



EXPRESSION OF INTEREST

EMPLOYMENT OF INDIVIDUAL CONSULTANT FOR LEGAL ADVISORY SERVICES

2026

NORTHERN PROVINCIAL COUNCIL

CONTENT OF THE DOCUMENT

- 1. Expression Of Interest (EOI)**
- 2. Terms of Reference (ToR)**
- 3. Technical Proposal**
- 4. Financial Proposal**
- 5. EOI Submission Form**
- 6. Format of Delivery Order (DO)**

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
NORTHERN PROVINCIAL COUNCIL
INVITATION FOR EXPRESSION OF INTEREST (EOI)

EMPLOYMENT OF INDIVIDUAL CONSULTANT FOR LEGAL ADVISORY SERVICES

- 1) The Northern Provincial Council (NPC) requires specialized legal services to address intermittent and time-sensitive matters arising from public administration, procurement, contract management, disciplinary procedures, compliance, and litigation support across multiple sectors. As the demand for such services is unpredictable in timing and volume, engaging a full-time in-house lawyer or conducting separate procurements for each assignment is not practical. Accordingly, NPC proposes to engage Legal Experts through an Indefinite Delivery Contract (IDC) in accordance with the National Procurement Guidelines for Consultancy Services (2007). The IDC modality enables flexible, on-call access to qualified legal expertise through Delivery Orders, ensuring timely support, continuity, confidentiality, administrative efficiency, and cost-effectiveness by paying only for services actually rendered.
- 2) Hence, the Northern Provincial Council has decided to invite Expression of Interest (EOI) from the most eligible individuals in private sector to fulfil the functions and responsibilities of the Legal consultant, on assignment basis for a period of 12 months.
- 3) Interested individuals are requested to obtain the document, titled "Invitation for Expression of Interest (EOI) for Employment of Individual Consultant for Legal Service", from the website of the Northern Provincial Council.
- 4) The interested individuals to apply for the assignment should be satisfactorily qualified as described in the Terms of Reference (TOR), to fulfill the functions and responsibilities of the Legal advisory Services of the NPC for a period of 12 months.
- 5) The EOI shall be submitted along with the certified copies of all the qualifications and experiences together with the documentary evidences to prove the qualifications and working experiences through references from previous and current employers and detailed proposal and work plan in line with expected duties and responsibilities including the timeframe, as specified in the TOR, only via the registered post to reach the following address on or before **16.03.2026**, mentioning "EOI for Employment of Individual Consultant for Legal Advisory Services " on the top left-hand corner of the envelope.
- 6) The most eligible applicant for the assignment will be selected by shortlisting the applicants, possessed the minimum required qualifications as per the Evaluation Criteria, specified in the TOR for the assignment, by Chief Secretary Consultancy Procurement Committee. Both qualifications and cost will be considered for the final selection.

- 7) The decision of the Chief Secretary Consultancy Procurement Committee shall be the final and conclusive in case of any matter contained and not contained herein or any issue arisen during this selection process.
- 8) Please visit the website (www.np.gov.lk) of the Northern Provincial Council for further documents (TOR, etc)

Chairman,
Chief Secretary Consultancy Procurement Committee
Northern Provincial Council,
A9 Road
Kaithady,
Jaffna.
Date: 23.02.2026

TERMS OF REFERENCE (TOR)
EMPLOYMENT OF INDIVIDUAL CONSULTANT FOR LEGAL SERVICE
NORTHERN PROVINCIAL COUNCIL

1. Background

The Northern Provincial Council (NPC), as the primary administrative authority of the province, regularly encounters specialized legal matters arising from public administration, procurement processes, contract management, disciplinary procedures, statutory interpretation, and litigation support. Many of these issues are time-sensitive and require immediate legal attention to ensure compliance with applicable laws, regulations, circulars, financial rules, and procurement guidelines. The demand for legal support emerges across multiple sectors development projects, institutional governance, human resource administration, and inter-agency coordination requiring access to a qualified, experienced legal expert.

However, the frequency and volume of legal requirements are intermittent and vary based on operational priorities, procurement cycles, and emerging administrative needs, making it impractical to engage a full-time in-house lawyer or initiate separate procurements for every assignment. Therefore, NPC intends to obtain the services of a competent Legal Consultant

The NPC proposes to engage Legal Experts through an Indefinite-Delivery Contract (IDC) in line with the National Procurement Guidelines for Consultancy Services (2007) . Legal advisory needs arise intermittently with unpredictable timing and workload, often requiring urgent reviews, drafting, opinions, compliance checks, and court-related documentation. Such activities cannot be predefined for Lump-Sum or Percentage contracts.

The IDC modality provides flexible access to professional legal services by enabling the Procuring Entity to issue Delivery Orders on a need basis, ensuring rapid mobilization, continuous availability of specialized expertise, and cost efficiency by paying only for services actually rendered at pre-agreed rates. It also preserves continuity and confidentiality while reducing administrative burden by avoiding repeated procurements. Therefore, IDC is the most appropriate and practical contract type for deploying Legal Experts, given the unpredictable demand and the need for flexible, on-call professional support.

2. Objective of the Assignment

To ensure that NPC institutions receive timely, accurate, and professional legal advice and operational support on a need basis, including rapid response to urgent matters requiring immediate legal interpretation or intervention. The objective is to minimize delays that could negatively impact governance functions, disrupt service delivery, expose the administration to legal or financial risks, or result in non-compliance with statutory, regulatory, or procurement requirements.

3. Scope of Services

The Consultant shall provide services upon written request through Delivery Orders (DOs). Services include:

3.1 Legal Advisory

- Interpretation of laws, circulars, regulations
- Advisory on governance, provincial statutes, administration, land issues

3.2 Procurement & Contract Advisory

- Drafting and reviewing bid documents, RFPs, MoUs, contracts
- Guidance on procurement disputes, variations, contractual claims

3.3 Litigation & Representation Support

- Preparing legal briefs and opinions
- Assisting NPC officers for AG's Department submissions

3.4 Disciplinary & Administrative Advisory

- Review of charge sheets, inquiry reports, appeal documentation

3.5 Drafting Legal Instruments

- Provincial Statutes, Gazette notifications, regulations

3.6 Emergency / On-call Services

- Urgent legal review and rapid advisory as required.

4. Output Based Tasks Framework

Task Category	Indicative Unit Output/Deliverable	Indicative Effort (Consultant-days)
Legal Opinions / Advisory Notes	Written legal opinion/note on a defined question with citations	2
Drafting / Vetting Contracts & MoUs	Draft or vet agreement/ MoU/ contract including final clean version	3-7
Procurement Support (Document Vetting)	Review SBD/RFP/ITB, evaluation report or contract, issue review note	3
Legal Notices (Letters of Demand/Response)	Letter of demand/notice or reply issued	1
Arbitration / Dispute Resolution Submissions	Statement of Claim/Defense or written submissions filed	7
Litigation Support (Court Filings)	Petition/affidavit or motion with supporting docs; coordination with State Counsel	5 (petition) / 2 (motion)

Task Category	Indicative Unit Output/Deliverable	Indicative Effort (Consultant-days)
Statutory Registrations & Compliance	Complete registration/renewal pack (e.g., society/trust) incl. forms & minutes	5
Land/Title/Regulatory Opinions	Title/land status opinion including deed & plan review	3
Policy/Circular/Guideline Drafting	Draft policy/circular/guideline with legal vetting note	4
Capacity Building	Half-day training session (prep + delivery) with materials	1.5
Meetings/Negotiations/Minutes	Participation + minutes/record of decisions	0.5 per meeting
HRC / Ombudsman Complaints	Draft response/submission and file	2
Compensation/Inquiry Representations	Complete case file with submission and attendance	3

5. Duration of the Assignment

One (01) year from the date of signing; extendable based on performance and requirements.

6. Method of Assignment – Delivery Orders (DOs)

Each assignment will be formally issued through a Delivery Order (DO) that clearly specifies the nature and scope of the task, the expected deliverables, the required timeframe for completion, and the budget ceiling approved for that particular assignment. The Delivery Order will also outline any special conditions, reporting requirements, meetings to be attended, documents to be reviewed, and the format in which outputs must be submitted. Work under this contract shall commence only upon receipt of an authorized Delivery Order, and all services provided by the Consultant must strictly adhere to the specifications and timelines indicated therein. No work may commence without a DO.

7. Remuneration

Remuneration under this Indefinite Delivery Contract shall be made based on the following structure:

7.1 Time-Based Payments (Hourly / Daily Rates):

The Consultant will be compensated for services rendered on an hourly or daily rate basis for assignments involving advisory work, document reviews, meetings, consultations, and other tasks where the level of effort can only be determined upon completion. The applicable rate shall be the agreed professional fee stated in the contract.

7.2 Lump-Sum Payments for Major Assignments:

For well-defined tasks such as drafting complex legal documents, preparing detailed legal opinions, reviewing major contracts, or undertaking specific analytical studies, payment may be made on a lump-sum basis. Such lump-sum amounts will be agreed upon in advance and documented in the relevant Delivery Order.

7.3 Reimbursable Expenses:

The Consultant may claim reimbursable expenses related to the assignment, such as approved travel costs, communication expenses, printing, court documentation fees, or other incidental costs that are essential for task completion. All reimbursables must be pre-approved in writing by the Procuring Entity and supported by original receipts or appropriate documentation.

7.4 Payment Processing:

Payments shall be made upon the Consultant's submission of

- (i) the required deliverables as specified in the Delivery Order,
- (ii) a formal invoice, and
- (iii) reference to the Delivery Order under which the task was assigned.

The Procuring Entity will process payments within the standard payment period after verifying that all deliverables have been satisfactorily completed.

8. Required Qualifications

The Consultant shall possess the following minimum qualifications and professional competencies:

8.1 Attorney-at-Law of the Supreme Court of Sri Lanka:

The Consultant must be duly enrolled and in active practice before the Supreme Court of Sri Lanka, with a sound understanding of Sri Lankan legal frameworks, statutory interpretation, and case law.

8.2 Minimum of Five (05) Years Post-Qualification Experience:

A minimum of ten years of demonstrable professional experience in legal practice, preferably with significant exposure to public administration, regulatory matters, or institutional legal advisory.

8.3 Proven Experience in Government or Public Sector Legal Advisory:

The Consultant should have a strong track record of providing legal services to government institutions, provincial councils, ministries, state-owned enterprises, or other public sector bodies, with familiarity in administrative law and public sector governance.

8.4 Strong Background in Procurement, Contract Management, and Disciplinary Matters:

In-depth knowledge and hands-on experience in public procurement law, contract drafting and negotiation, evaluation of contractual disputes, disciplinary procedures under the Establishments Code, and advisory on administrative decision-making.

8.5 Ability to Handle Urgent and Short-Notice Assignments:

The Consultant must be capable of providing timely legal opinions, rapid reviews, and immediate advisory support for urgent or time-critical matters, ensuring continuity in governance and statutory compliance.

8.6 Service Availability

The Legal consultant shall ensure continuous availability within the Northern Province during the contract period, including physical presence when required for official duties.

9. Reporting

The Consultant shall report directly to the Chief Secretary, Northern Province, who will provide overall guidance and strategic direction for all legal assignments undertaken. The Chief Secretary, or an authorized representative designated for specific matters, will serve as the primary point of contact for clarifications, approvals, and administrative coordination. For operational matters, the Consultant may also be required to liaise with relevant Deputy Chief Secretaries, Heads of Departments, or designated officers as specified in each Delivery Order. All deliverables shall be submitted through the Chief Secretary's Office unless otherwise instructed in writing.

10. Facilities to be Provided by NPC

The Northern Provincial Council (NPC) will facilitate the effective execution of the Consultant's duties by providing the following support as required for each assignment:

10.1 Access to Relevant Documents and Records:

NPC will make available all necessary documents, files, reports, correspondence, and records relevant to the specific legal assignment, ensuring the Consultant has the information needed to provide accurate and informed advice.

10.2 Access to Officials and Meeting Facilities:

NPC will arrange access to key officials, technical officers, departmental heads, and other relevant personnel for consultations, clarifications, and discussions. Meeting rooms or virtual meeting facilities will be provided where required.

10.3 Administrative and Logistical Support:

NPC will extend administrative assistance, including scheduling meetings, coordinating with departments, and facilitating communication between the Consultant and relevant institutions.

10.4 Provision of Statutory and Regulatory Materials:

Copies of applicable statutes, regulations, circulars, procurement guidelines, financial regulations, government templates, and any other relevant legal or administrative documents will be provided upon request.

10.5 Issuing Official Correspondence:

Where necessary, NPC will issue official communication letters to institutions, departments, or external parties to support the Consultant's work, particularly for obtaining information or coordinating legal consultations.

10.6 Limitations on Physical Facilities:

NPC will not provide permanent office space, office equipment, computers, or transport facilities for the Consultant unless such provision is expressly stated in a Delivery Order or formally approved in writing by the Chief Secretary. Any temporary logistical facility, if deemed essential, will be arranged on a case-by-case basis.

11. Monitoring Committee

11.1 A Monitoring Committee shall be established to oversee the effective implementation of the consultancy services and ensure adherence to the terms set out in this TOR. The Committee will comprise the following senior officers:

- Deputy Chief Secretary (Administration)
- Deputy Chief Secretary (Engineering Services)
- Deputy Chief Secretary (Finance)

11.2 The Committee will convene periodically, or as required, to carry out the following functions:

- Review the progress of all assignments issued under Delivery Orders, ensuring that tasks are being carried out in accordance with the specified scope and within the approved budget limits.
- Assess the quality, accuracy, and completeness of legal opinions, drafted documents, and other outputs submitted by the Consultant.
- Verify compliance with assigned timelines, particularly for tasks that are urgent or time-sensitive, and evaluate the Consultant's ability to deliver in a prompt and professional manner.
- Evaluate the responsiveness of the Consultant, including their availability to attend meetings, provide clarifications, and supply rapid legal guidance when required.

Based on these assessments, the Monitoring Committee shall provide recommendations to the Chief Secretary regarding the continuation of services, the need for modifications to the scope or approach, or the termination of the consultancy in cases of non-performance or repeated non-compliance with contractual obligations. The Committee may also advise on improvements to strengthen the effectiveness of future assignments.

12. Confidentiality & Conflict of Interest

The Consultant shall treat all information, documents, data, correspondence, and records accessed during the course of the assignment as strictly confidential. Such information shall not be disclosed, reproduced, shared, or used for any purpose other than the performance of the assigned duties under this contract. The obligation of confidentiality shall remain in force even after the completion or termination of the contract.

The Consultant shall also ensure that no personal, professional, or financial interest interferes with the impartial discharge of their responsibilities. Any actual, potential, or perceived conflict of interest must be disclosed to the Chief Secretary immediately upon identification. The Consultant shall abstain from involvement in any assignment where such conflict may compromise the integrity, independence, or fairness of the legal advice provided.

13. Performance Evaluation

The performance of the Consultant will be periodically reviewed by the Monitoring Committee to ensure the delivery of high-quality legal services in line with the requirements of the Northern Provincial Council. Performance evaluation will consider the following criteria:

13.1 Timeliness of Deliverables:

Adherence to deadlines specified in each Delivery Order, including the ability to provide rapid responses for time-critical or urgent assignments.

13.2 Accuracy and Legal Soundness:

The extent to which legal opinions, advice, and drafted documents reflect accurate interpretation of laws, regulations, procurement guidelines, and administrative procedures, and demonstrate sound legal reasoning.

13.3 Completeness and Quality of Documentation:

Submission of clear, comprehensive, and well-structured documents, including legal opinions, drafts, reports, and briefs, free from errors or omissions.

13.4 Responsiveness to Urgent and Short-Notice Requests:

Ability to attend meetings, provide clarifications, and deliver legal input promptly when immediate action is required to support governance and administrative decision-making.

13.5 Satisfaction of Departments Served:

Feedback from user departments and offices regarding professionalism, clarity of advice, communication quality, and effectiveness in resolving legal issues.

The results of the performance evaluation may influence the continuation of the consultancy, modification of scope, or termination if performance consistently falls below the required standard.

14. Evaluation Criteria for Selection

The selection of the Consultant shall be carried out in accordance with the Quality and Cost Based Selection (QCBS) method. The evaluation shall be conducted in two stages: Technical Evaluation and Financial Evaluation.

Total Marks: 100

- Technical Evaluation: 80 Marks
- Financial Evaluation: 20 Marks

14.1 Minimum Technical Qualifying Requirement

A minimum technical score of 60 marks out of 80 marks (75%) shall be mandatory to qualify for Financial Evaluation. However, in the event that no Consultant attains the minimum qualifying score of 60 marks, the minimum qualifying technical score shall be relaxed to 50 marks out of 80 marks. Only Consultants who meet or exceed the applicable minimum technical score shall have their Financial Proposals opened.

14.2 Technical Evaluation – Marking Scheme (80 Marks)

A1. Academic & Professional Qualifications – 25 Marks

Sub-Criteria	Max Marks	Scoring Guidance
Attorney-at-Law of the Supreme Court of Sri Lanka	5	Mandatory – proof of enrolment
Postgraduate qualification in Law (LL.M / equivalent)	5	Full for LL.M; partial for diplomas
Professional certifications / training	5	Procurement, contracts, admin law
Membership in professional bodies / panels	5	AG’s panel, institutional panels

A2. Post-Qualification Experience – 20 Marks

Sub-Criteria	Max Marks	Scoring Guidance
Minimum 5 years (mandatory)	10	Threshold requirement
5–10 years	5	Relevant experience
More than 10 years	5	Extensive experience

A3. Public Sector & Government Legal Experience – 15 Marks

Sub-Criteria	Max Marks	Scoring Guidance
Government / PC / SOE legal advisory	10	Nature & duration
Procurement law & contracts	5	SBDs, claims, variations
Disciplinary & Establishments Code matters	5	Charge sheets, inquiries

A4. Methodology, Responsiveness & Work Plan – 10 Marks

Sub-Criteria	Max Marks	Scoring Guidance
Understanding of TOR & IDC mechanism	4	Clear understanding
Approach for urgent/on-call work	3	Practical & responsive
Coordination & reporting mechanism	3	NPC alignment

A5. Past Performance & References – 10 Marks

Sub-Criteria	Max Marks	Scoring Guidance
Quality of similar assignments	5	Comparable complexity
Client references & feedback	5	Verifiable references

14.3 Financial Evaluation – Marking Scheme (20 Marks)

The Financial Evaluation shall be conducted only for Consultants who achieve the minimum technical score. Reimbursable items are not considered for financial evaluation.

$$\text{Financial Score} = (\text{Lowest Evaluated Price} / \text{Consultant's Evaluated Price}) \times 20$$

The evaluated price shall include professional fees and approved reimbursable expenses.

14.4 Final Selection

The final ranking shall be based on the combined Technical and Financial Scores. The Consultant with the highest combined score shall be recommended for award.

In the event of a tie:

1. Higher Technical Score
2. Higher Public Sector Experience Score
3. Decision of the Chief Secretary, NPC shall be final.

15. Dispute Resolution.

- 15.1 Any disputes arising from this MoU shall be resolved through amicable discussions between the parties.
- 15.2 In the event that the parties are unable to resolve the dispute by good faith negotiation within ten (10) working days of a party receiving the notice referred to in Clause 16.1, either party may refer such dispute to and finally be resolved by arbitration in accordance with the Arbitration Act, No. 11 of 1995.
- 15.3 The language of the Arbitration proceedings shall be in English.
- 15.5 The Arbitration proceedings shall be held in Colombo, Sri Lanka subject to the rules and regulations of the Sri Lanka National Arbitration Centre (SLNAC).

16. Termination of Contract

- 16.1 This contract shall automatically expire at the end of the contract period specified in the appointment letter unless extended on mutual agreement.
- 16.2 The contract may be terminated at any time by mutual agreement of both parties.
- 16.3 The Client reserves the right to terminate the contract with one month's prior notice if the Consultant's performance is deemed unsatisfactory by the monitoring committee.
- 16.4 The Consultant may terminate the contract by giving two months' prior notice or by repaying remuneration equivalent to the un-notified period.
- 16.5 The Client may terminate the contract for convenience by giving two months' prior notice or by paying remuneration equivalent to the un-notified period.

**TECHNICAL PROPOSAL
CURRICULAM VITAE FOR ELIGIBLE INDIVIDUAL FORMAT**

1. Proposed Position¹ :
2. Full Name of the Individual :
3. Date of Birth :
4. Nationality :
5. Residential Address :
6. Telephone No. :
7. Email :
8. Educational Qualifications³ :

SN	Institution	Degree/ Master	Effective Date

9. Membership of Professional Associations :
10. Other Relevant Qualifications⁴ :

SN	Institution	Qualification/ Trainings	Effective Date

11. Languages :

Language	Spoken			Written		
	Excellent	Good	Satisfactory	Excellent	Good	Satisfactory
English						
Sinhala						
Tamil						

12. Employment Record⁶ :

SN	Employer	Position	Duration From (DD/MM/YY) to (DD/MM/YY)	Main Deliverables/ Duties

14. Procurement, Contract & Disciplinary Experience

- Procurement Law & Bid Documents (SBD/RFP/ITB) : Yes No
- Contract Drafting / Vetting / Disputes : Yes No
- Establishments Code / Disciplinary Inquiries : Yes No

Brief Description:

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Approach & Availability for Indefinite Delivery Contract(IDC) Assignments

- Understanding of IDC & Delivery Orders : Yes
- Availability for urgent / on-call assignments : Yes
- Ability to deliver rapid legal opinions : Yes

Brief Explanation:

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13. Certifications

SN	Certification	Institute	Year obtained

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself f, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged

14. Non-Related Referees

Name of Referee
 Designation
 Contact Number
 Email Address

Name of Referee
 Designation
 Contact Number
 Email Address

 Signature of the Individual

 Date

-
- ¹ *only one candidate shall be nominated for each position*
 - ² *Insert full name*
 - ³ *Indicate /university and other specialized education, giving names of institutions, degrees/ master obtained, and dates of obtainment*
 - ⁴ *Indicate significant qualification/ training*
 - ⁵ *For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*
 - ⁶ *Starting with present position, list in reverse order every employment held since graduation giving for each employment: dates of employment, name of employing organization, positions held*

FINANCIAL PROPOSAL

The Consultant shall propose unit rates for reimbursable expenses. Reimbursables will be compensated based on actuals, subject to written pre-approval by the Procuring Entity and submission of valid receipts.

No.	Category of Reimbursable Expense	Unit	Proposed Unit Rate (LKR)	Ceiling Amount
1	Daily Rate for Assigned Tasks as per Output Based Tasks Framework	Per Day		Max 15,000 LKR
	Reimbursable item			
2	Travel – Private Vehicle	Per km		Max Per km 150 LKR
3	Travel – Public Transport / Taxi	Actual cost	Actual ticket/invoice	
4	Printing – Black & White	Per page		A4/ Legal Max 10 LKR
5	Printing – Colour	Per page		A4 Max 50 LKR
6	Photocopying	Per page		A4 Max 10 LKR
7	Document Binding	Per document Actual cost	Actual invoice	
8	Courier / Registered Post	Per delivery Actual cost	Actual invoice	
9	Communication (Telephone / Internet)	Per assignment		Max 2,000 LKR
10	Other Incidental Expenses (Specify)	Actual cost	N/A	With approval

Notes to Bidders:

1. Consultants must fill in all applicable unit rates.
2. Items listed as 'Actual cost' will be reimbursed only on receipt basis.
3. Any item not quoted shall be considered non-claimable.
4. All reimbursable expenses require prior written approval.
5. Unit rates shall remain fixed throughout the contract period.
6. Reimbursable items are not considered for financial evaluation.

EXPRESSION OF INTEREST SUBMISSION FORM

Date:

To: **Chairman,**
Chief Secretary Consultancy Procurement Committee
Northern Province.
Provincial Council Complex,
A9 Road Jaffna

Dear Sir:

I, the undersigned, hereby offer to provide consultancy services to Legal Service, Northern Provincial Council, in accordance with the Request for EOI dated xxxxxxxx and the Terms of Reference.

I am hereby submitting my Expression of Interest, which includes,

- (a) this Expression of Interest Submission Form,
- (b) Information demonstrating my qualifications to perform the services in accordance with the requirements specified in the TOR together with the necessary documentary evidence,
- (c) Description of similar assignments under taken by me and experience indicating the name of client, nature of assignment, location, consultancy contract value, source of funds, number of person months, duration of the consultancy assignment etc.

I hereby declare that I have no conflict of interest, and I acknowledge that failure to disclose such circumstances may result in disqualification or termination of the contract.

I hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to our disqualification.

I agree that my Expression of Interest (EOI) shall remain valid for 90 days from the submission deadline, and that if my offer is accepted within this period, I undertake to provide the services in accordance with the Terms of Reference and any modifications arising from contract negotiations.

I undertake, if my offer is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the award letter.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

.....
Name and Title of Signatory:

Address:
.....
.....

DELIVERY ORDER (DO) FORMAT

Northern Provincial Council

Legal Consultancy Services

1. Delivery Order Number:

DO No. : _____

Date : _____

2. Contract Reference:

Framework Agreement No. : _____

Date of Agreement : _____

Consultant Name : _____

Address & Contact : _____

3. Title of Assignment:

Brief Title : _____

4. Description of Services Required:

(Provide a clear description of the specific legal task to be performed)

5. Expected Deliverables:

The Consultant shall provide the following outputs:

6. Timeline:

Start Date : _____

End Date : _____

Working Days Allocated : _____

Urgency Level (Tick one):

Regular Priority Urgent

7. Budget Ceiling:

Professional Fees : LKR _____

Reimbursable Expenses : LKR _____

Total DO Ceiling : LKR _____

8. Reporting Requirements:

The Consultant shall report to:

- Chief Secretary
- DCS (Engineering Services)
- DCS (Administration)
- Legal Officer / Other: _____

Report Submission Format:

- Email
- Hard Copy
- Both

9. NPC Facilities / Access Provided:

- Relevant documents/files
- Meetings with departments
- Access to officials
- Statutes/circulars
- Other: _____

10. Special Instructions:

11. Approval and Issue of Delivery Order:

Issued By:

Name : _____
Designation : _____
Signature : _____
Date : _____

12. Acceptance by Consultant:

I, the undersigned, accept the above Delivery Order.

Name of Consultant: _____

Signature: _____

Date: _____