



**LAW AND JUSTICE COMMISSION OF PAKISTAN
ISLAMABAD**

PROCUREMENT NO: NJAU-03/PSDP-709/2021

REQUEST FOR PROPOSALS (RFP)

FOR

PROCUREMENT OF CONSULTANCY SERVICES

FOR

**STRENGTHENING AND EXPANSION OF NATIONAL JUDICIAL AUTOMATION UNIT
(NJAU)**

19TH JANUARY, 2022

A handwritten signature in blue ink, appearing to read 'Saeed'.

IMPORTANT NOTICE

This RFP document, including schedules, is being issued solely for use by the Bidders/Service-Providers prequalified through the prequalification process, i.e. through Expression of Interest (EOI), conducted on 29-11-2021 evaluation report of which was uploaded on the PPRA on 10-12-2021 with Evaluation No. EV37421.

This document is provided to the recipient(s) solely for their use in preparing and submitting bids (technical and financial proposals) for participation in the competitive process for procurement of the services specified in the *Terms of Reference (TORs)* of this document.

Pursuant to Regulation 3(B) Methods for Selection of Consultants of “Procurement of Consultancy Services Regulations, 2010” of PPRA; Quality and Cost Based Selection shall be adopted for the selection of Consultant.

Law and Justice Commission of Pakistan (LJCP), National Judicial Automation Unit (NJAU) and their employees/consultants/representatives do not make any representation (expressed or implied) as to the accuracy and completeness of the information contained herein or any other document made available to any person in connection with the bidding process for the Project and shall have no liability for this document or any other written or oral communication transmitted to the bidders in the course of the evaluation of the Bids. They shall not be liable to reimburse or compensate the bidders for any costs or expenses incurred by the bidder in evaluating or acting upon this document or otherwise in connection with the Project.

The document does not constitute a solicitation to invest or otherwise participate in the Project.



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Government of Pakistan
Law & Justice Commission of Pakistan

**STRENGTHENING & EXPANSION OF
NATIONAL JUDICIAL AUTOMATION UNIT (NJAU)**

Section – 1

Letter of Invitation

F. No. NJAU-03/PSDP-709/2021

Islamabad, the 2nd February, 2022

Subject: **LETTER OF INVITATION: HIRING OF CONSULTANCY FIRM FOR
PROCUREMENT OF CONSULTANCY SERVICES FOR “STRENGTHENING
AND EXPANSION OF NATIONAL JUDICIAL AUTOMATION UNIT (NJAU)”**

Reference to subject mentioned above.

2. Law and Justice Commission of Pakistan (LJCP) invites Technical and Financial Proposal(s), sealed in separate envelopes and enclosed in one single envelope (the “**Bid(s)**”) from the Consultancy firms which have been prequalified by the LJCP through a prequalification process (EOI) conducted on 29-11-2021 in relation to the subject matter.

3. The purpose, scope of work and objectives of this project are described in the Terms of Reference (TORs) of this document.

4. The Bids must be made using the standard formats provided in Section 4 (*Technical Proposal*) and Section 5 (*Financial Proposal*) in the bidding documents. Bids that are not prepared in the prescribed format may not be considered by the LJCP. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation and may lead to rejection of the Bid.

5. Your Bid must be delivered to the address given below by not later than **12:00 noon** (Pakistan Standard Time) on or before **Friday 18th February 2022**. The Technical Proposal will be opened on the same day at **12:30 pm at the Committee Room, Federal Judicial Academy, Sector H-8/4, Islamabad** in presence of the representatives of the firms who may wish to attend. The Financial Proposal of only technically responsive Bidders will be opened.

6. The technically responsive Bidders will be invited for the opening of their Financial Proposals after scoring at least seventy (70%) percent marks in the Technical Proposal. After the opening of the Financial Proposals, the combined evaluation of the technical and financial proposals will be carried out by weighing and adding the quality and cost scores.

7. The RFP documents are available on the website of PPRA (www.ppra.org.pk), Law & Justice Commission of Pakistan (www.ljcp.gov.pk), and Federal Judicial Academy

(www.fja.gov.pk), free of cost. The LJCP reserves the right to accept or reject all bids received under the bidding documents in relation to the Project or cancel/annul the bidding process, at any time during the bidding process without assigning a reason.

Project Director

Federal Judicial Academy,
H-8/4,
Islamabad
Tel: 051-9152399,
Email: director.njau@fja.gov.pk

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