

OIL & GAS DEVELOPMENT COMPANY LTD



TENDER # PROC-LB/PT/C&ESS/PRE-QUALIFICATION/17342/18

TERMS OF REFERENCE

FOR

**PRE-QUALIFICATION/ ENLISTMENT OF CONTRACTORS FOR
CONSTRUCTION OF PRE-DRILLING ENGINEERING WORKS
(COMPOSITE RATE BASIS) AT DIFFERENT ZONES OF
OIL & GAS DEVELOPMENT COMPANY ISLAMABAD.**

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 contractors expressing interest in undertaking a particular contract, before inviting them to bid.

Prequalification of contractors is very useful for the Employer to carry out selection of contractors 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 contractors. 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 contractors 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 contractors;
- (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

- 2.1. The Oil & Gas Development Company Limited (OGDCL) intends to enlist / prequalify contractors for construction of Pre-Drilling Engineering Works at different zones under Oil & Gas Development Company Limited (OGDCL) all over the country. This invitation for enlistment / prequalification is issued to eligible contractors.
- 2.2 It is expected that Invitation to Bid for future construction of PDEWs will be issued after enlistment / prequalification when required by OGDCL.
- 2.3 Prequalification is open to contractors / joint venture of contractors who are registered with Pakistan Engineering Council (PEC).
- 2.4 Contractors may obtain the prequalification documents from OGDCL website www.ogdcl.com under the tender bar.
- 2.5 Evaluation for prequalification / enlistment of the contractors 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, however no category will be allotted to contractor exceeding their financial limits prescribed by PEC.
- 2.6 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 construction of Pre-Drilling Engineering Works at different Zones under Oil & Gas Development Company”**.
- 2.7 Applicants will be informed, in due course, of the result of the evaluation of applications. Only the contractors / joint ventures pre-qualified / enlisted under this process will be invited to bid.

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PREQUALIFICATION / ENLISTMENT OF CONTRACTORS
FOR CONSTRUCTION OF PRE-DRILLING ENGINEERING WORKS
AT DIFFERENT ZONES UNDER OIL & GAS DEVELOPMENT COMPANY LTD.

- 3.1 All the contractors who were pre-qualified previously for construction of Pre-drilling engineering works (PDEWs) are required to apply afresh. No renewal or up-gradation of previous allotted category is admissible.
- 3.2 Pre-qualification / Enlistment shall remain valid for two year, however, may be extended if required by the employer with mutual consent of both the parties.
- 3.3 OGDCL may cancel this enlistment and call for afresh enlistment, at any stage during and after completion of prequalification / enlistment process.
- 3.4 Successful contractors will be informed about the Financial Category allotted through letter as per prevailing policy of OGDCL.
- 3.5 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 contractor and to cancel the contract if already awarded.
- 3.6 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 (Hyder Abad-0300-5001451) for South, respectively.
- 3.7 Further information about zones may be obtained from the respective offices of Party Chiefs as mentioned at serial # 3.6 above.
- 3.8 Any contractor in arbitration or litigation with OGDCL shall be enlisted after arbitration award or decision of litigation in his favour. Having been enlisted, if a contractor 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.
- 3.9 Contractors 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 for the applicant contractor is mandatory.

- iii. Audited Accounts of the contractor for the last 03 years.
- iv. Details of relevant works carried out in last 07 years. Relevant work order / completion certificate from the clients are required.
- v. Certificates of National Tax. No. (NTN) is mandatory.
- vi. List of machinery (owned / hired / leased) for construction, 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 contractor has not been black listed by any Govt. / Semi Govt. or state owned organization.
- x. All the pages of the Prequalification proposal / application should be signed and stamped by the authorized representative of the company.
- xi. All contractors are required to submit signed & stamped TOR along with all documents for prequalification / enlistment along with its application. Power of Attorney (POA) & copy of CNIC of the authorized representative who have signed the proposal / application shall also be attached with its proposal / application.

- 3.10 Any contractor not registered for NTN shall be declared as non-responsive.
- 3.11 Any contractor not registered with PEC or not having valid PEC certificate for the current year or failed to provide PEC registration certificate will declared as Non-responsive.
- 3.12 Audited account reports of contractor shall be verified from their chartered accountants, in writing, by the Technical Evaluation Committee, where required. 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 contractor did not provide his response within the reasonable time as communicated to them, the application of such contractors will also be declared as non-responsive.
- 3.13 Further, Technical Evaluation Committee will visit the offices of contractors for evaluation/verification purpose, where required. Technical Evaluation Committee will be entitled to declare the contractor as non-responsive based on their visit report / evaluation of the contractor's offices.
- 3.14 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.

- 3.15 OGDCL may ask any further information and details if required, at any time.
- 3.16 A single application for prequalification / enlistment will be required from contractors for all zones. Contractors will be prequalified for relevant categories for working in all zones of OGDCL.
- 3.17 Standard procedure for PQ application / proposal opening to be followed by Tender Opening & Evaluation Committee and applicants.
- 3.18 All prequalified bidder will be required to submit their financially balanced bids against Invitation to Bids each time, once they are prequalified. 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.
- 3.19 TOR for construction of PDEWs shall be issued to all prequalified bidders of relevant category along with Invitation of bids including Bill of Quantities (BOQ) as specified.

EVALUATION CRITERIA FOR PREQUALIFICATION OF CONTRACTORS
FOR CONSTRUCTION OF PRE-DRILLING ENGINEERING WORKS AT DIFFERENT ZONES OF

OIL & GAS DEVELOPMENT COMPANY LIMITED

1	2	3	4	5	6	7	8
Sr. No.	Name of Contractor	Audited Accounts during last 03 years	General Experience Work order / completion certificate are required	Relevant Experience Work order / completion certificates are required	HSE, QA & QC Policy	Total	Remarks
		Max. 36	Max. 10	Max.50	Max.04	Max. 100	
1							
2							

Evaluation Criteria

- i. Contractor's Pakistan Engineering Council registration and NTN Registration.
The contractor shall have valid NTN and PEC registration. If the contractor is not having valid PEC and NTN registration, will be declared as 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 80 Millions - 11 marks per year.
 - c. Annual Turn Over 60 Millions - 10 marks per year.
 - d. Annual Turn Over 40 Millions. - 09 marks per year.
 - e. Annual Turn Over less than 20 Millions - 08 marks per year.
 - f. Annual Turn Over below 10 millions - 06 marks per year.
- iii. General Experience
No of years in business, certificate of incorporation, Work orders / completion certificate of works carried out during each year of business are required.
- Maximum 10 marks.
01 Mark / year of business.
- iv. Relevant Experience (work orders / completion certificate are required). - Maximum 50 marks
Five (05) work orders of relevant works having highest cost during last 07 years shall be considered. Pre Drilling Engineering Works / Well Site Works / relevant Permanent Works (buildings, roads & infrastructure – as per SOW of Pre-drilling Engineering Works) executed / completed by any bidder on composite rate basis shall also be considered against relevant experience.
 - a. Works having cost above 50 millions - 10 marks for each work Order.
 - b. Works having cost above 30 and upto 50 millions - 09 marks for each work order.

- c. Works having cost above 20 and upto 30 millions - 08 marks for each work order.
- d. Works having cost 10-20 millions - 07marks for each work order.
- e. Works having cost below 10 millions - 0 marks.

- v. HSE, QC & QA policy of the contractor - Maximum 04 marks.
 - a. Provided - 04 marks.
 - b. Not Provided - 0 marks.

Categories for supply of construction materials, to be allotted

Category-A Above 50 Millions	Required score in Evaluation is 90 to 100 marks.
Category-B 50 Millions& below.	Required score in Evaluation is 81 to 90 marks.
Category- C 30 Millions& below.	Required score in Evaluation is 76 to 80 marks.
Category- D 20 Millions & below.	Required score in Evaluation is 70 to 75 marks
Non-responsive / unqualified	Less than 70 marks.