



Request for Expression of Interest (EOI)

1. STZA, an autonomous body established under the Special Technology Zones Authority Ordinance 2020 invites Expressions of Interest (“EOI”) from law firms who are on the Active Taxpayers List of the Federal Board of Revenue to provide legal advice to STZA. The method of selection will be Quality and Cost Basis.
2. Request for EOI documents, (containing detailed terms and conditions, etc. are available on the STZA website (www.stza.gov.pk). EOI documents can also be downloaded from PPRA free of cost. All applicants who intend to participate must send an email to info@stza.gov.pk with their contact details for any clarifications prior to the submission. Submission will be in hardcopy only.
3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach at STZA, Prime Minister’s Office, Constitution Avenue, G-5, Islamabad by 1300 hrs on 30th August 2021. The RFP will be opened on 30th August 2021 at 1400 hrs. This advertisement is also available on PPRA website at www.ppra.org.pk.

Director (Special Projects),
STZA, Prime Minister’s Officer,
Constitution Avenue, G-5, Islamabad
info@stza.gov.pk



REQUEST FOR EXPRESSION OF INTEREST

FOR

PRE-QUALIFYING LAW FIRMS TO PROVIDE LEGAL SERVICES TO STZA

INSTRUCTIONS TO BIDDERS

1. BACKGROUND

- 1.1. Special Technology Zones Authority (“**STZA**”) is an autonomous body established under Special Technology Zones Authority Ordinance, 2020. 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 Ordinance.
- 1.2. STZA intends to pre-qualify eligible **law firms** through this request for an Expression of Interest (“**EOI**”).
 - 1.2.1. Those bidders who pre-qualify in this EOI will be invited to participate in a Request for Proposal process.

2. INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

- 2.1. Eligible firms are invited to submit a proposal to participate in STZA’s pre-qualification process for engaging law firms to provide legal services to STZA. Law firms 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 Regulations 2004, and any other relevant rules.
- 3.2. STZA will ensure all data submitted by prospective applicants is treated as confidential.
 - 3.2.1. All bidders 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 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. In responding to this request for EOI, all bidders accept the responsibility fully to understand this EOI document in its entirety, and in detail, including making any inquiries to STZA as necessary to gain such understanding. STZA reserves the right to disqualify any law firm who demonstrates less than such understanding. Further, STZA reserves the right to determine, at its sole discretion, whether the firm has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to STZA.

4. DEADLINE FOR SUBMISSION AND PROCEDURE

- 4.1. All prospective applicants must send an email to info@stza.gov.pk with their contact details. STZA will not be liable for any missed communications due to a failure to provide this information.
- 4.2. By **13.00 hrs 30th August, 2021**, all proposals must reach the STZA office and proposals will be opened at **1400 hrs on 30th August 2021** at the STZA office located at:

STZA, Prime Minister's Office, G-5, Constitution Avenue, Islamabad

- 4.3. Submission cannot be through email.
- 4.4. All envelopes must be sealed, include all documents required under section 6 and must be clearly marked:

“EOI TO PRE-QUALIFY LAW FIRMS FOR STZA”

5. TERMS OF REFERENCE

- 5.1. All legal services will be provided according to the standards mandated in the Pakistan Legal Practitioners and Bar Councils Rules, 1976.
- 5.2. Successful bidders will be required to provide legal advice on the following, and provide the following services:
 - a. Compliance with local laws including but not limited to advice on constitutional issues, development authorities, regulatory bodies etc.

- b. Assisting and, if required, steering the procurement processes where required;
- c. Legal due diligence on applications for Zone Enterprise or Zone Development licenses;
- d. Assist STZA in the proper execution of agreements and suggest remedial measures in case of non-performance;
- e. Any advice required by STZA's Board of Governors.
- f. Draft and assist in negotiations of agreements with entities in Pakistan or abroad;
- g. Contractual matters including drafting, negotiating, reviewing, vetting, finalization, execution of contracts, loan agreements with banks/financial institutions, etc. and other official documentation;
- h. ADR matters;
- i. Successful bidders must be willing to travel throughout Pakistan to represent STZA and/or its affiliates;
- j. Providing legal opinions on any issue encountered by STZA or its emanations;
- k. Represent STZA in the Supreme Court of Pakistan, any High Court, tribunals, or any other forum in case of any litigation, arbitration or hearing either on a case-to-case fee basis, as may be agreed between STZA and the legal advisor.
- l. Any other matters, as and when requested by STZA.

6. DOCUMENTS

6.1. All applicants **must** submit in a sealed envelope:

6.1.1. An Expression of Interest in a sealed envelope (and labelled as "EXPRESSION OF INTEREST" and indicating the law firm's name) which includes:

- 6.1.1.1. A letter of introduction briefly detailing the prospective law firm's suitability for this assignment;
- 6.1.1.2. A profile of the law firm;
- 6.1.1.3. CV's of all partners and key staff;

- 6.1.1.4. A detailed list of relevant experience satisfying the requirement in clause 8 below;
- 6.1.1.5. Original Affidavit (not more than 30 days old) on Stamp Paper of at least Rs 100 value that the Bidder is not insolvent, bankrupt, or blacklisted or debarred by any public agencies;
- 6.1.1.6. Copies of tax returns of previous five (05) years;

7. EVALUATION CRITERIA AND PROCESS

7.1. All bidders whose Expressions of Interest are complete at opening, will be evaluated on the basis of the technical evaluation criteria detailed in Section 8 of this document.

7.1.1. Those bidder who fail to achieve the minimum marks (as required by section 8), or whose technical proposal is incomplete will be rejected and their financial proposals will be returned.

7.2. **Only those bidders who are found technically responsive and clear the minimum mark threshold laid out in section 8 will be invited to the request for proposal process.**

8. TECHNICAL EVALUATION CRITERIA

Table 1: Minimum Qualification Criteria

| # | Qualification / Experience |
|---|---|
| 1 | At least Seven (07) years of experience of advising companies on corporate / regulatory / commercial / contractual / commercial, and HR matters. |
| 2 | At least Seven (07) years of experience of advising public sector companies / organizations in Pakistan. |
| 3 | At least Seven (07) years of experience in litigation and representing clients before various the Courts of Law in Pakistan, including in arbitration matters, (international arbitration experience preferred) |
| 4 | Law firms and their partners must enjoy good repute, not be insolvent, bankrupt or blacklisted, and must be well respected amongst their peers and the industry |
| 5 | Active tax payer for the last five (05) years |

- a. Applicants must meet all the above minimum required qualification criteria to qualify. Failure to meet any of the above criteria will disqualify a bidder.
- b. Applicants who fail to submit any of the documents detailed in clause 6 will be rejected.

- c. Points will only be awarded where the applicant has also attached documentary details to support points in that criterion (for example a firm profile/experience list listing the law firm's experience).
- d. Points for experience will be subject to the provision of references and verification of those references by STZA.