

OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: PROC-
SERVICES/CB/COMUNICATION- 640000034 /2022
Hiring Services for Supply of Prepaid Satellite Phone
Connection with Scratch Cards/Soft Pins through Two
Years Rate Running Contract**

Note:

- i) Tender is to be processed on **single stage two envelope bidding procedure.**
- ii) **Bid bond of USD: 400/- (United States Dollars Four Hundred Only) OR equivalent Pak Rupees** to be submitted with the technical bid. Please see tender documents for further detail.
- iii) The master set of tender documents (services) uploaded on OGDCL website (www.ogdcl.com) is the integral part of this TOR.

TERMS OF REFERENCE (TOR) / SCOPE OF WORK

Hiring Services for Supply of Prepaid Satellite Phone Connection with Scratch Cards/Soft Pins through Two years Rate Running Contract

Overview

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's leading National E&P sector company, having operations at remote locations and fields in all the four provinces. The detail information about the company can be obtained from its website www.ogdcl.com.

The Company intends to hiring services for supply of Thuraya prepaid Satellite phone connection with Scratch Card/soft Pin for its remote locations through two years' contract.

Vendors having required expertise, resources and similar work experience are invited to submit their proposal as per detailed requirements given in this T&C.

SCOPE OF WORK

Bids are invited for rate running contract of Two years for Supply of 40 Thuraya prepaid Satellite phone SIM cards/connections with one-year initial validity and 10 US \$ initial credit limit along with 350 scratch cards/Soft pin of 50 units each.

Bidder will provide initially 29 prepaid Satellite Phone Connections/SIMs and 174 scratch Cards/soft pins of 50 units each to OGDCL immediately after issuance of Contract/PO and remaining 11 prepaid Connections/SIMs and 176 scratch cards/Soft pins of 50 units each will be provided as and when required during contract period on same rate.

Vendor will share existing Calling/SMS/GPRS tariff of Thuraya prepaid connection and also ensure that the tariff must be same during contract period.

Provide Web Access for monitoring and recharging of the prepaid connection.

PROPOSALS

The firms are required to send Financial Proposal as well as Technical Proposal for this supplies and support in Separate Sealed envelopes. (Single stage two Envelope).

TECHNICAL PROPOSAL

Technical proposal should be submitted covering the following details.

- Brief about the Firm, mention its support facilities and average turnover for last 03 years
- The firm must have PTA authorization for said services.
- Relevant Experience of working with Public Sector Organization.
- Client list for services of Thuraya Mobile Phone prepaid connections.
- Provide schedule of Supply.
- All others mandatory requirement mentioned at Annexure-II.
- Detail of countries in band-I, II & catch all category.
- Provide complete prepaid Package Plan and must be mentioned mechanism of yearly balance carry forward, expiry and validity etc.

TECHNICAL CUM FINANCIAL EVALUATION CRITERIA

Technical and financial proposals will be submitted in Separate Sealed envelopes and then technical evaluation will be carried out by an evaluation committee. Financial evaluation will be made on total value of (item# 1 & 2 of Group 'A') of **Annexure-I** and technical proposal will be evaluated as per criteria given at **Annexure-II**. The bidders are required to provide detail in each category mention in the criteria. Contract will be awarded to technically responsive and financially lowest bidder.

FINANCIAL PROPOSAL

Bidders are required to provide item wise cost on financial format of Annexure-I inclusive of all applicable Taxes, duties, Levies etc. **except** PST/ICT/GST which shall be paid by OGDCL.

Annexure- I

FINANCIAL BID FORMAT

- Financial bid should be inclusive of all taxes, duties, levies etc. **except** PST/ICT/GST which shall be paid by OGDCL.
- The prices should be valid for Two years' contract period for all items and cannot be changed during contract period.
- Evaluation will be carried out of total value of item 1 & 2 only
- OGDCL will have rights to increase/decrease the quantity of the prepaid SIM and scratch card/soft pin at any stage during Contract Period.

Below mentioned format should be followed for financial bid.

	Description	Qty in number	Unit Price in USD (Inclusive of all taxes except PST/ICT/GST)	Total Amount in USD (Inclusive of all taxes except PST/ICT/GST)
1	SIM Card Price (One time) with one year validity and 10 USD balance (initially Purchase)	40		
2	Scratch Card/Soft Pin 50 unit	350		
Grand Total in USD (Inclusive of all taxes except PST/ICT/GST)				

Evaluation Criteria: Technically responsive and financially lowest evaluated bidder will be recommended for award of contract.

Vendor will share existing Calling/SMS/GPRS tariff as per below format of Thuraya prepaid connection and also ensure that the tariff must be same during contract period. (please note that following rates are not part of financial evaluation criteria)

	Calling Tariff	Qty in Minutes	Unit Price in USD Inclusive of all taxes except PST/ICT/GST	Total Amount in USD Inclusive of all taxes except PST/ICT/GST
1	Thuraya to Thuraya	1		
2	Thuraya to Pakistan & others	1		
3	Thuraya to Band 2	1		
4	Thuraya to Catch All	1		
	SMS Tariff	Qty in number		
5	SMS per Message	1		
	GPRS Tariff	Qty in MB		
6	GPRS per MB	1		
	SIM Activation charges	Qty in number		
7	Annual Activation Charges	1		

PAYMENT TERMS

Payment shall be made in equivalent Pak Rupees at exchange rate prevailing on the date actual deliverance of prepaid Connection/SIM and Scratch Card/Soft Pin as per scope of work on as and when required basis.

DELIVERY PERIOD

Delivery of initial 29 Thuraya Prepaid SIMs along with 174 Scratch cards of 50 unit will be made within 30 days after issuance of Contract at OGDCL Head office Islamabad, remaining quantity will be delivered as and when required during contract period.

Annexure- II

Mandatory Requirements/Summary Rejection Criteria

Note: Bid will be rejected, if Bidder will not fulfill mandatory requirement

1	Company experience less than 3 years will be rejected
2	The firm must have PTA authorization for said services, provide evidence
3	Bidder must be authorized partner of Thuraya, provide evidence
4	Must have Support Services facilities in Islamabad
5	Bidder must not be Black listed from any Company and Government Organization, provide affidavit

Technical Evaluation Criteria

Criterion	Allocated maximum Score	Marks Distribution
Company Experience <ul style="list-style-type: none"> Number of years of experience 	50	$X \geq 3$ and $x \leq 5$ 30 Marks $X > 5$ 50 Marks 'X' is Number of years' experience
Company Financial Strength <ul style="list-style-type: none"> In terms of Last 03 years average Turnover 	50	$X \geq 15$ and $x < 25$ million 30 Marks $X \geq 25$ and $x < 35$ million 40 Marks $X \geq 35$ million 50 Marks X= Last 03 years average Turnover of the company.
Total Maximum Marks	100	
Overall Qualifying Marks	70	

Note: Technical evaluation will be carried out on the basis of above mentioned Technical evaluation criteria, Bid will be rejected if bidder will not obtain 30% marks in each category and 70% marks overall

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘**Single Stage Two Envelope Basis**’

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **USD: 400/- (United States Dollars Four Hundred Only) OR equivalent Pak Rupees** to be submitted with the technical bid. Please see tender documents for further detail.

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 an integral part of this TOR alongwith clarification uploaded via following link:

<https://ogdcl.com/sites/default/files/TENDER%20DOCUMENT-SERVICES-%20amended%20as%20per%20PPRA%20amendment%20dated%2010-05-22%20uploaded%20on%2021-06-22.pdf>

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