

**Office of the Pilgrims Affairs Pakistan  
(Consulate General of Pakistan)  
(Jeddah)**

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**Invitation to submit Expressions of Interest / Bids**

OPAP invites Expressions of Interest / Bids from the reputed/authorized law firms, on Single Stage-Two Envelope QCBS method, for provision of legal services in civil cases, legal opinions etc. to Office of Pilgrims Affairs Pakistan. The interested Law Firms may apply with following parameters:

- i. Incorporated / registered with the concerned bodies / authorities
  - ii. Having at least 5 years of practical experience
  - iii. Having Jeddah based office
  - iv. Should have experience in criminal, civil, contract law and drafting of agreements etc.
  - v. Should have the capability and capacity to look after the legal matters of OPAP
2. Interested firms must submit:
- i. Profile of the firm/company with its permanent address etc.
  - ii. Complete bio-data / experience of the firm and its key personnel
  - iii. Evidence of incorporation/registration with the concerned bodies/authorities
  - iv. Explicit consent to agree to the terms and conditions defined by OPAP (as amended from time to time).
  - v. Details of legal services provided to similar organizations during last 5 years
  - vi. Undertaking that the firm has not been blacklisted by any of the Govt. organization
  - vii. Audited balance sheet/ bank statement for last three years
  - viii. Fee structure for rendering of services
3. OPAP has the right to reject any or all proposals at any time.
4. The advertisement can also be downloaded from the websites of Ministry of Religious Affairs & Interfaith Harmony [www.hajjinfo.org](http://www.hajjinfo.org) as well as PPRA Pakistan [www.ppra.org.pk](http://www.ppra.org.pk)

**TECHNICAL EVALUATION CRITERIA FOR SELECTION OF LAW FIRM**

Sr. #	Category	Marks Allocated	Marks Achieved	Remarks
<b>Experience (40 Marks)</b>				
1	Number of years of Legal Experience in KSA (1 mark for each year, maximum marks = 15)	<b>15</b>		
2	Number of years of working with Hajj Missions (1 mark for each year, maximum marks = 5)	<b>5</b>		
3	Experience of working with OPAP (2 mark for each year of legal experience with OPAP maximum of 10 marks)	<b>5</b>		
4	Number of Legal Cases with the firm in last 5 years	<b>10</b>		

	Less than 10 cases (each year) = 0 marks 10-20 cases (0.5 mark for each year) = 5 marks More than 20 cases (2 Marks for each Year)= 10 marks			
5	Client Satisfaction Reports for last 5 years (1 mark for each report)	5		
<b>Competence (10)</b>				
6	Number of successfully represented cases in last 5 years having number of: Less than 5 cases (each year) = 0 marks 5-10 cases (1 mark for each year) = 5 marks More than 10 cases (2 Marks for each Year) = 10 marks	10		
<b>Capacity (40 Marks)</b>				
7	Registration/Incorporation with concerned Authority	05		
8	Accessibility (Office in Jeddah)	05		
9	Law Attorney Civil	05		
	Law Attorney Criminal	05		
	Law Attorney Contract Law	05		
10	Drafting of Agreements	5		
11	Managerial Capability, HR	10		
<b>Financial (10 Marks)</b>				
12	Service Provider's Financial Health	10		
Total:-		<b>100</b>		

*Note: Minimum Marks for Technical Pre-Qualification are 70 out of 100.*

Weightage Formula:

Technical	:	70%
Financial	:	30%
Total	:	100

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