repute having capacity / capability to deal with the task may participate in the bidding process. The details are provided in the bidding documents which are uploaded on PPRA website .The period of contract will be three years further extendable on mutual understanding. Detailed bidding documents can be collected from the office of the undersigned on submission of bank draft/Pay order of Rs. 5,000/- (rupees five thousand only) in the name of POF Central Welfare Fund Account # 16046-6 in NBP on non-returnable basis.*

*Complete proposal must reach at the mentioned address before 23<sup>rd</sup> June, 2022 till 1030 hrs (PST)*

**Director Administration**  
Pakistan Ordnance Factories  
Wah Cantt  
Contact # 051-9055-22185  
Email address: mgr.legal@pof.gov.pk

**Legal Advisor for Pakistan Ordnance Factories**

**REQUEST FOR PROPOSAL**

***Pakistan Ordnance Factories***

*Autonomous board created under Pakistan Ordnance Factories Ordinance, 1961  
working under the auspices of Ministry of Defence Production*

## **1. Introduction of POF Board**

Pakistan Ordnance Factories Board (hereinafter referred as “POF”) was created under Pakistan Ordnance Factories Ordinance, 1961 in order to provide for the constitution of a Pakistan Ordnance Factories Board and for investing it with certain powers and functions of the Federal Government in relation to the Ordnance Factories. The Board has the mandate to run the factories as per the Ordinance of 1961 and presently 14 different factories are being managed by the Board.

## **2. Legal Advisor Services**

In order to achieve the objectives of the organization and to run the affairs of the organization in accordance with the applicable legal regime, POF is in the process of hiring service of a law firm. The Legal Advisor will be the law firm of international repute which are required to advise POF, upon request, on legal matters enumerated in the scope of service given below.

The law firms having credible market reputation, well-structured and having extensive exposure and experience in litigation and execution of commercial contracts and having the ability to render legal advice with respect to corporate, legal and regulatory aspects as defined in the ensuing paragraphs in greater detail.

## **3. Scope of Services and Terms of Reference**

POF expects the law firm to provide the following services:

SR. NO	SERVICE TO BE RENDERED
1	CASES IN SUPREME COURT BY OR AGAINST PAKISTAN ORDNANCE FACTORIES
2	CASES IN HIGH COURTS BY OR AGAINST PAKISTAN ORDNANCE FACTORIES

3	CASES BEFORE DISTRICT COURTS BY OR AGAINST PAKISTAN ORDNANCE FACTORIES
4	CASES BEFORE CIVIL COURTS BY OR AGAINST PAKISTAN ORDNANCE FACTORIES
5	CASES BEFORE FEDERAL SERVICE TRIBUNAL AGAINST PAKISTAN ORDNANCE FACTORIES
6	CASES BEFORE ANY OTHER TRIBUNALS SUCH AS INSURANCE TRIBUNAL, LABOUR COURT, NIRC AND NCHR ETC AGAINST PAKISTAN ORDNANCE FACTORIES
7	ARBITRATION MATTERS LOCAL AND INTERNATIONAL *
8	OPINIONS ON DAILY MATTERS AND VETTING OF CONTRACTS
9	OPINIONS IN RESPECT OF LEGISLATION WITH RESPECT TO POF ORDNANCE AND RULES MADE THEREUNDER

\* For Arbitration matters in respect of International contracts, POF will negotiate the fee at the time when the need arises.

The law firm will be expected to take over the pending cases of POF which at present are approximately 200 pending in different courts ranging from District Courts to Supreme Court of Pakistan. Apart from the cases above all the cases filed against POF and the ones which would be filed by POF after the date of appointment will be sole responsibility of the law firm till the expiry of their contract. The selected law firm while bidding may keep in mind that the POF has presence throughout Pakistan. **The cases of POF are pending in Supreme Court of Pakistan, Federal Service Tribunal, Islamabad High Court, Lahore High Court, Lahore, Lahore High Court, Rawalpindi Bench, Sindh High Court at Karachi, District Courts, Rawalpindi, Peshawar High Court, Peshawar,**

**Peshawar High Court, Abbotabad Bench, District Courts, Attock, District Courts Haripur, Tehsil Courts Taxila, Tehsil Court Havelian.**

**4. Project Schedules and Consultancy Costs**

In view of the Legal Advisory Services to be utilized the law firm is requested to provide a lump sum yearly fee in PKR for providing the services enumerated above. The payments will be made on quarterly basis and the first payment will be released on the date of appointment of Legal Advisor. Apart from above law firms are required to quote a fixed amount in PKR for the following:

Sr. No	Description	District Courts	High Courts/FST/Tribunals	Supreme Court
1	Filing for each case			
2	Copies of case file			
3	Notices per person			
4	Filing of Miscellaneous Applications in Main case			

Sr. No	Pindi Tehsil and Islamabad	Out of Rawalpindi and Islamabad Districts (excluding	KPK	Sindh and Balochistan

		Lahore)		
Fuel				
Lodging				

Out of Pocket Expenses for special cases will be billed at actual.

## 5. Qualifications of the Legal Advisor

The law firm is required to submit a detailed firm/company profile. The law firm is required to disclose conflict of interest, if any, and seek approval of the Client in case of any such conflict arises in future. Experience of providing expert legal services to Government Organization with comparable scale stature and well conversant with the regulatory regime is the key requirement.

## 6. Selection Method

Single stage – one envelope procedure will be used for tendering process. The bid shall comprise of one single envelope containing technical and financial proposal. The bids will be opened and evaluated as per evaluation criteria mentioned in this RFP. The law firm will provide all necessary information as required in the RFP to make the bid responsive. The technical bid would be evaluated as per the following table and bidders must include the information and documents with their bid keeping in mind the table below:

<b>TECHNICAL</b>						
	Corporate & Commercial Matters/ Contract	Government and Public Sector Orgnaizations(Nu	Advocate Supreme Court of Pakistan (5 for each supreme	Corporate, Commercial, Civil & Constitution Litigation	Years of Experience of Firm's Staff particularly the Managing Partner	<b>Total</b>

	Drafting	number of years)	court lawyer)			
Maximum	20	15	15	10	10	<b>70</b>

## 7. Selection Criteria

i. Evaluation of the law firm will be carried out in accordance with the procedure of Quality and Cost Based Selection (QCBS) method. A weightage of 80% will be given to Technical Score (Q) and weightage of 20% will be given to Cost Score (C). Cost / Financial Proposals in this regard are required to be submitted along with the Technical Proposals.

ii. Evaluation of Proposals under QCBS

The law firm who obtains highest marks will be declared qualified and will be appointed as Legal Advisor of POF:

### Step 1 – Technical (Quality) Weightage

Quality Score “Q” = S x q

### Step 2 – Cost Score Weighting

Cost Score (C) = {( LFB/FB ) x 100} x c

### Step 3 – Total Score

Total Score = Q + C

### Where:

S is Score given out of 100 for Technical (Quality)

q is Criteria of Quality Weightage 70%

LFB is the lowest Financial Bid.



FB is Average of the Financial Bid.

c is Cost Weightage 30%

Q is Quality Score

C is Cost Score

- iii. The proposals must reach office of Director Administration before 1030 hrs on 23<sup>rd</sup> June, 2022.
- iv. Bids will be opened at 1200 hrs on 23<sup>rd</sup> June, 2022 at Bid Section near Rabta Hall, POF Wah Cantt.
- v. Bidders shall bear all costs associated with the preparation and submission of their proposals and contract signing. POF is not bound to accept any proposal, and reserves the right to annul the selection process at any time.

## **8. Conflict of Interest**

POF policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the interest of POF paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of POF. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.

## **9. Information for Bidders**

All bidders shall submit Bank draft/pay order of Rs. 5,000/- (rupees five thousand only) in the name of POF Central Welfare Fund Account # 16046-6 in NBP on non-refundable basis on submission of bidding documents on the following address:

Director Admin through Rabta Hall  
POF Wah Cantt,  
Wah

The bid envelop shall clearly be marked with the:

“Bid for Legal Advisor” and  
“Not to be opened before 23<sup>rd</sup> June, 2022 at 1200 hrs”

**Name of Procuring Agency:** Pakistan Ordnance Factories Board

**Last date for Bid Submission** Date & Time: 23<sup>rd</sup> June, 2022 at 1030 hrs

**Bid Opening Date and Time** Date & Time, 23<sup>rd</sup> June, 2022 at 1200 hrs

**Bid Opening Place** Bid Centre near Rabta Hall, POF Wah Cantt