



Government of Pakistan  
Pakistan Digital Authority



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## Engagement of Legal Advisor

Tender ID: PDA/TDRS/LEGAL/ 2025-26/03

Issued at Islamabad



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## Invitation to Bid

The Government of Pakistan, under the Digital Nation Pakistan Act, 2025, has established the **Pakistan Digital Authority (PDA)** to lead and implement the country's digital transformation agenda. To support its operational requirements, PDA invites bids from eligible, tax-registered firms for the **Engagement of Legal Advisor for Pakistan Digital Authority**.

Activity	Description/Tentative Timeline
<b>Tender Publication</b>	20 March 2026, Notice on EPADS, National Dailies, and PDA Website.
<b>Submission Mode</b>	<b>Online via EPADS (<a href="http://www.eprocure.gov.pk">www.eprocure.gov.pk</a>)</b>
<b>Submission Deadline</b>	April 08, 2026, by 1000 Hrs
<b>Bid Opening</b>	April 08, 2026, at 1030 Hrs
<b>Bid Validity</b>	180 Days from Bid Opening Date

The tentative timeline set out herein represents the Pakistan Digital Authority's best estimate of the schedule that will be followed.

**Head of Procurement**

Pakistan Digital Authority,  
7th Floor Kohsar Block Pak Secretariat, Islamabad



## **1. INTRODUCTION**

The Pakistan Digital Authority (PDA) is a statutory body established under the **Digital Nation Pakistan Act 2025**, mandated to spearhead the country's transition into a digitally empowered nation. As the apex regulatory and implementation body, the Authority is tasked with executing the National Digital Masterplan to foster a robust Digital Economy, Digital Society, and Digital Governance. PDA is responsible for managing public funds, implementing government-mandated programs, and ensuring compliance with applicable financial, regulatory, and governance frameworks. More details about the PDA are available at [www.pda.gov.pk](http://www.pda.gov.pk).

The Authority requires continuous, highly specialized, and expert legal services to navigate the dynamic landscape of technology regulation, domestic and international litigation, policy enforcement, and compliance under the Act.

To support its legal needs, PDA intends to engage a Legal Advisor with proven experience in handling corporate, contractual, regulatory, and compliance matters, particularly in the context of public sector operations and the technology industry.

## **2. BIDDING PROCESS**

- a. An open, competitive, and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, Rules, Regulations and Guidelines made thereunder shall be adopted.
- b. The bid/proposal to be uploaded to e-Pak Acquisition & Disposal System (**e-PADS**), comprising both the **technical proposal** and the **financial proposal**. **The bidder shall ensure that the attachment of bid/proposal on e-PADS is mandatory, failing which the bid shall be rejected.**
- c. Initially, the **“TECHNICAL PROPOSAL”** shall be opened.
- d. PDA shall evaluate the submitted technical proposals in accordance with eligibility and evaluation criteria of this document without reference to the price.
- e. After evaluation and approval of the technical proposals, the financial proposals of the technically qualified bidders will be opened at a time and date announced and communicated to bidders in advance.
- f. PDA shall evaluate the technical proposals in a manner prescribed under Section 03 and 05 of this document without reference to the price and shall reject any proposal which does not conform to the specified requirements.

## **3. ELIGIBILITY CRITERIA**

Bidders/Firms must give compliance to the below mentioned clauses as these are mandatory for being eligible for the bidding process:



Sr.no	Attributes	Ref. page no. in proposal
a.	Proof of Certificate of Incorporation or Registration, or Membership of the Supreme Court Bar Association or equivalent.	
b.	Active & valid registration with FBR for income tax purposes and sales tax at the time of bid opening.	
c.	The firm shall provide an undertaking on letter head that it has not been blacklisted by any Government/Semi-Government institution at the time of bid opening.	
d.	List of clients where currently serving as Legal Advisor.	
e.	Firm must have fully functional office(s) in Islamabad/Rawalpindi.	
f.	CVs of the key personnel proposed for the assignment shall be provided. At least one advisor/partner must possess an LL.M. degree and have a minimum of 15 years of relevant professional experience with active Supreme Court license.	
g.	Minimum of 5 cases involving legal advisory or drafting agreements relevant to IT organization.	
h.	Bid Declaration form provided in annexure (A)	

**Note: Exact page numbers against all requirements shall be mentioned. Bids not in compliance may lead to disqualification.**

#### **4. INSTRUCTIONS /GENERAL CONDITIONS**

- a. The firm will be selected after an open, competitive, and transparent bidding process.
- b. Proposals shall be submitted in English/Urdu language.
- c. All prices mentioned in the financial proposal shall be in Pak Rupees (PKR) and inclusive of all applicable taxes.
- d. All clarifications will be communicated to the firms through **e-PADS**.
- e. PDA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.



- f. The firm shall bear all costs associated with the preparation and submission of their respective bids and PDA will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- g. Firms are under obligation to read and understand complete information package/bid documents, PDA shall not be responsible towards the firm for any of their claim or complaint which may arise because of non-reading or misreading the bid documents/information package by firms.
- h. PDA is the originator of information package/bidding documents, any clarification or interpretation communicated by PDA, whether in response of a query or otherwise, shall be deemed final, conclusive and will remain unquestioned.
- i. Most Advantageous bidder will be issued Letter of Intent (LoI) and it shall submit Letter of Acceptance (LoA). Upon submission of LoA by Most Advantageous bidder, Contract will be signed for a period of one (01) year.
- j. PDA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PDA shall, upon request, communicate to any firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, But PDA is not required to justify those grounds as per Rule 33 of the Rules.
- k. PDA requires that firms, observe the highest standard of ethics during the procurement and execution of such contract. In pursuit of this policy, the PDA:
  - I. Defines, for the purposes of this provision, the terms set forth below as follows:
  - II. "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - III. "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - IV. "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - V. "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - VI. "Obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede PDA investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.



- l. PDA will reject a proposal for award if it determines that the firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
- m. Only registered suppliers/service providers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/provide services to the PDA. Bids/Proposals/applications of all those suppliers/service providers who are not found on ATL on the date of bid opening shall be rejected.
- n. In case of any technical difficulty in using EPADS prospective bidders may contact PPRA at <https://www.ppra.org.pk/>
- o. If there is more than one qualified firm i.e. they have quoted equal prices in financial bid, the tied qualified firms shall be notified by PDA and they will submit revised financial proposals in compliance with the bidding document. The revised bid amount must be either equal to the original submitted bid or less than previous bid amount. The revised financial proposal shall be submitted in a sealed envelope that is securely closed and it is not possible to be opened without visual evidence thereof.
- p. In case, the most advantageous bidder, at any stage prior to the execution of the contract/PO fails for timely completion of all applicable processes, or the PDA procurement committee is not satisfied from the provided services, PDA reserves the right to obtain the services from second most advantageous bidder. In case the second most advantageous bidder fails to provide the required services or the PDA procurement committee is not satisfied from the provided services, the PDA reserves the right to obtain the services from third most advantageous bidder.
- q. The Blacklisted service provider(s) declared by PDA, are barred from participating in this tender.

**5. Evaluation Criteria:**

- a) PDA will evaluate the proposals on the basis of their compliance with the bidding document and evaluation criteria, and the point system as specified below. (Table I)
- b) A proposal shall be rejected during technical evaluation if it does not comply with the bidding document.

**Table I- Evaluation Criteria**



S/N	Evaluation Criteria	Max Marks	Ref Page# in Proposal
1	Post-Qualification Legal Practice: <b>Minimum 15 years of active legal practice.</b>	20	
2	Legal Cases Handled in Last 2 Years: • <b>Above 15 cases – 10 marks</b> • <b>11–15 cases – 5 marks</b>	10	
3	Corporate & Compliance Law Experience: <b>Experience with corporate, IT, data protection, anti-corruption, sanctions, etc.</b>	10	
4	Experience in IT Legal Matters: <b>Drafting IT related laws.</b>	20	
5	Legal Team Strength: • <b>More than 5 qualified staff – 20 marks</b> • <b>2 to 5 staff – 10 marks</b>	20	
6	Approach & Understanding: <b>Proposed approach to scope of work/TORs. Clarity of understanding of the PDA's mandate under the Act.</b>	20	

For technically responsive bidder, the final scoring shall be done as per following:

- a. technical score (St) shall be calculated as follows:

$$St = \frac{\text{technical score obtained by bidder}}{\text{total technical score}} * 80$$

- b. financial score (Sf) shall be calculated as follows:

$$Sf = \frac{\text{lowest bidder/s cost}}{\text{bidder's cost}} * 20$$

- c. total score shall be the sum of both technical score and financial score:

$$\text{total score} = St + Sf$$

## 6. TECHNICAL PROPOSAL

Technical proposals to be submitted by the firms shall be in compliance with the requirements laid down in the bidding document and Tor's.

The technical proposal shall be clearly marked with the following :-

***“TECHNICAL PROPOSAL”***



The technical proposal shall include;

- a. A covering letter from the head of the Firms / Companies or an authorized representative of the applicant entailing the objectives and the executive summary.
- b. All the documents mentioned in bidding document shall be part of technical proposal except financial proposal.
- c. Non-compliance to any clause and sub clause of RFP and ToR shall lead to disqualification.
- d. Additional Information (If Any)

## 7. FINANCIAL PROPOSAL

### *“FINANCIAL PROPOSAL*

- a. The Financial Proposal shall include the following:

#### Lot - A

<b>Sr. No.</b>	<b>Description of Services</b>	<b>Professional/Monthly Retainership Fee with all applicable taxes</b>
01	Legal Opinions in writing, Drafting/vetting contracts/agreements, MOU's including negotiations Drafting/vetting policies, rules, regulations etc. Preparation, review and finalization of documents for public procurements. Review, endorsement, legal advice and legal vetting with Consultants/Contractors/Suppliers/Employees/National and International Bodies/Organizations/Associations etc.	

#### Lot-B

<b>Sr. No.</b>	<b>Courts</b>	<b>Professional Fee including Misc. Expenses with all applicable taxes</b>
01	Civil/District/Sessions/ Pakistan Information Commission/ Ombudsman's and all equivalent fora	
02	High Courts	
03	Supreme Court	
04	Alternate Dispute Resolution (National, International) or any other legal forum	



**Note:**

- i. *Bidders may apply for one or both Lots (A and B) as listed above. They may also apply for one or more categories/serials listed under Lot-B.*
- ii. *The contract(s) will be awarded to the most advantageous bidder(s) for Lot-A, Lot-B, or individual categories within Lot-B, as applicable.*
- iii. *The PDA management reserves the right to award the contract for either of the Lots, both Lots, or any individual category within Lot-B to one or multiple firms at its sole discretion.*
- iv. ***The out of pocket shall be deemed included in the financial proposals. PDA shall not be liable for any miscellaneous, incidental, or out-of-pocket expenses, including travel, lodging, or related costs etc.***
- b. The proposal must remain valid for a period of 180 days after the bid submission date.
- c. Taxes will be deducted at the time of the payment as per government rules and regulations.
- d. All payments will be subject to the active taxpayer status of the service provider at the time of release of payment. If service providers status is not active on ATL (Income and Sales Tax); no payment shall be made till their status becomes active on ATL (Income and Sales Tax) of FBR/relevant authority.
- e. The service provider shall pay all such taxes, Stamp duty or other duties, fees and other impositions levied under the applicable law, the amount of which is deemed to have been included in the financial bid.
- f. All prices shall be in Pak Rupees. Any exchange rates fluctuations shall be the responsibility of the firm and PDA shall not allow any price escalation.
- g. The firm shall mention the amount in financial proposal, which shall be inclusive of all applicable taxes, levies, duties and fees as per prevailing laws.

**8. AWARD OF CONTRACT**

- a. The firm with (most advantageous bid), if not in conflict with any other law, rules, regulations, or policy of the Federal Government shall be awarded the contract, within the original or extended period of bid validity.
- b. A letter of Intent (LoI) will be issued to the Most Advantageous bidder who shall submit Letter of Acceptance (LoA) within period stipulated under LoI.
- c. After submission of the Letter of Acceptance, it is expected that the contract will be signed within minimum possible time, failing which PDA may proceed accordingly.
- d. The initial term of the contract shall be one year which may be extended for another term as may be mutually agreed between the parties.



## 9. PAYMENT TERMS:-

The payment of fee will be made monthly after receiving of the invoice for LOT A.

## 10. TERMS OF REFERENCE / SCOPE OF ASSIGNMENT

The firm shall be responsible for providing expert advice and representation in matters primarily related to the intersection of law and technology:

### **The Digital Nation Pakistan Act 2025**

- Advising on the interpretation and implementation of the Act, particularly on the powers and functions of PDA under the Act.
- Assisting in drafting and reviewing Statutory Instruments (Rules, Regulations, Guidelines) under the Act.
- Handling legal challenges and complaints related to matters under the Act.
- Ensuring all legal advice and opinions are in conformity with the Act, directives issued by the government of Pakistan, and all other relevant laws, rules, and regulatory frameworks.
- Providing complete, accurate, and well-reasoned legal opinions, contract reviews, and documentation support.
- Safeguarding the legal and contractual interests of PDA in all engagements, negotiations, and disputes.
- Maintaining high standards of diligence, ethics, and confidentiality in all assignments undertaken.
- All written legal opinions or vetting shall be provided within 3–5 working days of request. Urgent matters may be required within 24–48 hours as mutually agreed.
- The Legal Advisor shall ensure full confidentiality of all information.
- If a conflict of interest is discovered post-engagement, PDA reserves the right to immediately terminate the contract and pursue legal remedy, including blacklisting.
- PDA reserves the right to impose penalties or terminate the engagement in case of repeated delays, non-compliance with instructions, or failure to safeguard PDA's legal interests.
- The Legal Advisor shall be fully accountable to PDA for the quality and integrity of the legal work performed

### **Litigation and General**

- Representation in all Courts (Supreme Court, High Courts, Civil Courts) and quasi-judicial bodies on constitutional, administrative, and commercial law matters pertaining to the PDA's regulatory matters.

### **GENERAL MODALITIES**



- a. The Legal Advisor shall remain available for communication via telephone or in-person meetings as and when required by PDA.
- b. The Legal Advisor shall not accept any assignment that creates a conflict of interest with PDA's mandate or operations. A **Conflict-of-Interest Declaration** must be submitted as part of the proposal.

#### **NATURE OF ENGAGEMENT AND COST:**

The engagement shall be on a **monthly retainer ship basis** for the provision of legal services as outlined in the Table-A of financial proposal and rate proposed against each court case mentioned in Table-B of financial proposal.

#### **DISQUALIFICATIONS**

Without prejudice to PDA's rights under the applicable rules, a bidder may be disqualified and its bid declared non-responsive for any of the following reasons:

- a. The bidder has been involved in litigation, arbitration, or any dispute during the last five (05) years which, in PDA's opinion, may materially affect their capacity to perform the contract.
- b. The bidder has a history of unsatisfactory performance, significant delays, or contract defaults in previously awarded assignments in the public or private sector.
- c. The proposal fails to meet the eligibility criteria, technical requirements, or mandatory documentation specified in this RFP.
- d. The bid is not accompanied by the prescribed bid declaration form.
- e. The bid is incomplete, conditional, or contains overwriting, erasures, or corrections that are not properly initialed and signed by the authorized representative of the bidder.
- f. The bidder is found to have misrepresented or concealed material information in the bid or failed to disclose any potential conflict of interest.
- g. The bidder is declared blacklisted or debarred by any government department, regulatory authority, or donor agency in Pakistan or abroad.

#### **REPORTING REQUIREMENTS:**

The selected Legal Advisor shall coordinate directly with the COO, the PDA Procurement Team, or any other officer designated by the Chairperson/Vice-ChairPerson/COO for matters related to the assignment.



PDA will provide all relevant documents and background materials necessary for the effective performance of the legal assignment. Where required, PDA shall facilitate coordination with other government departments or agencies to ensure the Legal Advisor has lawful access to necessary information.

A written progress report detailing ongoing matters, legal opinions rendered, and any areas requiring the attention of PDA management or the Board shall be submitted on the **first Monday of every month**. The report must also outline specific actions or compliance steps required under applicable laws, regulations, or internal policies.



**Annexure A**

**Form of Bid-Securing Declaration**

*[The Firm shall fill in this Form in accordance with the instructions indicated.]*

To: *[complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid- Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\_\_\_\_\_

Title of the person signing the Bid\_\_

Signature of the person named above\_\_\_\_\_

Date signed\_\_day of\_, \_\_\_\_\_