

OIL & GAS DEVELOPMENT COMPANY LTD



TERMS OF REFERENCE

FOR

**PRE-QUALIFICATION OF SUPPLIERS /
CONTRACTORS FOR THE YEAR 2017-18**

FOR

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

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INTRODUCTION

1.1 Advantages of Pre-qualification

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 contractors is very useful for the Employer (also to the constructors) to carry out selection of firms for award of contracts. The basic aim of the prequalification is intended to eliminate, early in procurement proceedings, Contractors that are not suitably qualified to perform the Contract. Also sometimes Contractors 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 Constructors. 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 bidders 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 / ELISTMENT

1. The Oil & Gas Development Company Limited (OGDCL) intends to prequalify contractors for supply of construction materials for Pre-Drilling Engineering Works at different zone under Oil & Gas Development Company Limited all over the country. This invitation for prequalification is issued to eligible contractors / suppliers.
2. It is expected that Invitation to Bid will be issued after enlistment / prequalification when required by OGDCL.
3. Prequalification is open to Contractors who are registered with Federal or Provincial Government or joint ventures of Contractors
4. Contractors may obtain the prequalification documents from OGDCL website 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 prequalification must be delivered at the addresses as given in the press advertisement in sealed envelopes by hand or through registered mail not later than the date mentioned in the advertisement during working hours and be clearly marked **“Application for Prequalification 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 under this process will be invited to bid.

PREQUALIFICATION / ENLISTEMENT OF CONTRACTORS

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

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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.
3. OGDCL may cancel this enlistment and call for afresh enlistment, at any stage after completion.
4. Successful applicants 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) for North, No.II (Kot Adu) & IV (Ghotki) for Central, and No. I (Dera Bugti) and V (Hyder Abad) for South, respectively.
7. Further information about zones may be obtained from the respective offices of Party Chiefs as mentioned in the press advertisement.
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. Bidders 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 or Federal or Provincial Governments for the applicant firm.
 - iii. Proof of enlistment for the last three years with Govt./ Semi Govt. Organizations in respective category with Financial limits.
 - iv. Audited Accounts of the firm for the last 03 years.

- v. Works in hand with details indicating the cost, commencement, scheduled completion dates. (Work orders / Contract Agreement are required).
 - vi. Details of similar works completed in last 03 years. Completion Certificates / Performance Certificates / Certificates from the client of the work are required.
 - vii. Certificates of National Tax. No. (NTN) and General Sales Tax No. (GST No).
 - viii. 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).
 - ix. Details of Arbitration / Litigation cases, if any.
 - x. HSE, QA & QC Policy.
 - xi. Affidavit that the firm has not been black listed by any Govt./Semi Govt. or state owned organization.
 - xii. Copies of all documents shall be attested by a Gazetted Class-I officer.
10. 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.
11. OGDCL may ask any further information and details if required, at any time.
12. Separate application for each zone will be required. Application for a specific zone shall not be considered for other zone or for all zones. Bidder want to prequalify for more than one zone need to apply separately for each zone.

Evaluation Criteria

i. Firm's NTN & GST Registration.

The contractor / supplier shall have valid NTN and GST No. (Certificates required).

- Maximum 10 marks.
- a. Valid NTN and GST - 10 marks.
- b. Invalid Registration - 0 marks.

ii. Enlistment with other Departments in same categories during last three years.
(Enlistment letters are required)

- Maximum 09 Marks.
- a. 03 & above Departments - 09 marks.
- b. 02 Departments - 06 marks.
- c. 01 Departments - 03 marks.

iii. Audited Accounts for last three years.

(Attested) audited accounts are required)

- Maximum 27 marks.
- a. Annual Turn Over 50 Millions and above - 09 marks per year.
- b. Annual Turn Over 40-50 Millions - 08 marks per year.
- c. Annual Turn Over 30-40 Millions - 07 marks per year.
- d. Annual Turn Over 20 Millions. - 06 marks per year.
- e. Annual Turn Over less than 20 Millions - 04 marks per year.
- f. Annual Turn Over below 10 millions - 0 marks.

iv. General Experience (Work Orders & Performance Certificates required).

- Maximum 10 marks.
- a. 05 works - 10 marks.
- b. 04 works. - 08 marks.
- c. 03 works. - 06 marks.

- d. 02 Works. - 04 marks.
- e. 01 Works - 02 marks.
- v. Relevant Experience (Work Orders & Performance Certificates required).
03 Work orders of relevant experience having highest cost shall be considered. - Maximum 27 marks
 - a. Work having contract price above 50 millions work. - 09 marks for each
 - b. Work having contract price 40-50 millions work. - 08 marks for each
 - c. Work having contract price 30-40 millions work. - 07 marks for each
 - d. Work having contract price 20-30 millions work. - 06 marks for each
 - e. Work having contract price 10- 20 millions work. - 04 marks for each
 - f. Work having contract price below 10 millions - 0 marks.
- vi. Owned Vehicle to be used in supply of construction materials (lease agreement or sale purchase documents required). Maximum 12 marks.
 - a. Exceeding all requirements - 12 marks.
 - b. Meeting all requirements - 09 marks.
 - c. Meeting basic requirements - 06 marks.
 - d. Insufficient machinery - 0 marks.
- vii.HSE, QC & QA policy of the firm Maximum 05 marks.
 - a. Provided - 05 marks.
 - b. Not Provided - 0 marks.

Categories for supply of construction materials, to be allotted

Category-A 50 Millions & above.	Required score in Evaluation is 90 marks or more.
Category-B 50 Millions & below.	Required score in Evaluation is 80 marks.
Category- C 30 Millions & below.	Required score in Evaluation is 70 marks.
Category- D 20 Millions & below.	Required score in Evaluation is 60 marks.
Non-responsive / unqualified	Less than 60 marks.

