

**PRE-QUALIFICATION OF PRE-SHIPMENT
INSPECTION AGENCIES
TENDER # PROC-FC/CB/PRE-
QUALIFICATION/TPI-4710/2020**

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 the Agencies/Firms for Pre-shipment Inspection of imported Material.

1.1 Invitation of Applications

Applications are invited from potential firms having requisite capability, experience and expertise for enlistment/pre-qualification as a Third party inspection agency to conduct pre-shipment inspection of imported material. Only the bids of independent Third party Inspection agencies shall be entertained and bid of those bidders, which are subsidiary of the Inspection agencies / manufacturer / doing operations as supply house, shall be rejected.

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 AGENCIES/FIRMS FOR PRE-SHIPMENT INSPECTION AGAINST PRE-QUALIFICATION NOTICE NO. _____**. Not later than _____ Hours on _____ at the address given below:

Manager (Supply Chain Management) Foreign
OGDCL House, Plot No. 3013, Jinnah Avenue Blue Area,
Islamabad, Pakistan
Phone: +92-051-92002_____
Email:_____

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.

2.6 Cost of Pre-Qualification.

The Contractor 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 outcome of the application process.

2.7 Deadline for Submission of Application

2.7.1 The original application, together with the required copies must be delivered not later than _____ **Hours** on _____ at the address specified in clause 2.1.

2.7.2 OGDCL 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.

2.8 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.

2.9 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. If the Applicant desires any clarification regarding the content of the bid or any other relevant information, Bidder may send an Email at the below mentioned address:

1. Manager (Supply Chain Management) Foreign

Phone: _____, **Email:** _____

2. Procurement Officer (Supply Chain Management) Foreign

Phone: _____, **Email:** _____

3. Procurement Officer (Supply Chain Management) Foreign

Phone: _____, **Email:** _____

2.10 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.

2.11 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.

1. INVITATION OF APPLICATIONS

1.1 Applications are invited for Pre-Qualification of Agencies/Firms to conduct pre-shipment inspection at the premises of the suppliers/ manufacturers.

2. SUBMISSION OF APPLICATIONS

2.1 The pre-qualification application (Annex-A) along with required documents shall be submitted in duplicate (one marked "ORIGINAL" and other marked "COPY") envelop to

be marked as: "APPLICATION FOR PRE QUALIFICATION OF AGENCIES/FIRMS FOR THIRD PARTY PRE-SHIPMENT INSPECTION"

Manager (SCM)

Oil & Gas Development Company Ltd.

OGDCL House, Jinnah Avenue,
Blue Area, Islamabad.

Tel No. _____

Email: _____

2.2 The sealed envelope shall indicate the name and address of the firm/consultant.

2.3 All the pages of application shall be signed and stamped by firm/consultant.

2.4 The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the firm/consultant must also be in English language.

2.5 The firm/consultant 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 outcome of the application process.

2.6 The original application, together with the required copies must be delivered not later than **(as per advertisement)** Hours PST on dated **(as per press advertisement)** at the address specified.

2.7 OGDCL 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.

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

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

2.10 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 assigning any reason and thereby incurring any liability to the effected firm/consultant or any obligation to justify the affected firm/consultant or firm/consultant on the grounds for the Company's action.

TECHNICAL EVALUATION CRITERIA FOR PRE-QUALIFICATION OF PRE-SHIPMENT INSPECTION AGENCIES

Technical Evaluation Criteria

The technical evaluation of pre-shipment inspection firms will be based on the following:

Sr. No	Criteria	Points	
1	Applicable Certifications & Registrations	Total Points	30
	Valid certification of "1236" Pre-shipment Inspection with Pakistan Engineering Council for consecutive five (05) years otherwise zero numbers shall be allocated		10
	Valid PNAC 2020 under Pre-shipment inspection category		05
	Global third party pre-shipment inspection body, with valid ISO/IEC 17020:2012		05
	Valid <u>ISO/IEC 17025:2017</u>		05
	Registration with SECP & FBR		05
2	Company Experience (Please attach certificates: 1. Year of incorporation 2. First inspection performed		
	No. of Years	Total Points	15
	More than 20 Years		15
	Less than 20 Years		10
	Less than 15 Years		0
3	Financial Strength - Last Three Years Audited Accounts or Bank Statement Required (Please attach copy of audit reports/bank statements)		
	Annual Revenue USD (Millions)	Total Points	10
	USD 05 Million or above		10
	Less Than USD 5 Million		0
4	List of Existing Clients along with number of inspections performed in last year (copy of service orders to be enclosed)		
	Nos of Inspection	Total Points	15
	More than 50 in Oil and Gas Sector		15
	Less Than 50		10
	Less Than 25		0
5	In House Technical Capabilities		
	Nos of qualified technical experts in Pakistan or other countries on company's payroll(copy of previous three (03) months' payroll to be provided)	Total Points	10
	More Than 250		10
	Less Than 200		05
	Less Than 150		0
6	Company should have its setup (Offices / Service centers) operational in Other countries during last three years Must have setup in America, Europe & China otherwise zero (0) marks shall be allotted in this category		
	Nos. of Countries	Total Points	10
	More Than 40 Countries		10

	Less Than 40 Countries		5	
	Less Than 30 Countries		0	
7	Firms must have its office(s) at Karachi & Islamabad in Pakistan	Total Points	10	
	Two (02) or more offices in Pakistan including Karachi & Islamabad		10	
	Less than two (02)		0	

Terms & Conditions:

(All bidders must confirm to abide by following Terms & Conditions)

1. Only the bids of independent Third Party Inspection agencies shall be entertained and bid of those bidders, which are subsidiary of the Inspection agencies / manufacturer / doing operations as supply house, shall be rejected. A certificate to this effect to be enclosed with the proposal.
2. Minimum Score required for qualification is 70 Points.
3. Pre-inspection Documents
 - a. Work / Service Order
 - b. OGDCL complete contract copy
 - c. Tender Document
 - d. Technical specification part of the tender
 - e. Bid copy
 - f. Technical Clarifications / all correspondence etc
4. Deliverables:
 - a. All-inclusive pricing for inspections on lump sum basis (including mobilization, transport, documentation etc) for number of days mentioned in scope of work.
 - b. Three CV / detailed resumes to be furnished with work/inspection portfolio for OGDCL approval with 10 years relevant experience and qualifications
 - c. Onsite inspector within 72 hours (Factory site, transportation delays, or any event considered an Act of God are exceptions)
 - d. Same day inspection reports (80% of all audit reports are delivered the same day).
 - e. Payment of inspection invoice would be made after post-shipment inspection in Pakistan by OGDCL team.
5. Inspector qualifications:
 - a) OSHA, ISO & relevant Professional Certifications
 - b) Experience at least 10 years in the relevant inspections
 - c) 10 years relevant experience and qualifications
6. Non-Conformance:

If any non-conformance is found during post-shipment Inspection in Pakistan, not pointed out / mentioned by third party inspector in its submitted report, OGDCL would not pay the inspection charges and might forfeit the PBG of inspection company (if any).
7. A Certificate to be provided with the bid on the letter head of the company stating that all enclosed documents and information provided with the bid is genuine, if at any stage these documents are found fake/forged. Then OGDCL can take any action deemed necessary i.e cancellation of pre-qualification/blacklisting etc.

Annex-A

1. GENERAL

Name and address of company:

Type of company: (Public limited liability, private, limited, private practice, wholly owned subsidiary, sole proprietary, etc.)

Date established:

Name and address of company bankers:

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

Registration

No.

Number of Experts/ Consultant/ Human Resource Base:

CEO / Managing Director:

Director's Detail:

Focal Person:

Telephone numbers:

Email Address:
