

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION  
HEAD OFFICE, G.P.O. BUILDING, I.I. CHUNDRIGAR ROAD, KARACHI

**Invitation for Legal Consultancy Applications**

The Employees Old-Age Benefits Institution (EOBI) invites "Expressions of Interest" (EOI) from reputed law firms which can provide legal advice besides corporate, regulatory, advisory and litigation services. EOBI wants to appoint a panel of legal advisers and consultants ("Legal Consultant") who can provide professional services covering all areas of law and corporate transactions that the EOBI (or its subsidiaries) may be interested in from time to time.

**Time Limit**

All EOIs must be received no later than 10:30 AM on April 18, 2011. Any EOIs received after such time shall not be considered. The Technical/Service proposals included in the EOI shall be opened at 11:00 AM on the same day i.e. April 18, 2011, in the presence of representatives of the applicant parties.

The desirous parties may send their EOIs to

Deputy Director General (HR & GA)  
G.P.O. Building I.I. Chundrigar Road Karachi  
Telephone No: 021-99217913/4

**Scope of Services**

The Legal Consultant will be required to provide advisory and consulting services in respect of the following areas:

- i. Transactional arrangements/negotiations,
- ii. Regulatory advice,
- iii. Corporate matters,
- iv. Litigation/arbitration.

Sealed offers under single stage one envelope procedure in the prescribed form are invited by EOBI, from prospective Consultants for providing the consultancy services listed under the Scope of Services in the RFP. Interested Consultants are hereby invited to submit EOI as per the Instruction given hereafter. The scrutiny of EOI submitted and the discussions/negotiations with the successful applicant may lead to a contract with such Consultant.

**The RFP can be downloaded from EOBI website ([www.eobi.gov.pk](http://www.eobi.gov.pk)) or by contacting Mr. Muhammad Jamil ([muhammad.jamil@eobi.gov.pk](mailto:muhammad.jamil@eobi.gov.pk)) by email or phone 021-99217918.**

Deputy Director General (HR & GA)  
G.P.O. Building,  
I.I. Chundrigar Road,  
Karachi  
Telephone No: 021-99217913/4

## **REQUEST FOR PROPOSAL**

### **EXPRESSION OF INTEREST FOR LEGAL CONSULTANCY SERVICES**

#### **A. INVITATION TO BID**

The Employees Old-Age Benefits Institution (EOBI) invites “Expressions of Interest” (EOI) from reputed law firms which can provide legal advice besides corporate, regulatory, advisory and litigation services. EOBI wants to appoint a panel of legal advisers and consultants (“Legal Consultant”) who can provide professional services covering all areas of law and corporate transactions that the EOBI (or its subsidiaries) may be interested in from time to time.

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#### **B. INSTRUCTIONS TO BIDDERS**

##### **Form of EOI**

Sealed offers under single stage one envelope procedure in the prescribed form are invited by EOBI, from prospective Consultants for providing the consultancy services listed under the Scope of Services in the RFP. Interested Consultants are hereby invited to submit EOIs as per the Instruction given hereafter. The scrutiny of EOI submitted and the discussions/negotiations with the successful applicant may lead to a contract with such Consultant.

If after evaluation of the EOIs, EOBI finds more than one applicant as being eligible to provide the aforesaid services, then EOBI shall have the discretion to constitute a panel of legal consultants, and their services will be sought as and when required by EOBI.

## **Submission of EOIs**

EOIs should be submitted in one envelope separately containing the “Technical/Service Proposal” and “Financial Proposal”.

### a) Technical/Service Proposal

In preparing the Technical/Service proposal, the applicant is expected to examine all terms and instructions included in the Scope of Services and to delineate the firm profile including:

- i. Details of its experience;
- ii. Areas of Expertise;
- iii. Profiles of Key personnel

Failure to provide all requested information shall be at the applicant’s own risk and may result in rejection of proposal.

The applicants are expected to submit all relevant information over and above the documents mentioned herein, that they deem relevant to the services covered in the Scope of Services.

### b) Financial Proposal

The Financial Proposal will include the fee quote for all Services, component wise.

The Technical/Service and Financial proposals shall be submitted in one copy each duly sealed in one envelope. The EOI must be submitted in print format.

## **Evaluation of Proposals**

EOIs received and found valid will be evaluated by EOBI to ascertain the best evaluated proposal in the interest of EOBI, for the complete work/services under these specifications and documents. In evaluating the EOIs, EOBI shall consider the ability and expertise of the Consultant in undertaking all components of the Scope of Services and any ancillary services reasonably required by EOBI together with the fee quote.

## **C. CONTRACT**

Upon evaluation of offers, the notification of award of contract will be intimated to the successful applicant by EOBI. The EOBI may elect to enter into a retainer agreement with the successful consultant. In the event that EOBI qualifies more than one consultant, it may enter into a retainer agreement with the best applicant and also establish a panel of consultants whose services may be sought as and when required by EOBI.

The selection of the Consultant will be at the sole discretion of EOBI, and EOBI reserves rights to accept or reject any or all the EOIs/proposals without assigning any reasons. EOBI reserves the right to call for additional information from the applicants.

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