



# **Application Form**

**PROC-SERVICES/CB(PQ)/HR-4634-B/2020**

**FOR PRE-QUALIFICATION OF HEADHUNTERS FIRMS**

# **INTRODUCTION & TERMS AND CONDITIONS**

## **1. INTRODUCTION / SCOPE OF WORK**

Oil & Gas Development Company (OGDCL) is the largest Exploration & Production Listed Company in Pakistan. The Company intends to Pre Qualify Headhunters firms (Local / International).

### **1.1 Invitation of Applications**

Applications are invited from potential firms having requisite capability, experience and expertise for pre-qualification of Headhunters firms (Local / International)

## **2. SUBMISSION OF APPLICATIONS.**

2.1 The pre-qualification application shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: **"APPLICATION FOR PRE-QUALIFICATION OF HEADHUNTERS FIRMS against Pre-Qualification Notice No. PROC-SERVICES/CB(PQ)/HR-4634-A/2020 not later than (as per press advertisement) hours on (date as per press advertisement) at the address given below:**

General Manager (Supply Chain Management)  
OGDCL House, Plot No. 3013, Jinnah Avenue Blue Area,  
Islamabad, Pakistan  
Phone: +92-051-920023540, Fax: +92-051-9215090

2.2 The sealed envelope shall indicate the name and address of the Applicant.

2.3 All the pages of application shall be signed and stamped by Applicant's authorized Representative(s).

### **2.4 Language of Application**

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

### **2.5 Cost of Pre-Qualification.**

The applicant shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.

### **2.6 Deadline for Submission of Application**

2.6.1 The original application, together with the required copies must be delivered not later than **(as per press advertisement) Hours of dated (as per press advertisement)** at the address specified in clause 2.1.

2.6.2 OGDLC may, at its discretion extend the deadline for the submission of applications by amending the Pre-Qualification documents in which case all rights and obligations of the OGDCL and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

2.7 **Late Submission of Applications**

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

2.8 **Clarification of Applications.**

To assist in the examination, evaluation and comparison of Applications the Company may at its discretion, ask the Applicant for a clarification of its application.

2.9 **OGDCL'S Right to Accept or Reject any or All Applications.**

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

2.10 **Affidavit**

The Applicant shall provide an affidavit that his firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated.

**(Irshad Muhammad)**  
Manager (SCM)-Services



*Application Form*

**PRE-QUALIFICATION OF HEADHUNTERS  
FIRMS**

## **1. The Company/Background**

Oil & Gas Development Company Limited (OGDCL) is a Public Sector Company and the flagship of the country's E & P sector. The Company is the local market leader in terms of reserves, production and acreage, and is listed on all three stock exchanges in Pakistan and also on the London Stock Exchange since December 2006.

As Pakistan's largest Oil & Gas producer, OGDCL's production stands at 40,000 BPD of Crude Oil (Net Averaged), 1,115 MMCFD of Gas (Net Averaged), 250 MTD of LPG (Net Averaged) and 90 MTD of Sulphur. Having 46 Operated Oil & Gas Fields, geographically distributed all across the country; OGDCL has 18 Oil & Gas processing plants. These include Dehydration, LPG, Sulphur Recovery, H2S Removal, Gas Sweetening, Condensate Stabilization, Refining and Compression plant. OGDCL owns 09 (Nine) drilling and 01 (One) work-over rig. Moreover Five Seismic Teams are in operation with Vibroseis Dynamite Energy Source.

OGDCL has a workforce of over 14,000 employees inclusive of casual workers. OGDCL's primary objective is to enhance its reserves and production profile and ultimately maximize value for shareholders.

## **2. Brief Scope of Work**


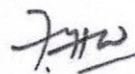
To ensure competitive edge, the company intends to prequalify head hunter firm with proven track record and expertise preferably in E & P sector in finding suitable candidates against senior management positions as and when required by OGDCL.

## **3. Invitation of Applications**

Applications are invited for Pre-Qualification of head hunter firms.

## **4. Requirements (evaluation criteria) for Consulting Firms**

- 4.1 The headhunter firm should have at least five (05) years experience as headhunter in handling at least ten (10) successful projects preferably in E & P industry.
- 4.2 The headhunter firm should have proven expertise in the delivery of all aspects of the proposed project. The headhunting process is to be

carried out in a highly professional manner; only candidates who are genuinely interested in considering new opportunities are briefed about vacant positions in hiring firms, while maintaining strict confidentiality. Headhunters will provide detail feedback at every stage of the search process, helping OGDCL in right decision-making.

- 4.3 The knowledge of best practices prevailing globally in E & P industry along with technical and operational expertise will provide added advantage to the headhunter firm.
- 4.4 The headhunter firm should have a dedicated team of professionals with top class educational background and prior experience preferably in the oil and gas sector with successful track record of conducting/implementing similar projects with particular emphasis on headhunting.
- 4.5 The headhunter firm should have consulting resources and capacity to deliver for a complex and multi-faceted positions with an aggressive timeline.
- 4.6 The headhunter firm designated team members must:
  - Hold relevant degrees
  - Expertise in headhunting at least 05 years of relevant work exposure
- 4.7 Financial Strength of the headhunter firm.
- 4.8 Methodology for five successful and completed assignment of headhunting.
- 4.9 In case if the headhunter firm is working as a global company/firm, the headhunter firm may have their local presence in Pakistan either in terms of local office or affiliation with a local consultant.

*Handwritten signatures and initials:*  
A signature on the left and initials "ME" on the right, both underlined.

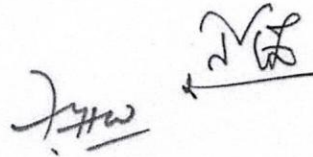
## 5. Qualification Criterion

Sr. No.	Evaluation Aspect		Maximum Points
5.1	Experience	Number of years of relevant experience Less than 5 years ....zero marks 5-10 years .... 15 marks More than 10 years .... 25 marks	25
5.2	Projects	Less than 10 projects .... zero marks 10 or above projects .... 25 marks	25
5.3	Qualification, competence and experience of Consultants	Number of Consultants having relevant academic or professional degrees and experience of atleast 05 years: 5 years .... 10 marks More than 5 years .... 20 marks	20
5.4	Methodology	Brief of the methodology followed for ten successfully & completed assignment of headhunting	15
5.5	Solvency	Last 03 years Annual Audited Reports	15
<b>Total Marks (Qualifying marks are 70%)</b>			<b>100</b>

## 6. Documents Requirement

In support of above consultant firms are required to provide following documents along with their applications:

- 6.1 Firm will be pre-qualified for the period of 05 years.
- 6.2 Project briefs (Ref. para 5.2)
- 6.3 Project completions certificates provided by their clients (Ref. para 5.2)
- 6.4 Profile of Consultants containing complete information including the requirements mentioned at para 5.1 & 5.2 above.
- 6.5 Last three years annual audited reports (Ref. para 5.5)

Handwritten signature and initials, possibly 'J. H. W.' and 'M. G.' with an arrow pointing to the right.

**1. General**

**Name and address of the Company:**

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**Type of the Company** (Public Limited liability, private limited, private practice, wholly owned, subsidiary, sole proprietary etc.)

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**Date established:**

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**Name and address of the Company bankers:**

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**Is your company registered with Income Tax Department under Pakistani Law? (if so provide)**

**Registration No.** \_\_\_\_\_

**Number of Experts/ Consultant/Human Resource Base:**

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**CEO/Managing Director:**

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**Contact Person:**

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**Telephone numbers:**

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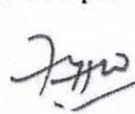

**Fax Number:**

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**Email Address:**

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*Note: Supporting documents to attached, where required.*



**A F F I D A V I T**  
**(To be attached with bid)**

I, \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_ years \_\_\_\_\_ working as Proprietor/Managing Partner/Director of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s \_\_\_\_\_
2. That M/s \_\_\_\_\_ is a proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s \_\_\_\_\_ and my/our firm/group/company/ sister concern / associate company or any of its directors have not been black listed/de-listed by any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

**DRAFT TERMS FOR HEAD HUNTER**

Contract No. \_\_\_\_\_

**NAME OF SERVICES: (Hiring of Head Hunting Services)**

This contract for hiring of Head Hunter (Contractor) is made at Islamabad as of this \_\_\_\_\_ day of \_\_\_\_\_/year of execution, by and between Oil & Gas Development Company Limited (Client) & M/s \_\_\_\_\_ (Head Hunter).

In consideration of mutual undertaking and covenants hereinafter set forth, the parties hereby agree as follows:

**SECTION-1 (SCOPE OF WORK):**

The description of work includes:

- 1.1 The Head Hunter shall provide services of head hunting for positions required by client from time to time during the term of the contract.
- 1.2 The Client shall provide information for the position to be filled through Head Hunter which may include the position title, job responsibilities, relevant qualifications, experience and any other relevant considerations so that contractor shall provide pool of candidates as per given requirement.
- 1.3 The Head Hunter shall prepare and must publish the advertisement in leading newspapers and other sources for inviting potential applications for recruitment to the posts required by the client. The Head Hunter shall submit the professional profile analysis report along with summary of each short listed candidate.

**SECTION-2 (TERM):**

The initial term of this contract shall be \_\_\_\_\_ from the date of signing of contract unless earlier terminated under the provisions hereof. Any extension in the term of contract will be subject to mutual consent of both the parties.

**SECTION-3 (PAYMENT TERMS):**

- 3.1 Payment will be made through cross cheque in Pak Rupees, at actual, against verified invoices.
- 3.2 OGDCL shall ensure to make payment to the Head Hunter as early as possible against duly verified invoices. However, any payment made after thirty (30) days shall not in any way attract any markup, interest, surcharge or charges, etc.
- 3.3 Head Hunter upon finalization of each assignment completed under this contract shall be liable to receive the following:
  - 3.3.1 \_\_\_\_\_ Salary (on completion of assignment);
  - 3.3.2 Reimbursement of Advertisement charges (as per actual with prior approval of client);

- 3.3.3 Out of pocket expense include Consultants'/Candidates' travel, boarding & lodging for and on behalf of OGDCL with prior written consent of OGDCL shall subsequently be reimbursed by the company at actual. Psychometric testing of potential/short listed candidate, if and where applicable with prior written consent approval of Client shall be reimbursed as per actual.
- 3.4 To avoid delay in payment, it is essential that the invoices shall:
- 3.4.1 Be duly signed and stamped by authorized person and type-written in English.
- 3.4.2 Describe services provided along with clearly mentioning the location of the Company where Services have been provided.
- 3.4.3 Invoices along with required documents must be submitted to Manager Accounts on the following address for onward verification by Manager of end user Department of OGDCL:

Manager (Accounts)  
OGDCL House, Plot No. 3 (New No 3013)  
F-6/G-6, Jinnah Avenue, Islamabad (Pakistan).

**SECTION-4 (TAXES AND DUTIES):**

- 4.1 All the taxes on the income or payments to the contractor arising, accruing or resulting under the contract, whether present or future, assessed or payable inside or outside Pakistan shall be the exclusive responsibility of the contractor or its sub-contractor(s). Company, in order to discharge its responsibilities as withholding agent shall withhold income tax from the payments to the contractor within the contract value at the rates applicable at the time of payments.
- 4.2 Sales tax on goods as well as services is applicable in Pakistan under Federal/ Provincial Sales Tax Laws. The Contractor being registered with respective Federal/Provincial Revenue Authority of Pakistan is entitled to charge applicable sales tax over and above its bid price and will be responsible for the payment of such sales tax to the respective revenue authority as per the prevailing Federal/Provincial Sales Tax Laws. OGDCL being the withholding agent shall withhold sales tax from the contractor (whether registered or unregistered), as per respective sales tax withholding rules.
- 4.3 The above clauses relating to payment of taxes would prevail notwithstanding a contrary expression reflected in any other clause of the contract.

**SECTION-5 (ARBITRATION):**

- 5.1 If any technical question, difference or dispute arises under this contract, the parties shall use their best efforts to promptly resolve such dispute, controversy or disagreement. However, if the dispute continues, MD/CEO of OGDCL shall have a final authority to settle the dispute of any nature.

**SECTION-6 (TERMINATION):**

6.1 The Company shall have the right to terminate the contract, in whole or in part, without any cause at any time upon thirty (30) days' prior written notice. Upon receipt of such notice of termination, the Contractor shall promptly cease all further services under the contract with such exceptions, if any, specified in the notice of termination. The Company shall pay the Contractor for all services performed and obligations incurred prior to the date of termination in accordance with the terms of the contract.

**SECTION-7 (ERADICATION OF CORRUPTION):**

7.1 All vendors, suppliers, contractors, consultants and alike are encouraged to inform the MD/CEO and Heads of Departments in case where any Company's employee asks for any type of favor whether monetary or any kind. You can contact the MD/CEO and Heads of Departments on the following addresses, phone numbers, faxes or e-mail:

MD/CEO  
Oil & Gas Development Company Limited  
OGDCL House, Blue Area, Islamabad.  
Tel No. 051-9244102, 2623020  
Fax No. 051-9209708  
E-mail: md@ogdcl.com

IN WITNESS WHEREOF, the Parties hereto have executed this contract as of the date first above written.

**Company:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: \_\_\_\_\_

**Contractor:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: \_\_\_\_\_