

**OIL & GAS DEVELOPMENT COMPANY LTD**



**TERMS OF REFERENCE**

**FOR**

**PRE-QUALIFICATION/ ENLISTMENT OF FIRMS FOR  
SUPPLY OF CONSTRUCTION MATERIALS FOR  
PRE-DRILLING ENGINEERING WORKS AT  
DIFFERENT ZONES UNDER OIL & GAS  
DEVELOPMENT COMPANY ISLAMABAD.**

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## INTRODUCTION

### 1.1 Advantages of Pre-qualification / Enlistment

Prequalification is an assessment made by the Employer, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.

Prequalification of firms is very useful for the Employer to carry out selection of firms for award of contracts. The basic aim of the prequalification is intended to eliminate, early in procurement proceedings, firms that are not suitably qualified to perform the Contract. Also sometimes firms are reluctant to participate in procurement proceedings for high value Contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic bids submitted by unqualified or disreputable firms. Furthermore, the prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective firms applying for prequalification;
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (v) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms;
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vii) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

## 2.0 INVITATION FOR PREQUALIFICATION / ENLISTMENT

1. The Oil & Gas Development Company Limited (OGDCL) intends to enlist / prequalify suppliers / contractors for supply of construction materials for Pre-Drilling Engineering Works at different zones under Oil & Gas Development Company Limited all over the country. This invitation for enlistment / prequalification is issued to eligible contractors / suppliers.
2. It is expected that Invitation to Bid for future supplies will be issued after enlistment / prequalification when required by OGDCL.
3. Prequalification is open to firms who are registered with Federal or Provincial Government or joint ventures of firms.
4. Firms may obtain the prequalification documents from OGDCL website [www.ogdcl.com](http://www.ogdcl.com) under the tender bar.
5. Evaluation for prequalification / enlistment of the firms shall be done as per the criteria given in the TOR and category will be allotted based on the score in Evaluation as per TOR.
6. Applications for enlistment / prequalification must be delivered at the address as given in the press advertisement in sealed envelopes by hand or through registered mail not later than the date and time mentioned in the advertisement and be clearly marked **“Application for Prequalification / enlistment for supply of construction materials for Pre-drilling Engineering Works at different zones under Oil & Gas Development Company”**. **Name of the zone (North/ Centre / South) shall also be mentioned.**
7. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms / joint ventures pre-qualified / enlisted under this process will be invited to bid.

## **PREQUALIFICATION / ENLISTMENT OF FIRMS**

### **FOR SUPPLY OF CONSTRUCTION MATERIALS FOR PRE-DRILLING ENGINEERING WORKS AT DIFFERENT ZONES UNDER OIL & GAS DEVELOPMENT COMPANY LIMITED.**

#### **TERMS OF REFERENCE**

1. All the firms who were pre-qualified previously for material supply are required to apply afresh. No renewal or up-gradation of previous allotted category is admissible.
2. Pre-qualification / Enlistment shall remain valid for one year, however, may be extended if required by the employer with mutual consent of both the parties.
3. OGDCL may cancel this enlistment and call for afresh enlistment, at any stage during and after completion of prequalification / enlistment process.
4. Successful firms will be informed about the Financial Category allotted through letter as per prevailing policy of OGDCL.
5. If at any stage any willful commission/suppression of the fact is detected it would be sufficient cause to withdraw the pre qualification /enlistment of the firm and to cancel the contract if already awarded.
6. Zones shall comprise of the area under the jurisdictions of Engineer Field Party No. III (Fateh Jhang-03005550946) for North, No.II (Kot Adu-0300-5550943)& IV (Ghotki-0300-5551372) for Central, and No. I (Dera Bugti-0336-5200668) and V(Hydr Abad-0300-5001451) for South, respectively.
7. Further information about zones may be obtained from the respective offices of Party Chiefs as mentioned at serial # 06 above.
8. Any firm in arbitration or litigation with OGDCL shall be enlisted after arbitration award or decision of litigation in his favour. Having been enlisted, if a firm invokes arbitration or litigation after prequalification, he will be not allowed to participate in next tenders till the award of such arbitration or litigation in his favour.
9. Firms are required to submit following documents with their application on or before the date and time mentioned in the press advertisement. Application

along with required documents shall be delivered on the address mentioned in the press advertisement.

- i. Full name, permanent address, telephone / fax nos., E-mail and organizational structure. (Memorandum /Article of Association is required).
- ii. Valid Registration with PEC orFederal or Provincial Governments for the applicant firm.
- iii. Audited Accounts of the firm for the last 03 years.
- iv. Details of supply of materialcarried out in last 07 years. Relevant Supply orders from the clients are required.
- v. Certificates of National Tax. No. (NTN) and General Sales Tax No. (GST No).
- vi. List of owned vehicles for supply of construction material, if any, stating complete information about number, model, make & capacity. (Sales Purchase documents and lease agreements are required).
- vii. Details of Arbitration / Litigation cases, if any.
- viii. HSE, QA & QC Policy.
- ix. Affidavit that the firm has not been black listed by any Govt. /Semi Govt. or state owned organization.
- x. All the pages of the proposal / application should be signed and stamped by the authorized representative of the company.
- xi. All firms are required to submit signed & stamped TOR along with all documents for prequalification / enlistment along withits application. Power of Attorney (POA) & copy of CNIC of the authorized representative who have signed the proposal / application shall also be attached with itsproposal / application.

10. Any firm not registered for NTN and GST shall be declared as non-responsive.
11. Audited account reports of firm shall be verified from their chartered accountants, in writing, by the Technical Evaluation Committee. In case the chartered accountant of the bidder declared their audited reports unauthentic / incorrect, the application of the bidder for prequalification / enlistment will be declared as non-responsive. If the chartered accountant of the firm did not provide his response within the reasonable time as communicated to them, the application of such firms will also be declared as non-responsive.
12. Further, Technical Evaluation Committee will visit the offices of firms for evaluation/verification purpose, where required. Technical Evaluation Committee will be entitled to declare the firms non-responsive based on their visit report / evaluation of the firms' offices.
13. Failure to provide information / supporting documents that is essential for the evaluation of the application's qualification, or to provide timely clarification or substantiation of information supplied, may result in disqualification of the applicant.
14. OGDCL may ask any further information and details if required, at any time.
15. A single application for prequalification / enlistment will be required from firms; however, firms are required to mention the zones in its covering letter for which firm wants to prequalify.
16. Standard procedure for application / proposal opening as described in "Instructions to the applicants / proposal of PEC" to be followed by Tender Opening & Evaluation Committee and applicants.
17. All prequalified bidder are required to submit their financially balanced bids against Invitation to Bids each time. Any bidder reported to quote unbalanced bids will be served notice / warning, which may lead to suspension from prequalification list, if repeated. Bids shall be submitted as per format of BOQ attached with invitation of bid.

18. TOR for supply of construction materials shall be issued to all prequalified bidders along with Invitation of bids including Bill of Quantities (BOQ) as specified.

EVALUATION CRITERIA FOR PREQUALIFICATION OF FIRMS  
 FOR SUPPLY OF CONSTRUCTION MATERIALS FOR PRE-DRILLING ENGINEERING WORKS AT DIFFERENT ZONES OF  
 OIL & GAS DEVELOPMENT COMPANY LIMITED

(GST and NTN is mandatory)

1	2	3	4	5	6	7	8
Sr. No.	Name of Firm	Audited Accounts during last 03 years  Max. 36	General Experience  Supply Orders or work orders are required.  Max. 10	Relevant Experience  Supply Orders or work orders are required  Max.50	HSE, QA & QC Policy  Max.04	Total  Max. 100	Remarks
1							
2							



## Evaluation Criteria

i. Firm's NTN & GST Registration.

The contractor / supplier shall have valid NTN and GST No. If the contractor is not having NTN and GST registration, will be declared Non-responsive

ii. Audited Accounts for last three years. - Maximum 36 marks.  
(**Attested** audited accounts are required)

a. Annual Turn Over 100 Millions and above - 12 marks per year.

b. Annual Turn Over 75 Millions - 10 marks per year.

c. Annual Turn Over 60 Millions - 08 marks per year.

d. Annual Turn Over 30 Millions. - 06marks per year.

e. Annual Turn Over less than 20 Millions - 04 marks per year.

f. Annual Turn Over below 10 millions - 0 marks.

iii. General Experience

No of years in business, certificate of incorporation, Supply Orders / Work orders of supplies/works carried out during each year of business are required.

- Maximum 10 marks.

01 Mark / year of business.

iv. Relevant Experience (Supply Orders / work orders are required).

Five (05) Supply Orders / work orders of relevant material supplies / works having highest cost during last 07 years shall be considered. Pre Drilling Engineering Works / Well Site Works / relevant Permanent Works executed / completed by any bidder on composite rate basis shall also be considered against relevant experience and their cost of supplies shall be calculated @ 75 % of their contract prices.

- Maximum 50 marks

a. Supplies having price above 50 millions - 10 marks for each supply Order.

b. Supplies having price 30-49 millions - 08 marks for each supply order.

c. Supplies having price 20-29 millions - 06 marks for each supply order.

d. Supplies having price 11-19 millions - 04marks for each supply order.

e. Supplies having price below 10 millions - 0 marks.

v. HSE, QC & QA policy of the firm

- Maximum 04 marks.

a. Provided - 04 marks.

b. Not Provided - 0 marks.

**Categories for supply of construction materials, to be allotted**

Category-A Above 30 Millions	Required score in Evaluation is 90 to 100 marks.
Category-B 30 Millions & below.	Required score in Evaluation is 80 to 89 marks.
Category- C 20 Millions & below.	Required score in Evaluation is 75 to 79 marks.
Category- D 10 Millions & below.	Required score in Evaluation is 70 to 74 marks
Non-responsive / unqualified	Less than 70 marks.