

INVITATION TO BID

1. POFs, Director Admin (Legal Cell) needs the service of Legal Counsel / Law Firm to contest / defend the Court Cases of different nature in all the Courts of Pakistan and outside Pakistan.
2. Interested Lawyers / Law Firms of good repute having capacity / capability to deal with the task may participate in the bidding process. The detail are provided in the bidding documents. The contract will be performance bases for one year, extendable up to three years with mutual consent of the parties. Terms & Conditions along with bid documents are available for the interested bidders at the office of the undersigned OR can also be downloaded from POF website (www.pof.gov.pk)
3. The bids completed proposal must reach at the mentioned address **on**
22 June, 2026 (Monday) till **1000 hrs (PST)**.

**Pakistan Ordnance Factories
Director Administration (Legal Cell)**

Wah Cantt

Contact # 051-9055-21085

Email Address: mgr.legal@pof.gov.pk

Legal Advisor of Pakistan Ordnance Factories

REQUEST FOR PROPOSAL

Pakistan Ordnance Factories

Autonomous board created under Pakistan Ordnance Factories Ordinance, 1961
working under the auspices of Ministry of Defence Production.

1. Introduction of POF Board:

Pakistan Ordnance Factories Board (hereinafter referred as "POF") was created under Pakistan Ordnance Factories Ordinance, 1961 in order to provide for the constitution of a Pakistan Ordnance Factories Board and for investing it with certain powers and functions of the Federal Government in relation to the Ordnance Factories. The Board has the mandate to run the factories as per the Ordinance of 1961 and presently 14 different factories are being managed by the Board.

2. Legal Advisor Services:

In order to achieve the objectives of the organization and to run the affairs of the organization in accordance with the applicable legal regime, POF is in the process of hiring service of a law firm. The Legal Advisor will be the law firm of international repute which are required to advise POF, upon request, on legal matters enumerated in the scope of service given below.

The law firms having credible market reputation, well-structured and having extensive exposure and experience in litigation and execution of commercial contract and having the ability to render legal advice with respect to corporate, legal and regulatory aspects as defined in the ensuing paragraphs in greater detail.

3. Scope of Services and Terms of Reference:

POF expects from the law firm to provide the following services:

Sr. #	Service to be rendered
1	Cases in Supreme Court of Pakistan By or against POF & <i>Federal Const Court.</i>
2	Cases in High Courts by or against POF
3	Cases before District Courts / Tehsil Courts by or against POF
4	Cases before Federal Service Tribunal against POF
5	Cases before any other tribunals such as insurance tribunal, Labour Court, NIRC, NCHR, and Federal Ombudsmen etc. against POF
6	Arbitration Matters Local and International*
7	Opinion on daily matters and vetting of contracts within 04 working days
8	Opinions in respect of legislation with respect to POF and rules made thereunder

* For Arbitration matters in respect of International contracts, POF will negotiate the fee at the time when the need arises.

The law firm will be expected to take over the pending approximately 250 cases approximately pending in different Court all over Pakistan and its all project / subsidiaries. Ranging from District Courts to Supreme Court of Pakistan. A part from the cases above all the cases filed against POF and the ones which would be filed by POF after the date of appointment will be sole responsibility of the law firm till the expiry of their contract.

The selected law firm while bidding may keep in mind that the POF has presence throughout Pakistan.

- Legal Advisor (Law Firm) will rendered its legal services (Opinions, Contracts Draft) to the POF subsidiaries' / projects as and when required. The firm can be assigned cases of POF subsidiaries / project on fee (case to case basis)

Senior Most Lawyer / Partner of the firm will be required to visit POF Legal Cell for discussion on alternative weekend 2nd & 4th and as & when required basis.

4. Project Schedules and Consultancy Costs:

In view of the Legal Advisory & Services to be utilized the law firm is requested to provide a lump sum yearly fee in PKR for providing the services enumerated above. The payments will be made on quarterly basis and the first payment will be released on the date of appointment of Legal Advisor from MoDP, Law Division & AG Office

6. Law Firm in addition to the payment set forth above, shall charge for expenses as per the following schedule excluding taxes:

Sr.#	Description	District Courts	High Courts/FST/Tribunals	Supreme Court
1.	Filing of each case			
2.	Copies of case file			
3.	Notices per person			
4.	Filing of Miscellaneous Applications in Main case			

Sr.#	Pindi Tehsil and Islamabad	Out of Rawalpindi and Islamabad districts (Excluding Lahore)	KPK	Sindh and Baluchistan
Fuel				
Lodging				

Out of Pocket Expenses for special cases will be billed at actual.

5. Qualification of the Legal Advisor:

The law firm is required to submit a detailed firm/company profile. The law firm is required to disclose conflict of interest if any, and seek approval of the Client in case of any such conflict arises in future. Experience of providing expert legal services to Government Organization Public & Defence Setups with comparable scale stature and well conversant with the regulatory regime is the key requirement.

6. Selection Method:

Single – stage one envelope procedure will be used for tendering process. The bid shall comprise of one single envelope containing technical and financial proposal. The bids will be opened and evaluated as per evaluation criteria mentioned in this RFP. The law firm will provide all necessary information as required in the RFP to make the bid responsive;. The technical bid would be evaluated as per the following table and bidders must include the information and documents with their bid keeping in mind the table below:

TECHNICAL							
	Corporate & commercial Matters / Contract Drafting	Government Public & Defence Organizations (Number of Years)	Advocate Supreme court of Pakistan	Corporate, Commercial, Civil & constitution Litigation	Years of Experience of firm's Staff particularly the Managing Partner	No. of Lawyers / Associates	Total
Max	10	15	15	10	10	10	70

7. Selection Criteria:

- i) Evaluation of the law firm will be carried out in accordance with the procedure of Quality and Cost Based Selection (QCBS) method. A weightage of 70% will be given to Technical Score (Q) and weightage of 30% will be given to Cost Score ©. Cost/financial Proposals in this regard are required to be submitted along with the Technical Proposals.

- ii) Evaluation of Proposals under QCBS

The law firm who obtains highest marks will be declared qualified and will be appointed as Legal Advisor of POF:

Step 1_ Technical (Quality) Weightage

Quality Score "Q"

Step 2 _ Cost Score Weighting

Cost Score = $(LFB/FB) \times 100 \times C$

Step 3_ Total Score= Q+C

Where:

S is Score given out of 100 for Technical (Quality)

Q is Criteria of Quality Weightage 70%

LFB is the lowest Financial Bid.

FB is Financial Bid.

c is Cost weightage 30%

Q is Quality Score

C is Cost Score

- iii) The proposals must reach in the office of Director Administration on 10:00 hrs. 22 June, 2026.
- iv) Bids will be opened at 10:30 hrs. on 22 June, 2026 at Bid Section near Rabta Hall, POF Wah Cantt.
- v) Bidders shall bear all costs associated with the preparation and submission of their proposals and contract signing. POF is not bound to accept any proposal, and reserves the right to annul the selection process at any time.

8. **Conflict of interest:**

POF policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the interest of POF paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.; bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of POF. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.

9. **Information for Bidders:**

All bidders shall submit Bank draft/pay order of Rs. 10,000/- (rupees ten thousand only) in the name of POF Central Welfare Fund in NBP on non-refundable basis on submission of bidding documents on the following address:

Director Admin through Rabta Hall
POF Wah Cantt,
Wah

The bid envelop shall clearly be marked with the:

“Bid for Legal Advisor” and

“Not to be opened before 22 June, 2026 at 1030 hrs”

Name of Procuring Agency:	Pakistan Ordnance Factories Board
Bid Opening Date and Time	Date & time: 22 June, 2026 at 1030 hrs
Bid Opening Place	Bid Centre near Rabta Hall, POF Wah Cantt
