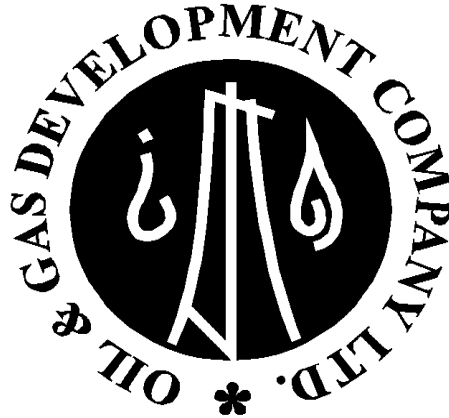


# **OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TENDER ENQUIRY # PROC-SERVICES/CB/PROD-  
4494/2019**

**ACQUIRING SAND TRAP SERVICES FOR A PERIOD OF  
THREE (03) YEARS AT OGDCL WELLS**

# **HIRING OF SAND TRAP SERVICES**

## **SCOPE OF WORK AND TERMS OF REFERENCE (TOR)**

### **1. SCOPE OF WORK:**

OGDCL intend to hire sand trap service through press tendering for carrying out sand trap jobs on estimated 15 wells on rate running (as and when required) basis for a period of three (03) years. The scope of work is tentative. OGDCL may increase or decrease the scope of work without any change in rates and terms & conditions.

### **2. General Terms and Conditions:**

- 2.1 The bidder must have at least two (02) no. of Sand Trap equipment with all accessories in Pakistan. If required OGDCL team will visit the facilities to confirm the same.
- 2.2 All certificates, documents, proof of work etc. should be in English language; if not then they shall be accompanied with certified translation to English language to be considered for evaluation.
- 2.3 The bidder to arrange services as per criteria mentioned below in technical section and scope of work. Failing to do so, the contract will be terminated and corresponding Bank Guarantee will be confiscated.
- 2.4 All QHSE responsibility shall rest with the contractor for any third party equipment and personnel supplied by the contractor.
- 2.5 Jobs may be performed in high H<sub>2</sub>S/CO<sub>2</sub> environment therefore, all the equipment should be H<sub>2</sub>S/CO<sub>2</sub> compliant and in good working condition for the performance of the services (provide calibration certification and third party inspection certificates).
- 2.6 Contractor will provide Check List of Equipment, Tools and other accessories before mobilizing to wellsite.
- 2.7 Bidder to arrange all safety equipment/services at their own for their personnel's whichever is required by them for working in extreme H<sub>2</sub>S environment with no additional cost to OGDCL.
- 2.8 Adequate back-up services / equipment should be available on well site. However, OGDCL will not pay for backup equipment.
- 2.9 All technical details for items specified in Section "Technical Evaluation Criteria" must be covered in the Technical Bid.
- 2.10 The Equipment and crew have to work round the clock as per operational requirement.
- 2.11 Bidders to attach unpriced financial bids in their technical bids.
- 2.12 Bidder to submit their technical bids in Hard as well as in soft form.
- 2.13 Maximum notice period for each call-out is 5 - 6 days and transit time from company base to OGDCL location is 3 - 4 days.
- 2.14 Successful bidder will provide the same personnel mentioned in their bid to carryout jobs. In case the service company engages the personnel other than those mentioned in their bid, the educational and experience certificate must be provided before his mobilization. In case company fails to provide the necessary documentation, OGDCL reserves the right to cancel the personnel operation and stand by charges for that particular job.
- 2.15 The bidder to provide complete list of personnel to be deployed for the jobs along with detailed CV's highlighting the details of the completed jobs, level of competence of key

- personnel that will be involved in design, supervision and implementation, and provide necessary support during the job.
- 2.16 The type and number of jobs performed by personnel must be clearly mentioned on CV.
  - 2.17 OGDCL reserves the right to ask bidder for the replacement of any of their personnel who is / are unacceptable to OGDCL for his / their incompetence or misbehavior at Contract holder's expense.
  - 2.18 If during job, it is ascertained that the service company is unable to perform / accomplish the job satisfactorily, OGDCL reserves the right to demobilize the service company.
  - 2.19 Invoice for unsuccessful jobs will not be paid.
  - 2.20 Bidder must quote the cost of every item of financial bid format otherwise incomplete bid will not be entertained. Bidder must strictly follow and quote prices as per financial bid format. No clause with "if & but" having financial impacts will be entertained and in such case bid will be treated as nonresponsive.
  - 2.21 The bidder will submit post job report within one week after execution of job; otherwise payment against the job will not be made.
  - 2.22 A price list of additional / relevant equipment / services must be provided with the bid document, which will be used as reference for obtaining approvals.
  - 2.23 Bidder will have to manage cross over for any job in line with well head top connection and Sand Trap Equipment.
  - 2.24 Mob/De-Mob charges for equipment & crew will only be applicable if transport is not provided by OGDCL and will be calculated as per OGDCL distance chart for the locations covered in the chart and as per actual for the locations which are not covered in OGDCL location distance chart.
  - 2.25 Partial availability of crew or equipment at location will not attract any charges. During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible and only Mob/De-Mob will be payable (if transport is not provided by OGDCL).
  - 2.26 Fuel, oil and lubricants/transport that may be required by service company for operational purpose will be charged to service company as per actual and the cost will be deducted from the invoice.
  - 2.27 Daily operating charges for Crew & Equipment will be applicable only when the well is flowing through Sacrificial choke/sand trap, otherwise standby charges will be applicable.
  - 2.28 There will be 02 free equipment standby days, each before the start of job as well as after completion of last job while 05 equipment standby days will be free of cost between successive jobs.
  - 2.29 The Standby charges will be applicable when all crew/equipment reach the location/field. If the job started on the reporting day (flow through sand trap), only then operating charges will be applicable for that 1st / reporting day.
  - 2.30 Daily Operating and standby rates of equipment and crew, if applicable must remain uniform/fixed for all days wherever these charges are applicable.
  - 2.31 If, after mobilization / reporting at site, job is cancelled then only mobilization / demobilization charges for crew / equipment will be paid. No job cancellation charges are admissible.
  - 2.32 The Standby rates of equipment and personnel must not exceed 50% of operating charges for all equipment / crew.

- 2.33 The millage, number of days for operating and standby are for evaluation purpose only, payment will be made as per actual.
- 2.34 No Mob/De-mob charges for equipment and crew shall be applicable for well to well movement within the same field.
- 2.35 The team leader will be Sand Trap Supervisor at well site and the bidder to ensure the availability of qualified and experienced sand trap supervisor during the operation.
- 2.36 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field/Rig site.
- 2.37 Bidder to confirm compliance to OGDCL's HSEQ policy.
- 2.38 The scope of work is tentative. OGDCL may increase or decrease the scope of work without any change in rates and terms & conditions.
- 2.39 Bidder must give "Clean acceptance certificate" of OGDCL terms and conditions and if exceptions are found, the bidder will withdraw all exceptions.
- 2.40 OGDCL reserves the right to accept / reject any /all bid (s) or annul the entire bidding process at any time prior to award of contract without taking any responsibility of the affected bidder (s) and is not bound to justify the reason to the affected bidder(s).

### **3. Duration of Contract:**

3.1 The duration of the contract is three (03) years therefore the Bid proposal/rates should remain valid unconditionally during the period of contract. The Rate Running Contract (as and when required basis) will remain intact till the completion of jobs on wells where Service Company is mobilized for the job during the contract period, however, any extension in term of Contract will be subject to mutual consent of both the parties in writing on same rates, terms and conditions.

### **4. Payment Terms:**

4.1 The payments to the Service Company will be made through cross cheque in 100% Pak Rupees, at actual, against verified invoices at official exchange rate prevalent on the date of payment.

4.2 The prices quoted by bidder in financial bid are to be in US\$ and should be fixed/firm and are inclusive of all applicable taxes, duties and Levies etc. except Provincial Sales Tax/ICT Tax on Services.

### **5. Bid Bond:**

5.1 Bid Bond/Bid Security amounting to USD 12,600/- (US Dollars Twelve Thousand Six Hundred only) is to be attached/provided with **Technical Bid**. Please see Master Set of Tender Document for further details.

### **6. Mode of Procurement:**

6.1 Bids against this tender are invited on "**Single Stage Two Envelope Bidding Procedure**" through press tendering, therefore, the bidders shall submit original and copy of their Technical and one original financial bid.

**Note:** The Master Set of Tender Documents for Services uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

## TECHNICAL EVALUATION

### DOCUMENTATION FOR TECHNICAL EVALUATION

Bidders are required to provide the following details along with the bid documents:

1. Complete list of personnel to be deployed for the jobs along with detailed CV's highlighting the number of completed jobs, level of competence of key personnel that will be involved in design, supervision and implementation, and provide necessary support during the jobs (both primary and backup crews). Note that the defined crew members shall not be changed without the prior consent of the Company.
2. Detailed list of necessary equipment to perform the respective jobs in safe and efficient manner along with their pressure and temperature ratings.
3. Complete list and details of available backup and support services.
4. Third party certification of all the equipment etc. along with dates of last testing/inspection.

### TECHNICAL EVALUATION CRITERIA

1. Only technically qualified bidder(s) will be considered for commercial evaluation.
2. OGDCL reserves the right to visit bidder's operational base and check inventory and verify the information provided in the bid at any stage during the evaluation of the bids.
3. Bidder to provide documentary evidence for each criterion where proof is demanded. Provide documents, photographs for inventory claims.
4. All the bidders must fulfill the requirements below to technically qualify. In case they do not fulfill any of the below mentioned technical criteria their bid will not be acceptable. All the bidders are required to submit the below tables as per the given pattern.
5. Availability of all equipment and crew to be required in Pakistan at the time of bidding.

#### EQUIPMENT

<b>Sand trap Services</b>			
Temperature Conditions = Upto 250 °F			
Liquid Flow Capacity = Upto 5,000 bbls			
Gas Flow Capacity = Upto 25 MMSCFD			
Sr.	Tools Description	Qty.	Availability
1	Sand Trap Equipment (including necessary piping, sand filters of size 50 to 200 microns, sand probes and sand measuring devices)	02	Yes/No
2	Sacrificial Choke Manifold	02	Yes/No

#### CREW

Sr.	Description	Availability
1	Qualified and experienced crew with 03 Years of relevant Experience.	Yes/No

#### Company Profile

Sr.	Description	Availability
1	<b>Bidder's History (attach proof)</b>	
1.1	Established equipment base setup in Pakistan at the time of bidding.	Yes/No
1.2	The company is registered in Pakistan or elsewhere with minimum registration period of 03 Years.	Yes/No

1.3	03 Years' experience of providing Sand Trap services to E & P Companies around the globe. Provide Job Tickets/contracts to confirm the same.	Yes/No
1.4	Company has provided Sand Trap services to E & P companies on at least 20 wells around the globe. Provide proof.	Yes/No
2	<b>Bidder's Capabilities</b>	
2.1	Capability in terms of equipment and crew to perform sand trap job with H <sub>2</sub> S/CO <sub>2</sub> environment simultaneously on 02 OGDCL wells.	Yes/No

## HSE

Sr.	Description	Availability
1	Written and approved HSE and Quality Policy	Yes/No
2	QHSE Management System in line with International Standards available to cater HSE risks. Or Management System not available however, procedures are available to fulfill minimum QHSE requirements (i.e. Risk Assessment, Environmental risks, Emergency Response Procedures waste management etc.) Note: Copies of QHSE Management System procedures to be attached.	Yes/No
3	<b>QHSE Responsibilities (CV's to be attached)</b>	Yes/No
3.1	Dedicated QHSE person available to handle QHSE matters. Please provide Job Responsibilities and Quality Inspection Plan.	Yes/No
3.2	QHSE Responsibilities given to Supervisor in addition to technical job responsibilities	Yes/No
4	<b>Hazard Identification &amp; Risk Assessment</b>	Yes/No
4.1	Hazard Identification & Risk Assessment / Job Hazard Analysis are conducted before start of project and appropriate preventive measures taken to address hazards. Copies of previously conducted similar assessments to be attached	Yes/No
5	<b>Equipment &amp; Tools</b>	Yes/No
5.1	Maintenance records of all equipment / tools available	Yes/No
5.2	Third party validity certificates of equipment / tools available	Yes/No
6	<b>Emergency Response Procedure</b>	Yes/No
6.1	Approved Emergency Response Plan available with responsibilities shall be shared with OGDCL	Yes/No
7	<b>HSE Legal / Regulatory Compliance.</b>	Yes/No
7.1	Contractor shall comply with Health & Safety Regulations Mines Act 1923, The Oil & Gas (Safety In Drilling & Production Regulations 1974)	Yes/No
7.2	Contractor shall comply with Environmental Protection ACT 1997 and National Environmental Quality Standards	Yes/No
8	<b>QHSE Trainings</b>	Yes/No
8.1	All staff is trained is in basic QHSE trainings i.e. Fire Fighting, First aid, H <sub>2</sub> S. Please provide details / records of the crew.	Yes/No
8.2	Staff receives specialized QHSE trainings with respect to their jobs	Yes/No
9	<b>Personal Protective Equipment</b>	Yes/No
9.1	All required personal protective equipment available to all its staff and subcontractors.	Yes/No
10	<b>Permit to work</b>	Yes/No
10.1	PTW system available and strictly followed	Yes/No

## FINANCIAL EVALUATION CRITERIA/RATE FORMAT

### Sand Trap Services

Sr.	Description	Qty. (Q)	UOM (U)	Unit Cost (P)	Total Cost =P x Q
				US\$/UOM	US\$
1	Sand Trap Equipment Operating Charges (including necessary piping, sand filters of size 50 to 200 microns, sand probes and sand measuring equipment / devices)	5	Day		
2	Sand Trap Equipment Standby Charges (including necessary piping, sand filters of size 50 to 200 microns, sand probes and sand measuring equipment / devices)	2	Day		
3	Sacrificial Choke Manifold operating charges	5	Day		
4	Sacrificial Choke Manifold stand by charges	2	Day		
5	Crew Operating Charges	5	Day		
6	Crew Standby Charges	2	Day		
<b>7</b>	<b>Cost/Job</b>	<b>1</b>	<b>Job</b>		=SUM(R1:R6)
<b>8</b>	<b>Cost/Well (02 Jobs/Well)</b>	<b>2</b>	<b>Jobs</b>		=2*R7
<b>9</b>	<b>Total cost for estimated 15 Wells</b>	<b>15</b>	<b>Well</b>		=R8*15
10	Equipment Mob/De-mob Charges	2,600	Km		
11	Crew Mob/De-mob Charges	2,600	Km		
<b>12</b>	<b>Mob/De-Mob Charges per well</b>	<b>1</b>	<b>Well</b>		=SUM(R10:R11)
<b>13</b>	<b>Mob/De-Mob Charges for estimated 15 Wells</b>	<b>15</b>	<b>Well</b>		=R12*15
14	DBR (Damage Beyond Repair) charges for Sacrificial choke stem	10	Nos.		
15	DBR (Damage Beyond Repair) charges for Sand filters (50 to 200 micron)	5	Nos.		
<b>16</b>	<b>Cost of DBR Charges</b>				=SUM(R14:R15)
<b>17</b>	<b>Grand Total Cost for estimated 15 wells</b>				=(R9+R13+R16)

### Note:

- The bidder scoring lowest in the above table as “**Grand Total Cost for estimated 15 Wells**” shall be the financially lowest.
- Zero (0) value shall depict “free of cost” service.
- Number of wells, Millage, number of jobs/Days mentioned are for evaluation purposes only, Number of wells may increase or decrease and payment to be made as per actual at quoted rates.
- DBR charges for 10 No. Sacrificial Choke and 05 No. Sand Filters are tentative and is for evaluation purpose only, payment will be made as per actual Number of DBR which may increase or decrease.