

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO.PROC-SERVICES/CB/POLICY-4658/2020

HIRING OF CONSULTANT FOR TOTAL REWARDS SURVEY
2019-20

SCOPE OF WORK

TOTAL REWARDS SURVEY 2019-20

With the objective of formulating market competitive Total Rewards Policy for OGDCL and to implement contemporary Total Rewards framework, would like to initiate Total Rewards (Comp 5) survey covering the following aspects:

- 1. Total Rewards Survey:** Conduct a comprehensive Salary Survey (Comp 5) at all levels of officers & staff which shall include but not limited to pay scale ranges, Comp ratios and covers all components of total rewards. The survey consists of following aspects:
 - Conduct a detailed remuneration and benefits survey for all categories of employees at all levels, covering all the components of compensation & benefits (Total Rewards).
 - Competitive basket of companies to include top E&P companies as well as companies from other industries known for their best HR practices in Pakistan.
 - Provide total remuneration benchmark analysis by position, management level, function and job grade levels.
 - Provide benefit benchmark of all Job grade levels.
 - Based on survey finding, the consultant will develop and propose appropriate salary pay scales and propose pay scale movements guiding principles.
 - Develop and propose an implementation plan and governance mechanism for managing salaries within pay scale ranges and also suggest a way forward for cases which may be at the maximum ceiling of the new pay scales.

TIMELINES FOR THE PROJECT: The project shall be completed within **08 weeks after award of the contract.**

2. Benchmark Companies:

The following companies may be included in the survey

- i. United Energy Pakistan Limited
- ii. PPL
- iii. Mari Petroleum Company Limited
- iv. Schlumberger
- v. Weatherford
- vi. Halliburton
- vii. Government Holdings (Private) Limited
- viii. Pakistan Oil Fields
- ix. KUFPEC Pakistan B.V.
- x. MOL Pakistan

- xi. Eni Pakistan
- xii. Polish Oil & Gas Company (POGC)
- xiii. Sui Southern Gas Company (SSGC)
- xiv. Sui Northern Gas Pipeline Limited (SNGPL)

The Survey analysis must include comparison of at least 08 companies acceptable to OGDCL.

- 3. Deliverables:** The Total Rewards survey shall be an interactive exercise which requires close coordination between consultant and OGDCL. A kick off meeting will be scheduled between the consultant and the management of OGCL after award of contract and deliverables shall commence soon and continue till submission and acceptance of final report by the Board of Directors.

The key deliverables will include the following:

- a)** A consolidated final report which will contain analysis and recommendations based on the survey findings as per details mentioned in the scope of work:
 - Comparison of remuneration and benefits of OGDCL with other benchmark companies.
 - Comparison of Salary ranges with benchmark companies
 - Ranking of the Company with comparators (level wise as well as overall)
 - Average cost of living allowance and merit increase by Survey Companies (Last year's and current year's expected)
- b)** The report will also be presented in tabulated and graphical form after discussion of draft report with management both in hard and soft copy.
- c)** Based on the survey findings and comparison with market benchmarks make recommendations on:
 - Position of OGDCL in terms of Job Group wise Average Basic Salary and Average Total Remuneration in the market.
 - Position of OGDCL in terms of each benchmark positions wise Average Basic Salary and Average Total Remuneration in the market.
 - OGDCL standing in terms of each benefit in comparison with the market.
 - Benefits given by the benchmark companies that are not currently being provided by OGDCL.
- d)** In case comparative data for certain senior OGDCL levels and senior OGDCL positions is not available from defined benchmark companies, these levels and positions should be compared with other suitable comparative organizations from your data base and detail to be provided in the report.
- e)** Presentation to Management/ OGDCL's Board of Directors.

- f)** A summarized copy of the report for participating companies.

4. Special Terms and Conditions:

- a)** Contractor shall be responsible for all travel, accommodation, messing costs and other expenses of the Contractor's resources directly involved in the delivery of the services.
- b)** Contractor shall be responsible for all administrative, design and production costs related to delivering the communication packs/questionnaire.
- c)** Contractor shall be responsible for all administrative, logistic and organizational costs associated with workshops or other activities organized in relation to the project.

5. SELECTION CRITERIA:

The successful consultant should meet the following criteria:

Technical:

- a)** Proven track record of experience in the area of compensation and benefits (Comp 5 Survey).
- b)** Experience of at least 10 years of handling HR/ Management Consultancy for organizations of similar scale and complexity
- c)** Experience of handling, designing and conducting compensation & benefits survey for at least of 05 years in organizations of comparable scale and complexity.
- d)** Experience of conducting compensation & benefits survey with at least 03 large scale companies
- e)** Collaboration with international consulting firm shall be preferred
- f)** Relevant qualification of the team will be given due weightage

FINANCIAL BID FORMAT

- a)** The consultant shall quote at a lump-sum cost inclusive of all associated cost(s) including but not limited to travelling, messing, accommodation, all other administrative cost related to this job.
- b)** The quoted cost shall be inclusive of all taxes, duties, levies etc. (Except PST/ICT which shall be borne by OGDCL at actual).
- c)** **PAYMENT TERMS :**
 - 20% of the total quoted cost shall be paid upon award of contract
 - 30% of the total quoted cost shall be paid upon submission of survey analysis to the Management
 - 50% of the total quoted cost shall be paid on presentation to and acceptance

by Board of Directors.

Annexure-A

Selection Criteria	Total Marks	Marks Obtained
Experience <ul style="list-style-type: none"> General HR Experience Experience of conducting Compensation & Benefits survey Experience of conducting Compensation & Benefits survey with other large scale companies Collaboration with international consulting firm 	60 Marks 20 marks 20 marks 15 marks 05 marks	 20 marks > 20 years of HR experience 10 marks > 10 years of HR experience 0 marks < 10 years of HR experience 20 marks > 10 years of Comp & Ben experience 10 marks > 05 years of Comp & Ben experience 0 marks < 05 years of Comp & Ben experience 15 marks = experience of working with 05 or more large scale companies 10 marks = experience of working with at least 03 to 04 large scale companies 0 marks = experience of working with less than 03 large scale companies 05 marks for companies with collaboration with international consulting firms. 0 marks for companies without any international collaboration with consulting firms.
Composition of team	20 marks	20 marks = at least 05 members with HR qualification and experience 10 marks = at least 03 or 04 members with HR qualification and experience 0 marks = less than 03 members with HR qualification and experience
al <ul style="list-style-type: none"> Last three years audited annual accounts 	20 marks	20 marks = 03 years audited annual accounts 0 marks = less than 03 years audited annual accounts
Total Marks	100	

* Minimum 75 marks are required for Qualification.

- Weightage of Technical Evaluation is 80% and Financial is 20%

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'single stage Single envelop'

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 40,000/- is to be attached / provided with the bid. Please see Master Set of Tender Document for further details.

BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR.

(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')

- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.

7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%2018-03-2019-N.pdf>

