



## **Expression of Interest (EOI)**

### ***Invitation for Expression of Interest (EOI) from Law Firms for Provision of Legal Services***

The National ICT R&D Fund through this EOI intends to invite proposals from qualified licensed/registered Law Firms to provide professional legal services.

National ICT R&D Fund Company registered under Section 42 of the Companies Ordinance, 1984 is engaged in promotion of Research and Development activities primarily for progress in the realm of ICT technologies with the ultimate objective of creating knowledge based economy and society by virtue of true application of R&D Fund vision. Details for EOI can be downloaded from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.ictrdf.org.pk](http://www.ictrdf.org.pk)

## 1. Introduction

### National ICT R&D Fund

The emerging information and knowledge age and the accompanying technological revolution are heralding a new economic and social order characterized by the development and exploitation of information and communication technologies (ICT) within all spheres of human endeavor. This era is giving rise to the emergence of information and knowledge based economies with traditional economic, industrial and commercial activities being made more efficient and productive by incorporating knowledge driven processes.

The knowledge and information economy has emerged as a new source for the creation of quality jobs, wealth generation and redistribution, rapid economic development and prosperity as well as a means of facilitating competitiveness. With the emerging information age, information and communication technologies are seen by a number of countries as critical for achieving progress in economic and social development. These technologies are offering developing countries like Pakistan a window of opportunity to leap-frog the key stages of industrialization and transform their agriculture dominated economies into service-sector driven, high value-added information and knowledge based economies that can successfully compete in the global village.

Pakistan has witnessed a phenomenal growth in its telecom industry. The Government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision *to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources*. To achieve this vision National ICT R&D Fund has been created. This vision will be realized by pursuing the following goals:

1. To provide an enabling environment that facilitates deployment and utilization of ICT education for HR capacity building and enhanced national productivity;
2. To cultivate industry-academia partnership by funding concrete development and research initiatives;
3. To facilitate industrial demand focused HR capacity building and R&D capabilities in the country and promoting ICT related educational programs and activities;
4. To use ICT as a tool for upward mobility of economically challenged citizens of the country;
5. To help develop knowledge based ICT industry for delivery of value-added ICT products and services;
6. To facilitate research and development in those sections of ICT that enhances quality of life for citizens of Pakistan.

## 2. Scope of Work

Including, but not limited to, following tasks.

1. Providing legal opinion for all potential legal issues of the Company.
2. Vetting of documents on a day-to-day basis, including notices, minutes, contracts, agreements and other legal documents etc.
3. Provide legal advice on mechanism and functioning of the Company in respect to all statutory and other related lawful matters.
4. Providing advice on matters related to "Intellectual Property Rights"
5. Preparation of contracts with other legal entities.

6. Attending court cases at Lower and Higher Courts level.
7. Providing guidelines with respect to any formalities, legalities and other rules and regulations applicable to the Company as an entity registered under Section-42 of the Companies Ordinance.
8. Assisting in development of efficient departmental policies and procedures to operational matters of the Company in accordance with applicable Laws of the country.
9. Preparation, review and/or modification of legal documents utilized by the Company in the course of business to ensure and/or determine compliance with applicable laws.
10. Attendance and participation at meetings about and/or with entities having legal business with the R&D Fund.
11. Preparation and vetting of Memorandum of Understanding (MoU), Partnership/Collaboration Agreements (including Public-Private Partnerships) with various national and international entities.
12. Any other tasks under domain of legal firms.

### 3. **Mandatory requirements**

1. Complete name, mailing address, and telephone number of the concerned authorized representative (Senior Partner of the Law Firm).
2. At least one of the Partners shall be an Advocate of the Supreme Court of Pakistan.
3. Certified copies of all the necessary documents such as certificate of incorporation, registration, NTN or an equivalent document for proof of legal status of potential entity.
4. A minimum of five current references from clients for whom the firm has provided similar work within the last five years.
5. Explanation of how you intend to provide the required services in a timely manner.
6. Curriculum Vitae of the Partner(s) and Associates etc. working with the firm.
7. Hourly billing rate for each individual involved.
8. Discounted rate(s) rate for special functions.
9. A retainer quote for proactive services delivered per month for 5 hours/month to be carried forward in case not used by the R &D Fund Company.
10. An hourly rate for counsel provided during disputes and litigation in Courts of Law.
11. Any other documentation deemed fit and necessary for submission by the Firm.

### 4. **Standard Instruction**

The EOI and the accompanying documents must be sent at the following address:

NATIONAL ICT R&D FUND  
ADMINISTRATION OFFICE  
ATTENTION: **Ms. NELOFAR ARSHAD**  
6TH FLOOR, HBL TOWER  
JINNAH AVENUE, BLUE AREA  
ISLAMABAD

**Proposal along with soft copy in CD must be received by 03:00 PM on January 29, 2013 via courier, postal mail or by hand.**

Failure to submit the proposal before lapse of the deadline (date& time) will result in automatic disqualification.

## 5. EOI Evaluation Form

The total number of scoring points for this contract is 100. Ratio of technical to financial score is 70:30

S. #	Criteria	Points	Marks obtained	Remarks/Justifications
<b>TECHNICAL:</b>				
1	Capacity and capability of the firm to perform required tasks and to do so in a timely manner.	20		
2	Experience and qualifications of those persons who will perform the work (Minimum five years experience is required.)	15		
3	Knowledge and understanding of the scope of work to be performed	5		
4	Performance of the firm with previous clients on projects of similar nature based upon quality of the work, control of costs, ability to meet schedules or deadlines and responsiveness to the client. This shall also prove that the Law Firm has at least five years experience of relevant services.	10		
5	Diverse demonstrated experience in labor, employment laws and HR policies preparation	10		
6	Availability of team members in other major cities of Pakistan	5		
7	Standard response time. (Include your response standards for routine and emergency/critical issues	5		
	<b>Total</b>	<b>70</b>		

8	Cost of services reflecting the following:  Cost per hour of Partner Cost per hour of Associates Cost per hour of other Support Staff Others (specify)	10		
9	Retainer fee for proactive legal counsel, document review along with hours to be given per month	10		
10	Hourly rate for representation during litigation, dispute in Court of Law	10		
	<b>Total</b>	<b>30</b>		
	<b>TECHNICAL</b>	<b>70</b>		
	<b>FINANCIAL</b>	<b>30</b>		
	<b>GRAND TOTAL</b>	<b>100</b>		

## 6. Explanation of Given Criteria for Evaluation

- Proposals submitted against EOI should provide straightforward, concise information that satisfies the requirements of this EOI. Emphasis should be placed on completeness, clarity of content and conformance with given instructions and requirements of this EOI.
- The interested parties must show that they have the capacity to address all legal matters including appearance in Courts of Law and court of Mohtasib.
- The interest Parties must share their past experience and proven track record of conducting and executing similar assignments.
- The interested Parties must provide evidence that they meet the minimum responsiveness criteria listed above otherwise their submission/application will be determined non-responsive.
- The proposal should indicate that the firm has knowledge and understanding of the scope of work to be performed.
- The proposal should indicate the ability to perform the work in a timely manner and the firm has adequate qualified staffing.
- The proposal should indicate hourly billing rates of Partner and Associates for rendering of the services.
- The proposal should also indicate clearly hours to be given per month during retainer ship period and fate of unutilized hours as well.
- The proposal should indicate expenses of Partner and Associates in case appearance in any Court of Law in Islamabad and outstation.
- The proposal should clearly specify if any additional expenses will be charged in connection with this proposal.

The EoI receipt by the Company does not entail any financial or any other commitment on its part. Company also reserves full rights to accept or reject any/all the submitted EoIs in accordance with PPRA Laws.