Expression of Interest

CONSULTANCY SERVICES FOR ENGAGEMENT OF LEGAL CONSULTANT IN PAKISTAN AIRPORTS AUTHORITY (Consultancy Services)

National

Single Stage-Two Envelope

November 05, 2026

Pakistan Airports Authority (Human Resource Directorate),Additional Director HR OD
Terminal No. 1, Jinnah International Airport, Headquarters Pakistan Airports Authority, Karachi
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INVITATION FOR PRE-QUALIFICATION

PROCUREMENT OF CONSULTANCY SERVICES

1. The **Pakistan Airports Authority (Human Resource Directorate)** has reserved Funds for the procurement planned for FY **2026-27**. The **Pakistan Airports Authority (Human Resource Directorate)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**CONSULTANCY SERVICES FOR ENGAGEMENT OF LEGAL CONSULTANT IN PAKISTAN AIRPORTS AUTHORITY**" with the reference of **"P188832"**

2. The **Pakistan Airports Authority (Human Resource Directorate)** intends to pre-qualify consulting firms / consultants for subsequent issuance of Request for Proposals (RFP), and sign the contract agreement(s) with the selected consultant(s) following the selection process.

3. The objective of the intended pre-qualification is the provision of " **CONSULTANCY SERVICES FOR ENGAGEMENT OF LEGAL CONSULTANT IN PAKISTAN AIRPORTS AUTHORITY**" through engagement of qualified consultants, and the purpose of this Pre-qualification Notice is to provide basic information to enable potential applicants to decide whether or not to respond to this Pre-qualification Notice.

4. Only the pre-qualified applicants shall be invited to participate in the Request for Proposals (RFP) process, and it is expected that the RFP will be issued to the Pre-qualified Applicants.

5. The pre-qualification process is open to all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Pakistan Airports Authority (Human Resource Directorate) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **https://epads.gov.pk/opportunities/federal/procurements/188832**.

6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Friday, November 20, 2026 11:00 AM**. E-applications will be

opened using **EPADS v2.0** on the same day at **Friday, November 20, 2026 11:30 AM**. Manual submission of applications shall not be entertained. Applicants who have not yet registered on the new version of **EPADS v2.0** may register themselves at **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc** .

In terms of Rule 65 of Public Procurement Rules, 2026, a Grievance Redressal Committee (GRC) is notified for the subject procurement and the notification copy is available on the procuring agency's website and on Authority's website at (**www.ppra.org.pk**).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalifica¬tion Documents

1. **Scope of Application**

1.1. In connection with the "**Invitation for Prequalification**", the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. **Eligible Applicants**

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.
In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.
In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.
The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. **Eligibility (in terms of Nationality)**

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. **Sections of Prequalification Documents**

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. **Clarification of Pre-qualification Documents and Pre-Application Meeting**

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS , including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS . Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. **Amendment of Prequalifica¬tion Documents**

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:
Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. **Cost of Applications**

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. **Language of Application**

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. **Documents Comprising the Application**

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant’s qualifications to conclude a contract Agreement, shall establish to the Procuring Agency’s satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency’s Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier’s maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. **Submission of the Applications through EPADS v2.0**

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. **Responsiveness of Applications**

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. **Margin of Preference**

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. **Sub-contractors**

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. **Evaluation of Applications**

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. **Procuring Agency's Right to Accept or Reject Applications**

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. **Pre-qualification of Applicants**

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. **Notification of Prequalification**

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. **Request for Bids**

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. **Changes in Qualifications of Applicants**

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of “Invitation to Bids”.

29. **Redressal of Grievances**

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2026.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. **Mechanism of Blacklisting**

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2026 read with “Mechanism for Blacklisting Regulations, 2024”.

Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause Number
ITA Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause Number 1
ITA Number 1.1

Identification Number of the Invitation for Prequalification: **P188832**
The Procuring Agency is: **Pakistan Airports Authority (Human Resource Directorate)**
List of Service Contracts:
See section services and Lots

PDS Clause Number 2
ITA Number 2.1

The name of Procuring Agency is: **Pakistan Airports Authority (Human Resource Directorate)**
The name of Project / Procurement is: **CONSULTANCY SERVICES FOR ENGAGEMENT OF LEGAL CONSULTANT IN PAKISTAN AIRPORTS AUTHORITY**

PDS Clause Number 3
ITA Number 4.2

Maximum number of members in a Joint Venture (JV): **2**

PDS Clause Number 4
ITA Number 4.5

A list of debarred firms and individuals is available on PPRA website: **https://ppra.gov.pk**

B. Contents of the Prequalification Document

PDS Clause Number 5
ITA Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause Number 6
ITA Number 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause Number 7
ITA Number 7.2

Pre-Application Meeting: **Clarification Date: Tuesday, November 17, 2026**

C. Preparation of Applications

PDS Clause Number 8
ITA Number 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause Number 9
ITA Number 11.1(d)

Additional documents to be submitted through EPADS v2.0:
No

PDS Clause Number 10
ITA Number 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause Number 11
ITA Number 16.1

Deadline for Application Submission:
Day: ***Friday***
Date: ***Friday, November 20, 2026***
Time: ***11:00 AM***

PDS Clause Number 12
ITA Number 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**
Day: ***Friday***
Date: ***Friday, November 20, 2026***
Time: ***11:30 AM***
Virtual participation link: **https://vendors.epads.gov.pk/**

E. Procedures for Evaluation of Applications

PDS Clause Number 13
ITA Number 21.1

Margin of Domestic Preference: **Not Applicable**
(Applicable only if authorized in Procurement Plan)

PDS Clause Number 14
ITA Number 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**
A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency’s decision not to prequalify an Applicant

Eligibility & Qualification Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
None

Eligibility Criteria	Document
Eligibility as per Clause 3.1 of Annexure, supported by documentary evidence (valid practising licence / Bar Council enrolment and High Court enrolment of the Lead Counsel for a Firm; service record and experience certificates for a Law Officer).	Yes
Registration with the Federal Board of Revenue (FBR) as an active taxpayer (NTN) and, where applicable, sales tax registration (GSTN).	Yes
Valid CNIC/NICOP of the individual Applicant or of each partner/owner.	Yes
Letter of Application (Annexure A), duly signed by the Applicant or an authorized representative.	Yes
Power of Attorney (on non-judicial stamp paper valuing PKR 500) specifically authorizing the representative to sign and submit the application for Shortlisting on behalf of the Applicant (where the application is not signed by the Applicant personally).	Yes
Affidavit as required under Clause 6 of Annexure, including the affidavit of non-blacklisting on non-judicial stamp paper of PKR 500.	Yes

Litigation History and Contract Non-Performance disclosure (Form A-8), executed on stamp paper of PKR 500..	Yes
Joint Venture agreement or a letter of intent to form such an agreement, duly signed by all members (in the case of a Joint Venture). In case of Joint Venture Maximum number of JV partners should be 2.	Yes

Evaluation Criteria

Quality Based Selection (QBS)

Weightage (Without Financial Criteria)

Technical Evaluation %
100

Technical Marks	400
Passing Marks	**400**
Technical Evaluation Criteria	
Work Experience : Refer to Clause 4.4(A) of Annexure for Detailed Evaluation Criteria. Attach Form A - 2. (Qualitative) (Doc Required)	100
Relevant Clients / Assignments : Refer to Clause 4.4(B) of Annexure for Detailed Evaluation Criteria. Attach Form A - 3 & A - 4. (Qualitative)(Doc Required)	100
Professional Standing / Legal Expertise : Refer to Clause 4.4(C) of Annexure for Detailed Evaluation Criteria. Attach Form A - 5 & A - 7. (Qualitative)(Doc Required)	100

Professional Qualification of the Team Leader : Refer to Clause 4.4(D) of Annexure for Detailed Evaluation Criteria. Attach Form A - 6. (Qualitative)(Doc Required)	100

Positions Without Lots :

Position: CONSULTANCY SERVICES FOR ENGAGEMENT OF LEGAL CONSULTANT IN PAKISTAN AIRPORTS AUTHORITY

Specifications / Requirements:

Refer to the scope of services annexure.

Scope of Work

Refer to Annexure for Scope of Services.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Annexure

EOI Document

The Annexure attached hereto shall constitute an integral, essential, and binding part of the EOI Documents. The Applicant shall download the aforesaid Annexures, duly sign and stamp each page thereof, and upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents. In case of any discrepancy between the EPADS generated document and the Annexure, the latter shall prevail.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **EOI Document** (page number: 34)

Letter of Application

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Letter of Application** (page number: 43)

Form A-1

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A-1** (page number: 45)

Form A - 2

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 2** (page number: 46)

Form A - 3

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 3** (page number: 47)

Form A - 4

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 4** (page number: 48)

Form A - 5

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 5** (page number: 49)

Form A - 6

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 6** (page number: 50)

Form A - 7

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 7** (page number: 51)

Form A - 8

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 8** (page number: 52)

Form A - 9

The application forms attached as annexure shall be duly completed/filled, signed and stamped, together with all supporting documents required therein and the applicant shall upload the complete scanned copy as an integral part of its submission. Failure to comply with this requirement may render the application non-responsive, in accordance with the applicable procurement rules and the provisions of the EOI Documents.

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Form A - 9** (page number: 53)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

Additional Forms and Documents

PAKISTAN AIRPORTS AUTHORITY

CONSULTANCY SERVICES FOR

ENGAGEMENT OF LEGAL CONSULTANT IN PAKISTAN AIRPORTS AUTHORITY (PAA)

Expression of Interest

NOVEMBER 2026

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

EXPRESSION OF INTEREST – KEY PARTICULARS

The Pakistan Airports Authority invites Expressions of Interest from eligible Legal Consultants / Law Firms and individual Law Officers for shortlisting under the assignment below. Detailed terms are set out in the Instructions to Applicants that follow.

Item	Particulars
Procuring Agency	Pakistan Airports Authority (Headquarters), HR Directorate (Additional Director HR OD), Headquarters Pakistan Airports Authority
Assignment	Engagement of Legal Consultant in PAA (Consultancy Services)
Nature of Procurement	National; shortlisting through Expression of Interest, followed by a Request for Proposal (RFP) from Shortlisted Applicants
Selection Method (RFP Stage)	Single Stage – Two Envelope procedure; Quality and Cost Based Selection (QCBS) under the Public Procurement Rules, 2026
Period of Assignment	One (01) year, with maximum two extensions of another term of 01 (one) year subject to provision of satisfactory services
Place of Performance	Headquarters, Pakistan Airports Authority
Mode of Submission	Electronically through EPADS V2.0 only. Manual submissions will not be entertained. Applicants not yet registered on EPADS V2.0 may register at https://vendors.epads.gov.pk/
Last Date for Clarification Requests	at least seven (07) calendar days before the submission deadline, through EPADS V2.0 or at following email : wakeel.k@paa.gov.pk
Submission Deadline	20th November 2026 @ 1100 hrs PST
Employer's Contact	Additional Director HR OD, Headquarters Pakistan Airports Authority; Phone: +92-219-907-2070; Email: wakeel.K@paa.gov.pk

INSTRUCTIONS TO APPLICANTS

1. SCOPE OF SERVICES

1.1 The Pakistan Airports Authority (hereinafter referred to as "the Employer" or "PAA") intends to engage a qualified legal consultancy for the assignment namely "**ENGAGEMENT OF LEGAL CONSULTANT IN PAA**".

1.2 Pakistan Airports Authority (PAA) was established under the Pakistan Airports Authority Act 2023. PAA is the owner, developer, manager and operator of all Pakistani Airports (except Sialkot International Airport) as well as provides air navigation services across Pakistan's airspace.

1.3 The Consultant shall provide legal consultancy services to PAA, including but not limited to the following:

1.3.1 **Drafting of Regulations, Policies and Airport Orders:** Draft comprehensive Regulations, Policies and Airport Orders under the relevant sections of the Pakistan Airports Authority Act 2023 (as amended from time to time), in accordance with the applicable laws of the land and international obligations, including those relating to international aviation entities, for subsequent approval from the competent forums.

1.3.2 **Advisory on the PAA Act 2023:** Advise on the proper interpretation, implementation and amendments of the Pakistan Airports Authority Act 2023 (as amended from time to time), as indicated by PAA.

1.3.3 **Outsourcing of Airports & Post-Outsourcing Governance:** Provide legal consultancy for the outsourcing of airports and in all ramifications of post-outsourcing governance, safeguarding the rights and interests of PAA while complying with the terms and conditions of the Concession Agreement and relevant laws, rules and regulations.

1.3.4 **Service Level Agreements (SLAs):** Draft RFPs for Service Level Agreements for various services and draft the contract of SLA.

1.3.5 **Commercial Licences & Lease Agreements:** Draft various RFPs for Commercial Licences and Lease Agreements and subsequently prepare the agreements thereto.

1.3.6 **Legal Opinions & Assistance:** Provide legal opinions, advice and assistance on any matter relevant to the discharge of the functions of PAA, in light of the Rules, Regulations and policies of PAA, as and when required.

1.4 **Indicative Deliverables.** The deliverables and work schedule will be finalized in the RFP and the Contract. They are expected to include, at a minimum: (i) **Report A** – comprehensive drafting of Airport Orders, Airport Operations and Air Navigation Services (ANS) Regulations; (ii) **Report B** – draft RFPs for commercial licences and lease agreements, together with the related agreements; and (iii) deliverables corresponding to the remaining components in Clause 1.3, each with inception, drafting, incorporation of comments and final delivery stages.

1.5 **Duration and Place of Work.** The assignment shall be for One (01) year, with maximum two extensions of another term of 01 (one) year subject to provision of satisfactory services, with services to commence within thirty (30) days after contract signing. The Consultant shall be based at, or report to, the Headquarters of PAA.

1.6 **Official Travel.** Where official travel is required in connection with the assignment, the Consultant shall be entitled to boarding and lodging expenses at the rates and entitlements applicable to EG-05 officers of PAA.

2. SUBMISSION OF APPLICATIONS

2.1 Pakistan Airports Authority (PAA) invites applications from eligible Legal Consultants / Law Firms and individual Law Officers (hereinafter referred to as "Applicant(s)") to undertake the "Engagement of Legal Consultant in PAA".

2.2 Applications for Shortlisting must be prepared in accordance with the instructions provided herein and should be clearly labelled "Application for Shortlisting – Engagement of Legal Consultant in

PAA". **Applications shall only be submitted electronically through the EPADS V2.0 platform.** Applications that are not submitted on EPADS V2.0 shall be disqualified.

2.3 The Applicant is expected to examine all instructions, forms and terms in the Shortlisting Documents and to furnish with its application all information or documentation as is required by the Shortlisting Documents.

2.4 All pages of the Application should be sequentially numbered, stamped, and signed or initialed by the Applicant or its authorized representative.

2.5 The Application as well as all correspondence and documents relating to the Shortlisting exchanged by the Applicant and the Employer shall be written in the English language. Supporting documents and printed literature that are part of the Application may be in another language (for example, Urdu), provided they are accompanied by an accurate English translation of the relevant passages, in which case, for purposes of interpretation of the Application, the translation shall govern.

2.6 Applicants are required to respond to all questions and provide complete information as specified in this document. Any false statements or omissions of essential information may result in the disqualification of the Applicant.

2.7 Applicants may request clarifications regarding the contents of the Shortlisting Documents in writing through EPADS V2.0 or by sending email to wakeel.k@paa.gov.pk, the requests should be received at least seven (07) calendar days before the deadline for submission of the Shortlisting Documents

2.8 The Employer reserves the right to amend the Shortlisting Documents at any time prior to the submission deadline by issuing addenda. Any such addenda shall become an integral part of the Shortlisting Documents and will be communicated in writing to all parties by uploading through the EPADS V2.0 platform.

2.9 The Employer may, at its sole discretion, extend the deadline for the submission of Shortlisting applications either on its own initiative or in response to requests from prospective Applicants, by issuing a corrigendum.

2.10 To facilitate the evaluation process, the Employer may request clarifications of any submitted information. Such requests shall be made in writing, and responses must be provided within a reasonable period, not to exceed five (05) days. If an Applicant fails to provide the requested clarifications by the specified date and time, the application will be evaluated based solely on the information originally submitted.

2.11 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Shortlisting process.

3. ELIGIBILITY AND MANDATORY REQUIREMENTS

3.1 **Eligible Applicants.** The Applicant shall be either:

(a) a **Legal Consultant / Law Firm** holding a valid practising licence under the Legal Practitioners and Bar Councils Act, 1973, whose Lead Counsel is an Advocate of a High Court with at least twelve (12) years' post-qualification experience; **or**

(b) an **individual Law Officer** with at least fifteen (15) years' professional experience in Federal/Provincial Governments, Ministries, Divisions, Statutory Authorities, Autonomous Bodies or Public Sector Organizations.

3.2 **Mandatory Requirements.** All Applicants must fulfil the mandatory requirements specified below and provide the supporting documentation accordingly. The documents submitted shall be considered final, and no amendments or additional submissions will be accepted thereafter. Failure to comply with any mandatory requirement will result in the application being deemed non-compliant and may lead to the disqualification of the Applicant. The mandatory requirements are:

(i) Eligibility as per Clause 3.1, supported by documentary evidence (valid practising licence / Bar Council enrolment and High Court enrolment of the Lead Counsel for a Firm; service record and experience certificates for a Law Officer).

(v) Registration with the Federal Board of Revenue (FBR) as an active taxpayer (NTN) and, where applicable, sales tax registration (GSTN); and valid CNIC/NICOP of the individual Applicant or of each partner/owner.

(vi) Letter of Application (**Annexure A**), duly signed by the Applicant or an authorized representative.

(vii) Power of Attorney (on non-judicial stamp paper valuing PKR 500) specifically authorizing the representative to sign and submit the application for Shortlisting on behalf of the Applicant (where the application is not signed by the Applicant personally).

(viii) Affidavits as required under Clause 6, including the affidavit of non-blacklisting on a non-judicial stamp paper of PKR 500.

(ix) Litigation History and Contract Non-Performance disclosure (**Form A-8**), executed on stamp paper of PKR 500.

(x) Joint Venture agreement or a letter of intent to form such an agreement, duly signed by all members (in the case of a Joint Venture). In case of Joint Venture Maximum number of JV partners should be 2.

* **"Relevant assignment"** means a legal consultancy assignment, in whole or in substantial part, for the drafting of Rules, Regulations, Bye-laws, SOPs, Policies or other statutory/regulatory instruments for Federal/Provincial Government organizations, Ministries, Departments, Autonomous/Semi-Autonomous Bodies, Statutory Authorities, Public Sector Organizations, or reputable Private Sector entities.

4. EVALUATION / SHORTLISTING CRITERIA

4.1 **General.** Applicants shall be evaluated for Shortlisting on the criteria set forth in Clause 4.3 & 4.4, which pertain to Work Experience, Relevant Clients / Assignments, Professional Standing / Legal Expertise and Professional Qualification, as demonstrated by the information provided in the Forms included herein. The experience as sub-consultant shall not be considered. In the case of a Joint Venture, the experience of all participating firms will be evaluated in accordance with Clause 7.

4.2 The Employer reserves the right to verify or request clarification of any information submitted by Applicants. Any application containing false statements knowingly made by the Applicant, or any information that is incorrect in any respect and was intended to influence the Employer's decision on Shortlisting, may be rejected. Additionally, the Employer will take appropriate action in accordance with the PPRA regulatory framework concerning corrupt and fraudulent practices.

4.3 **Detailed Evaluation.** After initial screening for compliance with the mandatory requirements in Clause 3, a detailed evaluation shall be undertaken, where Applicants must meet the minimum threshold in each category as elucidated at para 4.4 below, upon attaining aforementioned threshold, the applicants shall be earmarked 100 marks otherwise 0 marks, no intermediate mark shall be allowed.

4.4 Detailed Evaluation shall be undertaken strictly in accordance with the table below, and only experience and claims substantiated through documentary evidence shall be considered. A particular assignment or judgment may be claimed only once. Projects and judgments listed in **Forms A-2 to A-5** shall be used for evaluation; any other information shall not be considered.

Criterion	Legal Consultant / Law Firm	Individual Law Officer

Criterion	Legal Consultant / Law Firm	Individual Law Officer
A. Work Experience *Form A-2*	Minimum 12 years of relevant experience in similar assignments with Federal/Provincial Government organizations, Ministries, Departments, Autonomous/Semi-Autonomous Bodies, Statutory Authorities, Public Sector Organizations or reputable Private Sector organizations.	Minimum 15 years of professional legal experience in Federal/Provincial Governments, Ministries, Federal Divisions, Statutory Authorities, Autonomous/Semi-Autonomous Bodies or Public Sector Organizations.
B. Relevant Clients / Assignments *Forms A-3 and A-4*	Evidence of successful legal consultancy services for drafting Rules, Regulations, Bye-laws, SOPs, Policies or other statutory/regulatory instruments for at least two (02) eligible clients, with client name, brief scope, contract details, client contact information and Satisfactory Performance / Completion Certificate(s)	Evidence of at least three (03) relevant assignments of drafting Rules, Regulations, Bye-laws, SOPs, Policies or other statutory/regulatory instruments, with contract details, client contact information and Satisfactory Performance / Completion Certificate(s)
C. Professional Standing / Legal Expertise *Forms A-5 and A-7*	Evidence of a minimum of fifteen (15) reported judgments before the Provincial High Courts and/or the Supreme Court of Pakistan in which the proposed Lead Counsel has appeared as counsel.	Evidence of service in BPS-18 or equivalent, or above, with substantial experience in drafting and vetting contracts, Rules, Regulations, Bye-laws, SOPs, Policies and other legal instruments
D. Professional Qualification of the Team Leader *Form A-6*	Professional qualification of the Team Leader (the proposed Lead Counsel or, for an individual Law Officer, the Law Officer) should be at least **LLM** and preferably **PhD in Law.** Documentary evidence explicitly showing the qualification must be attached.	

5. LITIGATION HISTORY AND CONTRACT NON-PERFORMANCE (FORM A-8)

5.1 The Applicant is required to provide accurate and complete information regarding any history of contract non-performance, pending litigation and litigation or arbitration arising from contracts either completed or currently under execution, together with its current contracts and their progress, in **Form A-8**. The form shall be executed on stamp paper of PKR 500 and the digital copy uploaded on EPADS V2.0.

6. BLACKLISTING AND OTHER AFFIDAVITS (FORM A-9)

6.1 The Applicant shall submit a single undertaking or affidavit on non-judicial stamp paper of at least PKR 500, affirming the following:

(a) the Applicant has never been blacklisted / debarred by any Government, Semi-Government or autonomous body;

(b) all documents, particulars and information provided in the Shortlisting application are accurate and true to the best of the Applicant's knowledge;

(c) the Applicant has never indulged in corrupt, fraudulent or collusive practices in competing for contracts; and

(d) the Applicant is not presently involved, nor has been in the past, in litigation with the Employer; or that the Applicant is not under any legal proceedings which may result in bankruptcy or any other situation entailing the total or partial loss of the right to administer and dispose of the property; should this be otherwise, the Applicant must provide such details in Form A-8.

(e) The Applicant has not been declared bankrupt or, in the case of company or firm, insolvent or being wound up and its activities or affairs are suspended by a Competent Authority or by the Court of law;

(f) The Applicant is not blacklisted or debarred at the time of the submission of bid by an international financial institution, international organizations, or other multilateral development Bank for period defined by them;

(g) The Applicant has not been convicted by a final judgment of a Court of Law;

(h) The Applicant is not convicted, in the case of a company, its owners and beneficial owners, directors or officers of a criminal offence related to:

a. its professional conduct; or

b. a prohibited practice within the period specified in the tender documents and has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been debarred from a procurement process in Pakistan.

7. JOINT VENTURE / ASSOCIATION

7.1 Where Applicants form a Joint Venture (JV) or association, the following shall apply:

(a) the maximum number of JV partners shall be **two (02);**

(b) the JV must collectively satisfy the criteria in Clauses 3 and 4, for which purpose the relevant figures of the members shall be added together to arrive at their total capacity; every JV member must hold the registrations and licences required under Clause 3.2;

(c) a copy of the JV Agreement, or a letter of intent to enter into such an agreement in case of award, signed by all legally authorized signatories of all the parties, shall be submitted; all firms comprising the JV shall be legally constituted;

(d) the application shall include an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of all the parties during the bidding process and, in the event of award, during contract execution;

(e) the application of a JV shall be submitted through EPADS V2.0 from the account of the Lead Member, with reference to the EPADS accounts of all JV members; and

(f) any change in a Shortlisted JV after Shortlisting shall not be allowed by the Employer; consequently, RFP documents will not be issued to, and proposals will not be accepted from, any JV that has undergone changes following Shortlisting.

7.2 Each Applicant shall submit only one application, either by itself or as a partner in a JV. An Applicant who submits, or participates in, more than one application will be disqualified and all such applications shall be rejected.

8. CONFLICT OF INTEREST

8.1 The Applicant, including all members of a JV, shall not have any actual, potential or perceived conflict of interest that may materially impair its independence or ability to perform the Services objectively. Applicants shall disclose any existing or prior engagement with PAA, or with any entity engaged by PAA for works, goods, non-consulting services or in any other capacity, that may give rise to such a conflict, including any appearance as counsel against PAA. Any such association not disclosed may result in disqualification of the Applicant.

9. CORRUPT AND FRAUDULENT PRACTICES; GRIEVANCE REDRESSAL

9.1 The Employer and the Applicants shall comply with the Procurement Regulatory Framework regarding corrupt and fraudulent practices as defined under Public Procurement Rules, 2026. Blacklisting shall be carried out in accordance with the Public Procurement Rules, 2026 and the applicable Regulations on the mechanism for blacklisting and debarment.

9.2 Grievances shall be redressed in accordance with Public Procurement Rules, 2026 and shall be submitted online on EPADS V2.0 to the Grievance Redressal Committee notified for this procurement.

10. UPDATING SHORTLISTING INFORMATION

10.1 Applicants shall be required to update the personnel, experience, registration and any other pertinent information used for Shortlisting at the time of submitting their proposals, to confirm their continued compliance with the qualification criteria and to permit verification of the information provided at the time of Shortlisting. A proposal shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

11. OTHER FACTORS

11.1 Applicants that have been Shortlisted under this procedure shall be invited to submit proposals through RFP. A Shortlisted Applicant, or a member of a Shortlisted Applicant [including JV], shall participate only in one proposal for the Contract. If a firm submits more than one proposal, singly or as a member of a JV, all proposals including that Applicant will be rejected. Participation of the same Key Expert or Sub-consultant in more than one proposal is not permitted.

11.2 The Employer reserves the right to:

(a) amend the scope and value of any contract for which proposals are to be solicited; in such an event, only those Shortlisted Consultants who meet the revised requirements of the contract as amended shall be eligible to submit proposals;

(b) reject or accept any or all applications in accordance with the provisions set forth herein; and

(c) cancel the Shortlisting process and reject all applications.

11.3 The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection. However, the grounds for rejection may be communicated upon request.

12. NOTIFICATION OF SHORTLISTING

12.1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been Shortlisted. In addition, those Applicants who have been disqualified will be informed separately. The Shortlisting result shall also be uploaded on EPADS V2.0.

13. REQUEST FOR PROPOSAL

13.1 After notification of the Shortlisting results, the Procuring Agency will invite proposals from all Shortlisted Applicants through EPADS V2.0 using the Single Stage – Two Envelope procedure and the Quality and Cost Based Selection (QCBS) method under the Public Procurement Rules, 2026.

13.2 A more comprehensive and detailed evaluation shall be undertaken during the RFP stage, wherein shortlisted applicants shall be empirically assessed against the criteria stipulated in the RFP. Applicants demonstrating qualifications exceeding the minimum thresholds prescribed under Paras 4.3 and 4.4 shall be evaluated comparatively under the corresponding criteria of the forthcoming RFP, thereby accruing a competitive advantage commensurate with their demonstrated capabilities

13.2 For the information of Applicants, the RFP is anticipated to carry the following indicative terms, which shall be as finally stated in the RFP and shall prevail over this Expression of Interest:

(a) Bid Security of PKR 500,000 in the form of a Pay Order (or a Bid Securing Declaration on the prescribed format, as permitted by the RFP);

(b) proposal validity of one hundred and eighty (180) days;

(c) prices to be quoted in PKR, fixed, and inclusive of all taxes except provincial sales tax on services;

(d) Performance Guarantee of 5% of the contract value, in the form of a Pay Order or Bank Guarantee; and

(e) RFP-stage submissions including the Work Plan, List of Past Similar Assignments, Credentials of Legal Consultants and Lead Personnel, CVs of Key Personnel and the Schedule of Pricing.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

ANNEXURE-A
Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone no., cell no. and e-mail address]

Date: .....

To: The Additional Director HR OD,
Headquarters Pakistan Airports Authority,
.....

Sirs,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter "the Applicant") and having reviewed and fully understood all the Shortlisting information provided, the undersigned hereby applies to be Shortlisted as a Consultant for the assignment "**Engagement of Legal Consultant in PAA**".

2. Attached to this letter are copies of original documents defining:

   (a) the Applicant's legal status (licence to practise / Bar Council enrolment / service record);

   (b) the principal place of business; and

   (c) the CNIC/NICOP of the Applicant and owners/partners.

3. Your Organization and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our clients and bankers regarding any technical and financial aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information as may be requested to verify statements and information provided in this application, or with regard to the resources, experience and competence of the Applicant.

4. Your Organization and its authorized representatives may contact the following persons for further information, if needed:

Inquiries	Contact 1	Contact 2
General and Managerial	Name: Telephone: Cell: Email:	Name: Telephone: Cell: Email:
Assignment / Consultancy	Name: Telephone: Cell: Email:	Name: Telephone: Cell: Email:
Financial	Name: Telephone: Cell: Email:	Name: Telephone: Cell: Email:

5. This application is made with the full understanding that:

   (a) proposals by Shortlisted Applicants will be subjected to verification of all information submitted for Shortlisting at the time of bidding;

   (b) Your Organization reserves the right to: (i) amend the scope and value of any contract under this project, in which event proposals will only be called from Shortlisted Consultants who meet the revised requirements; and (ii) reject or accept any application, cancel the Shortlisting process, and reject all applications; and

(c) Your Organization shall not be liable for any such actions and their consequences and is under no obligation to inform the Applicant of the grounds for the actions at 5(b) above.

Applicants who are not joint ventures / consortia / associations should delete paragraphs 6 and 7 and initial the deletions.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss arrangements, to the joint venture / consortium / association. We also specify the financial commitment in terms of the percentage of the value of the Contract and the responsibilities for execution of the Contract.

7. We confirm that in the event that we submit a proposal, that proposal as well as any resulting Contract will be (a) signed so as to legally bind all partners, jointly and severally; and (b) submitted with a joint venture / consortium / association agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. We certify that the information provided in the Shortlisting document is correct and final to the best of our knowledge, that nothing contained herein is contrary to the facts as available in the firm's / individual's official record, and that Pakistan Airports Authority (PAA) (the Employer) has the complete right to disregard our application should it fail to meet any of the Shortlisting criteria.

9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name:	Name:
Designation / CNIC No.:	Designation / CNIC No.:
For and on behalf of (name of Applicant, or lead / authorized partner / member of a joint venture, consortium or association):	For and on behalf of (name(s) of other authorized partner(s) / member(s) of a joint venture, consortium or association):

For applications by joint ventures / consortia / associations, all the information requested in these documents is to be provided for each member / partner separately. All members / partners shall sign the letter.

Application Form A-1

General Information

All individual Applicants, firms and each partner of a Joint Venture applying for Shortlisting are requested to complete the information in this form. For a Law Firm, provide the particulars of the firm and of each partner/owner.

No.	Particular	Details
1.	Name of Applicant (Firm / Individual Law Officer)	
2.	Type of Applicant (tick one)	☐ Legal Consultant / Law Firm ☐ Individual Law Officer
3.	Head Office / Chambers Address	
4.	Telephone / Cell	Contact person (name and title):
5.	Email	
6.	CNIC / NICOP Number	
7.	Practising Licence / Bar Council Enrolment No. and Date (Firm and Lead Counsel)	
8.	NTN (FBR) and Active Taxpayer status	
9.	Sales Tax Registration No. (GSTN), if applicable	
10.	EPADS V2.0 Registration / Vendor ID	

NAME OF PARTNERS / OWNERS			
No.	Name	CNIC / NICOP No.	Professional Qualification / Enrolment
1.			
2.			
3.			
4.			
5.			

Application Form A-2

Summary of Work Experience (Criterion A)

Name of Applicant or partner of a joint venture: _____. Provide the total years of relevant experience (up to the submission deadline) and list the periods of experience in chronological order. Each period claimed must be supported by documentary evidence cross-referenced in the last column.

Date of commencement of relevant practice / service	Total completed years of relevant experience

From (Mo/Yr)	To (Mo/Yr)	Organization / Client	Nature of legal work / assignments (Federal/Provincial Govt, Statutory Authority, Public Sector, Private Sector)	Evidence Ref. (Doc. No.)

Application Form A-3

List of Relevant Clients / Assignments (Criterion B)

Name of Applicant or partner of a joint venture: _____. List each client / assignment involving the drafting of Rules, Regulations, Bye-laws, SOPs, Policies or other statutory/regulatory instruments. For each assignment listed, a separate Form A-4 must be submitted, accompanied by the Satisfactory Performance / Completion Certificate and other supporting documents, properly cross-referenced. Only assignments listed in this Form shall be used for evaluation.

Sr.	Name of Client and Category	Assignment / Instrument Drafted	Contract Date and Value (PKR)	Date of Completion	Completion Certificate Ref.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Application Form A-4

Detail of Relevant Assignment (Criterion B)

Name of Applicant or partner of a joint venture: _____. Use a separate sheet for each assignment and attach a substantiating document (contract / appointment letter and Satisfactory Performance / Completion Certificate) with each sheet.

Assignment Details	
Assignment name / title	
Name of Client and category (Federal/Provincial Govt, Statutory Authority, Public Sector, Private Sector)	
Client address and contact person / contact no.	
Contract reference, date and approx. value (PKR)	
Start date (month/year) and completion date (month/year)	
Names of professionals involved, including Lead Counsel, and their functions	
Narrative description of the assignment	
Description of actual services provided, instruments drafted (Rules / Regulations / Bye-laws / SOPs / Policies / other) and their status (notified / approved / adopted)	
Satisfactory Performance / Completion Certificate ref. (attached: Yes / No)	

Application Form A-5

Professional Standing – Reported Judgments (Criterion C – Law Firms)

Name of Applicant: _____ Name of proposed Lead Counsel: _____. List reported judgments before the Provincial High Courts and/or the Supreme Court of Pakistan in which the proposed Lead Counsel has appeared as counsel (minimum fifteen (15) required). Attach a copy of each judgment or its report, cross-referenced in the last column. Individual Law Officers should complete Form A-7 instead.

Sr.	Case Title	Citation (PLD / SCMR / CLC / other)	Year	Court (High Court / Supreme Court)	Capacity of Lead Counsel / Evidence Ref.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
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16.					
17.					
18.					
19.					
20.					

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Application Form A-6

Credentials of Team Leader / Lead Counsel (Criteria C and D)

Name of Applicant or partner of a joint venture: _____. One form shall be completed for the proposed Team Leader / Lead Counsel and signed by him / her. A signed CV and documentary evidence of qualifications and enrolment shall be attached.

Position	Team Leader / Lead Counsel	
Candidate information	Name of Candidate:	Date of Birth:
	CNIC No.:	Contact No. / Email:
Enrolment as Advocate	Advocate High Court – Enrolment No. and Date:	Advocate Supreme Court (if any) – Enrolment No. and Date:
Academic and professional qualifications	Degrees / qualifications, institution and year (tick the highest additional qualification held and attach evidence):	
	☐ PhD in Law ☐ LLM ☐ None of these	
Present employment	Name and address of employer / chambers:	Job title and years with present employer:
Total post-qualification experience (years)		
Number of reported judgments as counsel (see Form A-5)		

Summary of professional experience (in reverse chronological order; indicate particular legal, drafting and advisory experience relevant to the assignment):

From (Mo/Yr)	To (Mo/Yr)	Organization / Project / Position – particular professional experience relevant to the assignment

Certification. I, the undersigned, certify that to the best of my knowledge and belief this form correctly describes my qualifications and experience, and that I am available to undertake the assignment if the Applicant is awarded the contract.

Signature of Candidate:	Date:
Name:	Signature of Authorized Representative of the Applicant:

Application Form A-7

Service Particulars of Individual Law Officer (Criteria A, B and C)

To be completed only by an individual Law Officer participating as the Applicant. Attach service record, notifications of posting, and experience certificates issued by the concerned Government Department / Organization.

Name of Law Officer	Name:	CNIC No.:
Present / last post held	Designation and BPS / equivalent scale:	Organization / Department:
Highest scale served (tick)	☐ BPS-18 or equivalent ☐ BPS-19 or above ☐ Other (specify): _____	
Total professional legal experience (years)		

Service history (reverse chronological order):

From (Mo/Yr)	To (Mo/Yr)	Organization / Department	Post and BPS	Nature of legal work (drafting and vetting of contracts, Rules, Regulations, Bye-laws, SOPs, Policies, other legal instruments)

Declaration. I certify that the information given above is true and correct and is supported by the attached documents.

Signature:	Date:

Application Form A-8

Historical Contract Non-Performance, Litigation History and Current Contracts

Name of Applicant or Partner of a Joint Venture: _____. Applicants, including each partner of a joint venture, should provide the information below. A separate sheet should be used for each partner of the joint venture. This form shall be filled on stamp paper and the digital copy uploaded on EPADS V2.0. If there is nothing to report in any part, state "NIL".

Part 1 – Historical Contract Non-Performance (contracts terminated or not performed as per contract terms)

Year	Contract identification and client	Reason for non-performance	Amount of non-performed portion (PKR)

Part 2 – Pending Litigation and Litigation History (litigation or arbitration arising from contracts executed or currently under execution)

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount (current value, PKR)

Part 3 – Current Contracts and Their Progress

Client	Contract / assignment description	Contract value (PKR)	Start and expected completion date	Progress / status (%)

Application Form A-9

Additional Information and Document Checklist

Name of Applicant or partner of a joint venture: _____. Tick only one column for each item.

Sr.	Description	Attached	Not Attached
1.	Evidence of eligibility under Clause 3.1: valid practising licence / Bar Council enrolment of the Firm and High Court enrolment of the Lead Counsel		
2.	Certificate of registration (NTN) with FBR along with proof of Active Taxpayer status; sales tax registration (GSTN), if applicable.		
3.	CNIC / NICOP of the Applicant, owners / partners and the Lead Counsel.		
4.	JV Agreement or Letter of Intent (LOI) to form a JV, executed on the letterhead of each JV partner, together with the joint-and-several-liability undertaking. (In case of JV)		
5.	Power of Attorney (on non-judicial stamp paper valuing PKR 500) specifically authorizing the representative to sign and submit the application for Shortlisting.		
6.	Letter of Application (Annexure A), duly signed by the Applicant or authorized representative.		
7.	Affidavit of non-Blacklisting on non-judicial stamp paper (at least PKR 100) to the effect that the firm / individual / JV / consortium partner(s) has never been blacklisted with any Government Department / Agency / Authority.		
8.	An affidavit to the effect that all documents / particulars / information given with this Shortlisting document are true.		
9.	An affidavit to the effect that the Applicant has never indulged in corrupt, fraudulent or collusive practice in competing for contracts.		
10.	the Applicant is not presently involved, nor has been in the past, in litigation with the Employer; or that the Applicant is not under any legal proceedings which may result in bankruptcy or any other situation entailing the total or partial loss of the right to administer and dispose of the property; should this be otherwise, the Applicant must provide such details in Form A-8.		
11.	Form A-8 (Historical Contract Non-Performance, Litigation History and Current Contracts), executed on stamp paper.		
12.	The Applicant has not been declared bankrupt or, in the case of company or firm, insolvent or being wound up and its activities or affairs are suspended by a Competent Authority or by the Court of law;		
13.	The Applicant is not blacklisted or debarred at the time of the submission of bid by an international financial institution, international organizations, or other multilateral development Bank for the period defined by them		
14.	The Applicant has not been convicted by a final judgment of a Court of Law		
15.	The Applicant is not convicted, in the case of a company, its owners and beneficial owners, directors or officers of a criminal offence related to: a. its professional conduct; or b. a prohibited practice within the period specified in the tender documents and has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been debarred from a procurement process in Pakistan.		

Note: Any other pertinent information in support of this Shortlisting should also be furnished and details mentioned below.

Sr.	Description	Remarks