



CERISMA (PRIVATE) LIMITED

PAGE

REQUEST FOR QUOTATION (THIS IS PRICE ENQUIRY-NOT AN ORDER) SAP No.6100018211	1	OF	7
	RFQ No	CRZ0016SI	
	DATE	11.09.2026	

Company PSO Dummy Vendor PAKISTAN	QUOTATION REQUIRED			
	ON (Date)	29.09.2026	BY (Time)	

Please quote your best price for all items of following specifications. Please read the instructions attached herewith EARNEST MONEY %
Rs. _____ PO/DD NO. _____

Title: Tender for Onboarding of Legal Firm for CERISMA Pvt Ltd.

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>Monthly Retainer Fee</u>	<u>CERISMA -</u>				
		<u>HeadOffice</u>				
1.01	<u>Legal Services - Retainership</u>		EA	12		
2	<u>Additional Hour rate</u>	<u>CERISMA -</u>				
		<u>HeadOffice</u>				
2.01	<u>Legal Services - Retainership</u>		EA	50		
	1. Introduction CERISMA Pvt Ltd. (CPL) invites bids from qualified and experienced legal firms to provide legal advisory and support services. The selected legal firm shall provide legal advisory services primarily related to: # Contract and agreement review # Regulatory and operational document review # General legal advisory support for EMI operations # Acting as retained legal counsel for day-to-day legal matters 2. Background The EMI operates within the regulated financial services and digital payments ecosystem and is subject to applicable laws, regulations, directives, circulars, and guidelines issued by the State Bank of Pakistan (SBP), Securities and Exchange Commission of Pakistan (SECP), and other applicable governmental and regulatory authorities. To support ongoing compliance obligations and operational requirements, the EMI seeks to engage a competent legal firm with demonstrable experience in: # Financial services law # Digital payments and fintech # Electronic Money Institutions # Banking and regulatory compliance # Corporate and commercial law # SECP regulatory and governance requirements 3. Objective of the RFP The objective of this RFP is to appoint a legal advisory firm to: # Assist the EMI in meeting immediate legal and regulatory support requirements # Review legal and operational documentation					



CERISMA (PRIVATE) LIMITED

PAGE

2			OF			7		
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	# Provide legal opinions and guidance as needed # Support ongoing business and regulatory interactions # Provide consent and to act as Legal Advisors to the Company for the purposes of the Companies (Appointment of Legal Advisors) Act, 1974 and all other applicable laws and regulations, with effect from the date of execution of our engagement letter 4. Scope of Services The selected legal firm shall provide services including but not limited to the following: 4.1 Contract Review and Advisory The firm shall: # Review commercial agreements, vendor agreements, service agreements, NDAs, partnership agreements, and related contracts # Identify legal, compliance, operational, corporate governance, and regulatory risks # Assess compliance implications under applicable SBP and SECP regulations where relevant # Recommend amendments and risk mitigation measures # Assist in drafting or revising contractual clauses where required # Provide legal observations within agreed turnaround timelines 4.2 Document Review The firm shall review and advise on: # Policies and procedures # Customer-facing documentation # Terms and conditions # Privacy notices and disclosures # Internal governance documentation # Regulatory submissions and responses # Operational and compliance-related documents # Review documentation for alignment with applicable SBP and SECP requirements where relevant # Review corporate governance and statutory documentation as required # Advise on legal sufficiency of disclosures, notices, and customer-facing documentation 4.3 General Legal Advisory Services					



CERISMA (PRIVATE) LIMITED

PAGE

3	OF	7
RFQ No	CRZ0016SI	
DATE	11.09.2026	

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	The firm shall: # Provide day-to-day legal consultation to relevant departments # The law firm shall, where requested, provide legal opinions and legal memoranda on matters relating to applicable laws, regulations, contracts, corporate matters, regulatory compliance and other legal issues relevant to the operations and business activities of CPL. The specific scope and structure of any legal opinion or memorandum shall be agreed between the parties on a case-by-case basis. # Assist in identifying legal implications of business initiatives # Advise on regulatory communications where required # Advise on matters relating to corporate compliance and governance requirements under applicable SECP regulations # Provide guidance on legal and regulatory implications arising from changes in applicable financial sector laws and regulations 4.4 Retained Legal Counsel Support The selected firm shall act as external legal counsel and shall: # Provide reasonable on-call advisory support # Attend meetings virtually or physically if required # Coordinate with management and compliance teams # Support urgent legal review requests during the engagement period # Will be represented as legal advisor of the Companies in SECP in accordance with the Companies (Appointment of Legal Advisors) Act 1974 4.5 Regulatory Compliance Support The selected legal firm shall, where required, provide legal support and guidance relating to: # Applicable SBP regulations and EMI framework requirements # Relevant SECP corporate governance and statutory compliance requirements # Relevant SOE Act and Company#s Act requirements # Legal interpretation of regulatory obligations impacting EMI operations # Review of regulatory notices, responses, and supporting documentation 4.6 Corporate Governance Support The law firm shall provide legal advisory services in relation to corporate governance matters, including advising boards of directors on					



CERISMA (PRIVATE) LIMITED

PAGE

			4	OF	7
REQUEST FOR QUOTATION (THIS IS PRICE ENQUIRY-NOT AN ORDER) SAP No.6100018211			RFQ No	CRZ0016SI	
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	their legal responsibilities and ensuring corporate structures and procedures comply with applicable governance codes. 4.7 Regulatory Filings and Approvals The law firm shall assist in preparing, reviewing and advising on statutory filings, submissions, applications, responses and related documentation required to be submitted before regulatory, judicial, quasi-judicial or governmental authorities, and shall support CPL in obtaining relevant approvals, consents and permissions, where required. 5. Eligibility Criteria Interested firms must meet the technical evaluation criteria. 6. Proposal Submission Requirements Interested firms shall submit the following: Technical Proposal, as required in the technical evaluation criteria Including: # Firm profile # Relevant experience and credentials # Experience with financial institutions/EMIs/fintechs # Proposed team structure and key resources # Approach to service delivery # Expected response and turnaround timelines # References of similar engagements (if available) Financial Proposal Including: # Fixed Monthly Retainer Fee: The fixed monthly retainer fee shall cover up to 10 billable hours of services per month. # Additional Hourly Rate: The bidder shall quote an hourly rate for any hours worked in excess of the 10 billable hours applicable for a month. Each additional hour shall be billed separately on a monthly basis at the quoted hourly rate. The utilization of additional hours shall be tracked cumulatively over the one-year contract period # Applicable taxes 7. Evaluation Criteria Proposals may be evaluated based on: # Relevant industry experience					



CERISMA (PRIVATE) LIMITED

PAGE

REQUEST FOR QUOTATION (THIS IS PRICE ENQUIRY-NOT AN ORDER) SAP No.6100018211	5	OF	7
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	# Understanding of EMI and regulatory environment # Capability and qualifications of assigned team # Responsiveness and turnaround commitment # Commercial competitiveness # Prior experience with regulated financial institutions 8. Confidentiality All information shared by the EMI during the RFP process and subsequent engagement shall be treated as confidential and shall not be disclosed to any third party without prior written consent of the EMI.The selected firm may be required to execute a Non-Disclosure Agreement (NDA). The law firm shall have a professional duty to maintain confidentiality regarding the information they have access to as part of their role. This duty shall extend beyond the expiry or termination of the retainership arrangement. 9. Conflict of Interest A law firm must avoid situations where personal interests conflict with professional responsibilities and shall be required to disclose potential conflicts of interest and recuse themselves when necessary. Participating firms shall disclose any actual or potential conflict of interest that may affect their ability to provide independent legal advice to the EMI. The law firm shall also under take that: # We are not currently retained as legal advisor to, nor do we represent, any person or entity that is a counterparty in any pending litigation or dispute involving Cerisma # We do not hold any financial interest, directorship, partnership, or employment in any entity that is, to our knowledge, subject to regulatory action by Cerisma # We will immediately notify Cerisma in writing upon discovery of any actual or potential conflict of interest arising during the term of this framework. 10. Rights of the EMI The EMI reserves the right to: # Accept or reject any proposal without assigning any reason # Request additional information or clarification from bidders					



CERISMA (PRIVATE) LIMITED

PAGE

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	11. Instruction to bidders and bidding method The selection of a company/firm will be based on Single Stage Two Envelope bidding procedure. The bidders are requested to examine all instructions, mandatory evaluation criteria, technical evaluation criteria and terms and conditions of the bidding documents. The bid shall comprise a single package containing two separate envelopes i.e. the technical and financial envelope. Bids to be submitted in SAP ARIBA. All bids received shall be opened and evaluated as per the mandatory evaluation criteria and technical evaluation criteria. Bidder that meets the mandatory and technical evaluation criteria and submits the lowest financial quotes, will be declared most advantageous bidder. Conditional or incomplete bids will result in rejection of bids. Cerisma reserves the right to request submission of additional information from the bidders to clarify/further understand aspects of technical proposal, if required. Cerisma also reserves the right to verify any information provided by the bidder. Cerisma has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified. Bidders who fail to submit complete and attach all the relevant documents shall be disqualified. Bidders to strictly ensure that their bid documents are submitted before the closing time and date of the tender, else the system will not accept the bids after the closing time. CERISMA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. CERISMA shall upon request communicate to any bidder the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds. 12. Renewal The service order will be issued for a period of 1 year. The contract					



CERISMA (PRIVATE) LIMITED

PAGE

7	OF	7
RFQ No	CRZ0016SI	
DATE	11.09.2026	

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	may be extended for 2 subsequent years, upto a total period of 3 years. The renewal is subject to satisfactory performance of the firms. The renewal will be on same terms and conditions as per mutual consent of both the firms. The rates for subsequent years may be adjusted based on CPI published by PBS, capped at 8%. 13. Termination The Company may terminate this Agreement, in whole or in part, at any time and without assigning any reason, by providing thirty (30) days' prior written notice to the Service Provider. In such event, the Service Provider shall be entitled to payment for Services satisfactorily performed up to the effective date of termination. The Company may terminate this agreement if the Service Provider: a) commits a material breach of any provision of this Agreement and fails to remedy such breach within fifteen (15) days of receiving written notice requiring its rectification, b) fails to perform the Services in accordance with the required standards, timelines, or service levels specified under this Agreement; c) engages in any act of fraud, corruption, misconduct, or unlawful activity in connection with the performance of the Services; or d) provides false, misleading, or materially inaccurate information during the procurement process or during the term of the Agreement. In all such cases as listed above CERISMA also reserves the right to encash the performance guarantee. 14. Billing and Invoicing: The legal firm will provide invoice along with hour sheet breakup and relevant documentation as required by CERISMA at the end of each month for processing of fee.					