

OIL & GAS DEVELOPMENT COMPANY LIMITED

PREQUALIFICATION (PQ) APPLICATION: PROC- SERVICES/CB/PQ/HSEQ-4504/2019

PRE-QUALIFICATION TERMS OF REFERENCE (TOR)/SCOPE OF WORK(SOW)

FOR HIRING SERVICES OF **WASTE MANAGEMENT CONTRACTORS FOR SAFE DISPOSAL OF DRILLING & PRODUCTION WASTE AND SITE REHABILITATION/ RESTORATION**

-Oil & Gas Development Company Limited (OGDCL), the largest E&P Company in Pakistan, is planning to hire national & international waste management contractors (firms or consortiums) on two years' contract (extendable to an additional year) as-&-when-required basis for the safe disposal of non-hazardous and hazardous waste generated & collected at its various production & gas processing sites anywhere in the country.

-OBM drill cuttings, drilling wastewater and produced water solutions along with rehabilitation/restoration of the pits/ ponds would be the vital requisites for the scope of work. Oil spill management and clean up services would be the requirements emerging during emergency times.

-The main objectives to be achieved are:

- i. Environmental friendly treatment solutions employing in situ/ ex situ safe disposal techniques to attain permissible limits for the restored sites preferably as per Louisiana Statewide Order (LSO) NO. 29-B in the shortest possible time;
- ii. Monitoring of the results to determine the effectiveness of the treatment/ disposal methods; and
- iii. Submitting Safe Disposal Certificates endorsed by the concerned regulatory body.

-Waste management contractors with ample relevant experience in drilling, production & process waste management, site rehabilitation/ restoration and/ or oil spill management & clean up services are invited to join OGDCL for enabling it to add its component in the Clean Green Pakistan. These firms/ consortiums will be evaluated for following three different categories:

Type-1 Category: OBM Drill Cuttings Treatment including Oil Spill Management & Clean Up Services

Type-2 Category: Wastewater Treatment/ Disposal

Type-3 Category: Rehabilitation/ Restoration of Pits

Note: Master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR/Tender.



OIL & GAS DEVELOPMENT COMPANY LIMITED
SUPPLY CHAIN MANAGEMENT DEPARTMENT
OFFICE OF THE MANAGER (SERVICES)



OGDC HOUSE
JINNAH AVENUE,
ISLAMABAD – PAKISTAN

PHONE : +92 51 92002 3652
E-mail : ejaz_rizvi@ogdcl.com

No: PROC-SERVICES/CB/PQ/HSEQ-4504/2019

Dated: 19-09-2019

SUBJECT: LETTER FOR INVITATION TO BID FOR PRE-QUALIFICATION OF WASTE MANAGEMENT CONTRACTORS FOR SAFE DISPOSAL OF DRILLING & PRODUCTION WASTE AND SITE REHABILITATION/ RESTORATION FOR A PERIOD OF TWO YEARS (EXTENDABLE TO AN ADDITIONAL YEAR) AGAINST PRE-QUALIFICATION NO: PROC-SERVICES/CB/PQ/HSEQ-4504/2019

We are pleased to issue subject tender enquiry to you as a pre-qualified Contractor to submit your technical & financial bid proposal on the terms and conditions of Tender Document.

1. INTRODUCTION

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's leading E&P sector company, having operations at about 50 locations and fields in all the four provinces. The Company is listed and traded on Pakistan stock exchange of with highest market capitalization. Recently the Company, through GDR process, has also been listed on London Stock Exchange. More details about the Company can be obtained from its website www.ogdcl.com.

2. OBJECTIVE

OGDCL Intends to hire subject Services as per Annexure-A. Interested bidders are required to **submit their Pre-Qualification Documents** strictly as per Terms of Reference (TOR) / scope of work (Annexure-A) and instructions to bidders given in this PQ document.

3. PROSPECTIVE BIDDER SHOULD PARTICULARLY NOTE THAT:

Bids/PQ Docs will be accepted only if the services and supplies being offered are produced and manufactured in the country(s) maintaining bilateral relations with Pakistan. Bidder (s) participating in bidding process for provision of service (s) to OGDCL should invariably be registered with Provincial Revenue Authority at the time of submission of its bid/PQ Docs to OGDCL.

4. The Purchaser does not take any responsibility for collecting the bids from any Agency. Your authorized representative may attend the Tender opening if desired. The request for extension of closing date and time shall not be entertained and tender received after closing time or date shall be returned to Bidder unopened.

5. The Purchaser reserves the right to increase or decrease the quantities / Scope of Work and accept or reject any or all bids or cancel any or all items at anytime without assigning any reasons thereof.

6. The Purchaser reserves the right to have the items/sites inspected by its own representatives or through third party, wherever applicable.
7. It must be indicated in the offer that the quotation fully conforms to Technical Specifications and Terms & Conditions of the Tender Enquiry.
8. **TIME AND PLACE FOR SUBMISSION OF BIDS.**
Bids must be delivered / dropped in the tender box / OGDCL reception at time & date mentioned in “**Press Advertisement**” at the following address:-

Manager (SCM) Services

Oil & Gas Development Company Limited
Supply Chain Management Department
OGDCL House, Jinnah Avenue, Islamabad (Pakistan)
Phone No. 92-51-920023780/ 3652
Email: ejaz_rizvi@ogdcl.com

9. **OPENING OF BIDS**
Bids will be opened at the time and date mentioned in “**Press Ad**” on the place noted above.
10. Complete Pre-Qualification Documents (i.e. alongwith filled and signed requisite Annexures) available in “Master Set Of Tender Documents (Services)” uploaded on OGDCL’s website (www.ogdcl.com) shall be submitted.
11. No alternation in OGDCL’s issued tender documents is allowed. Any attempt for alteration/amendment in the tender documents may lead to disqualification of the bidder.

Manager (Services)

Oil & Gas Development Company Limited
Phone: 0092-51-92002 3780
Email: ejaz_rizvi@ogdcl.com

Note :-

The “Master Set Of Tender Documents (Services)” uploaded on OGDCL’s website (www.ogdcl.com) is the integral part of this TOR/PQ Application Document.

01 General

Name and address of company:

Type of Contractor: (Consortium, Public limited liability, private, limited, private practice, wholly owned subsidiary, sole proprietary, etc.) (Provide Valid Evidence)

Date established: (Provide Certificate of Incorporation)

Last annual turnover: (Provide Valid Evidence/ Audited Accounts for Last 03 Years)

Name and address of Contractor's (Lead Consortium Company's or Firm's) Bankers:

Names and addressed of Consortium Member Companies:

Is Contractor registered with Income Tax Department? (Provide Valid Evidence)

Registration No:

VAT/ NTN/ STRN No.:

VAT/ Sales Tax Deposit Amount: (Provide Valid Evidence for last 03 Years)

CEO / Managing Director:

Contact/ Focal Person:

Telephone numbers:

Fax number:

Email Address:

Notes:

- Evidence of certificate of incorporation/ company registration certificate required.
- Evidence of Active Tax Payer and attested copy of last 03 years tax returns required (2016-2019).
- If a Consortium is applying for prequalification, then only the Lead Consortium Company should participate in the prequalification process as potential applicant.
- Lead Consortium Company must provide the copy of Consortium Agreement including the Responsibility Matrix delineating the rights and obligations of each Consortium Member Company must be submitted along with the prequalification application.
- Affidavit on stamp paper, declaring that Contractor is not blacklisted by any Government agency/authority (Original required).

03 Details of Safe Disposal Technologies/ Methodologies/ Infrastructure for Addressing Oil and Gas Waste

<Use separate sheets, where required>

#	Methodology	Expertise (In situ/ Ex situ)	Detail of this Methodology	How toxicity removal/ results are verified?	Attach Evidence (Pictures) of Actual Sites
Type-1 Category: OBM Drill Cuttings Treatment including Oil Spill Management & Clean Up Services					
a.	Bioremediation				
b.	Phytoremediation				
c.	Thermal Desorption				
d.	Other _____				

Type-2 Category: Wastewater Treatment/ Disposal					
a.	Evaporation applying steam generators/ thermal treatment				
b.	Forced evaporation applying water				

	atomizing/ mist evaporation				
c.	Disposal/ treatment at a site e.g. landfilling for recycling/ reuse for/ in any other industry*				
d.	Flocculation/ coagulation for immediate disposal				
e.	Other _____				

***OGDCL Rep may prior visit the disposal/ treatment/ landfilling site to monitor the efficacy of process.**

Type-3 Category: Rehabilitation/ Restoration of Pits					
a.	Compost encapsulation following soil reconditioning & reinforcing				
b.	Trench burial following soil reconditioning & reinforcing				
c.	Mixing and filling				

f.	Other _____				

Note: Contractor must have Operation Base in Pakistan. In case of non-availability, they must have to establish Base in Pakistan with due capacity and requisite inventory within 45 days after prequalification.

04 Portfolio, specificity and credibility of the Competency of Technical Team/ Professionals. (Provide Complete Profiles/ CVs)

Type-1 Category: OBM Drill Cuttings Treatment including Oil Spill Management & Clean Up Services					
<i>#</i>	<i>Name of Expert and Designation</i>	<i>Professional Qualification</i>	<i>Certifications / Registrations</i>	<i>Engaged with you since</i>	<i>Status (Employee, Consultant, etc.)</i>
<i>a.</i>					
<i>b.</i>					
<i>c.</i>					
<i>d.</i>					
<i>e.</i>					
<i>f.</i>					
<i>g.</i>					
<i>h.</i>					
<i>i.</i>					

Type-2 Category: Wastewater Treatment/ Disposal					
<i>#</i>	<i>Name of Expert and Designation</i>	<i>Professional Qualification</i>	<i>Certifications / Registrations</i>	<i>Engaged with you since</i>	<i>Status (Employee, Consultant, etc.)</i>
<i>a.</i>					
<i>b.</i>					
<i>c.</i>					
<i>d.</i>					
<i>e.</i>					
<i>f.</i>					
<i>g.</i>					
<i>h.</i>					
<i>i.</i>					

Type-3 Category: Rehabilitation/ Restoration of Pits					
<i>#</i>	<i>Name of Expert and Designation</i>	<i>Professional Qualification</i>	<i>Certifications / Registrations</i>	<i>Engaged with you since</i>	<i>Status (Employee, Consultant, etc.)</i>

<i>a.</i>					
<i>b.</i>					
<i>c.</i>					
<i>d.</i>					
<i>e.</i>					
<i>f.</i>					
<i>g.</i>					
<i>h.</i>					
<i>i.</i>					

Note: In case of Consortium, the Lead Consortium Company must provide the copy of Consortium Agreement including the Responsibility Matrix delineating the rights and obligations of each Consortium Member Company.

05 In-House and Field QC Laboratory's Capabilities.

#	Name of Equipment	Brand/ Model #	Scope/ Range of Tests	Own by Company or Hired or Outsourced	Quantity (Owned)
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					

06 Transportation System Details (Provide Valid Evidence)

#	Name/ Model of Vehicle	Use/ Application	Own by Contractor or Hired	Accessibility To Which Province
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				

07 Registrations with Federal and Provincial EPAs & ISO 14001/ 45001/ 9001 Certifications *(Provide Valid Evidence.)*



8.0 Technical Qualification Criterion

Evaluation Aspect		Range of Aspect	Points	Points		Points Secured		
				Min	Max	Type-1 Category	Type-2 Category	Type-3 Category
a. Specific Oil & Gas Experience/ Clientele of Type 1/2/3 Category	Experience (02 Points for one year or 01 Point for half year)	05 years relevant experience	10	6.5	10			
		04 years relevant experience	08					
		03 years relevant experience	06					
		02 years relevant experience	04					
		01 year relevant experience	02					
		Irrelevant or no experience	00					
	Clientele (02 Points per Client)	05 or more specific Clients	10	6.5	10			
		04 specific Clients	08					
		03 specific Clients	06					
		02 specific Clients	04					
		01 specific Client	02					
		No specific Client(s)	00					
b. Details of Technologies/ Methodologies/ Infrastructure for Type 1/2/3 Category	if Operation Base is in Pakistan	Viable methodology(ies)	30	19.5	30			
		Unviable methodology(ies)	00					
	if Contractor has submitted an Undertaking stating that he will establish Base in Pakistan with due capacity and requisite inventory within 45 days after prequalification	Viable methodology(ies)	19.5					
		Unviable methodology(ies)	00					
c. Competence of Technical Team/ Professionals for Type 1/2/3 Category	Minimum 02 domain specific veterans		10	6.5	10			
	Less than 02 domain specific or irrelevant veteran(s)		00					
d. In-House and Field QC Laboratory's Capabilities	In-house lab. capabilities		10	6.5	10			
	Outsourced lab. capabilities		6.5					
e. Transportation System Details	04 or more pertinent fit vehicles		10	6.5	10			
	03 pertinent fit vehicles		7.5					
	02 pertinent fit vehicles		5.0					
	01 pertinent fit vehicle		2.5					
	No or unsuitable/ unfit vehicle(s)		00					
f. Registrations with Federal and Provincial EPAs & ISO 14001/ 45001/ 9001 Certifications or Equivalent	Minimum 02 relevant registrations/ certifications		10	6.5	10			
	Less than 02 or irrelevant registration(s)/ certification(s)		00					
g. Financial Strength	Audited Statements of Accounts for Last 04 Years attested by Chartered Accountant		10	6.5	10			
	Audited Statements of Accounts for Last 03 Years attested by Chartered Accountant		7.5					
	Audited Statements of Accounts for Last 02 Years attested by Chartered Accountant		5.0					
	Audited Statement of Accounts for Last 01 Year attested by Chartered Accountant		2.5					
	Non-Audited Statement of Accounts		00					
Total				70	100			

PS:- Contractors acquiring minimum 65% marks in each aspect, but overall 70% marks will be eligible for shortlisting. Following documents must be submitted on **MANDATORY** basis by the Contractor, otherwise application would not be considered for the prequalification:

- Evidence of certificate of incorporation/ company registration certificate required.

- Evidence of Active Tax Payer and attested copy of last 03 years tax returns required (2016-2019).
- Affidavit on stamp paper, declaring Contractor is not blacklisted by any Govt. agency/authority (Original required).
- In case of Consortium, the Lead Consortium Company must provide the copy of Consortium Agreement including the Responsibility Matrix delineating the rights and obligations of each Consortium Member Company.

09 Instructions to Potential Bidders

- 9.1 Contractor can apply for one (01), two (02) or for all three (03) Categories.
 - 9.2 Contractor must have Operation Base in Pakistan. In case of non-availability, he must have to establish Base in Pakistan with due capacity and requisite inventory within 45 days after prequalification (An Undertaking is required).
 - 9.3 Contractor should commit itself for the said services only if he can prudently take up and deliver a workload for minimum three pits on parallel basis within a month's timespan.
 - 9.4 Contractor shall have to arrange all on its own, the 4Ms (i.e. man-machine-material-method) required for handling/ transport, and safe disposal of waste either in situ, ex situ or both.
 - 9.5 Ref. Type-3 Category: Rehabilitation/ Restoration of Pits
 - 9.5.1 The unlined pits (hazardous/ non-hazardous) should be closed by trench burial method. OGDCL Rep. will periodically monitor the process.
 - 9.5.2 The lined pits containing hazardous materials should be closed through compost encapsulation. OGDCL Rep. will periodically monitor the process.
 - 9.5.3 Pits not containing any hazardous waste may be closed by mixing and filling.
 - 9.5.4 Leftover materials like sludge and water based mud cuttings should be air-dried prior to burial whereas the material with HC dried with an oil-sorbent. Gypsum should be applied to address excess sodium and pit solids adjusted to pH 6-9 with agricultural limestone to maintain metals in a fixed state. Then the pits should be backfilled with clean soil cover, buried 02 ft below grade. Mulch should be spread and compressed followed by vegetative cover to prevent erosion.
 - 9.5.5 Contractor shall have to attain permissible limits for the restored sites preferably as per Louisiana State wide Order (LSO) NO. 29-B.
 - 9.6 Contractor shall have to take up Lab Analysis as pre & post safe disposal/ treatment/ restoration evidence. Samples shall be taken jointly with OGDCL Rep.; whereas OGDCL shall select the 3rd party laboratory. Contractor shall bear the laboratory charges.
 - 9.7 Contractor shall have to submit Safe Disposal Certificates endorsed by the concerned regulatory body on its own account, without engaging OGDCL at any point of time.
 - 9.8 Handling of complaints or litigations arising from the contractual waste management services as well as their redressal shall be the sole responsibility of the Contractor, exonerating OGDCL.
 - 9.9 If a Consortium is applying for prequalification, then only the Lead Consortium Company should participate in the prequalification process, later sign the LOIs/ Contracts/ Service Orders, and receive payments against the verified invoices.
 - 9.10 Lead Consortium Company must provide the copy of Consortium Agreement including the Responsibility Matrix delineating the rights and obligations of each Consortium Member Company must be submitted along with the prequalification application.
 - 9.11 Affidavit on stamp paper, declaring Contractor is not blacklisted by any Government agency/authority (Original required).
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Authorized Representative's Details

Signature (duly stamped) _____
Name _____
Designation _____
Date _____

Appendices (Attachments)	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.

Send the filled application, along with the required documents to:-

Manager (Services)
OGDCL House,
Blue Area,
Islamabad, Pakistan.