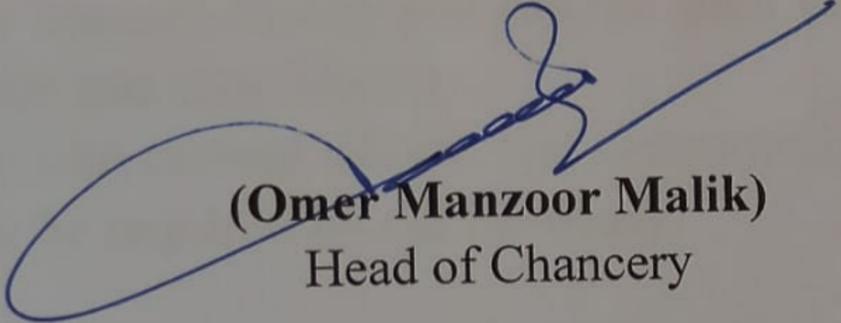


No. Admn-6/LRS/2021-22

December 15, 2025

Advertisement

Embassy of Pakistan, Madrid urgently needs to hire the services of a professional registered Legal company/firm to prepare payrolls, employment contract and social security issues. Further, legal advice on service matters and Spanish labour laws would also be needed as and when required. The Company must fulfill all the pre requisites of any company registered in Madrid, Spain. The interested companies can contact the Embassy before 05.01.2026 in an enclosed envelope to the undersigned.

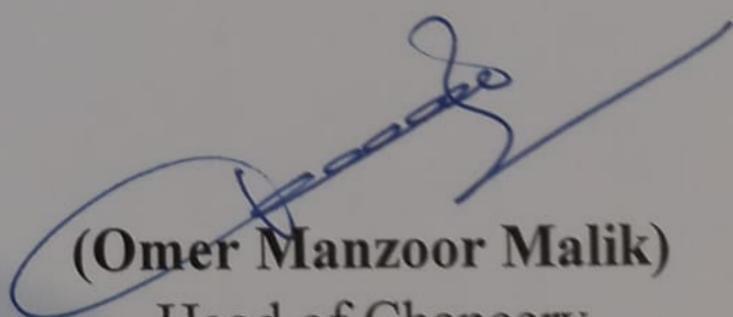

(Omer Manzoor Malik)
Head of Chancery



**Scope Of Work/Terms & Conditions For Invitation Of Bids For Hiring
Services of Legal Firm At The Embassy Of Pakistan, Madrid**

Detailed description of the required services is as under:

- a) Prepare the monthly pay slips, issue the corresponding receipts and deliver to the Embassy.
 - b) Prepare and submit the requisite social security forms to the concerned department.
 - c) Prepare labour contracts, manage registration or deregistration of the Embassy's employees with the Spanish Social Security Authorities.
 - d) Draft, amend and ensure execution thereof of the employment contract as and when required.
 - e) Represent the Embassy before any Spanish Public institutions such as the services for mediation, arbitration and conciliation.
 - f) Provide legal advice in compliance with current labour, tax, accounting and civil related matters which may be required by the Embassy.
2. Bids are scheduled to be opened by on 06th of January 2026 12.30 hours at the Chancery. Any bid received after the aforementioned date/time will not be considered.


(Omer Manzoor Malik)
Head of Chancery

