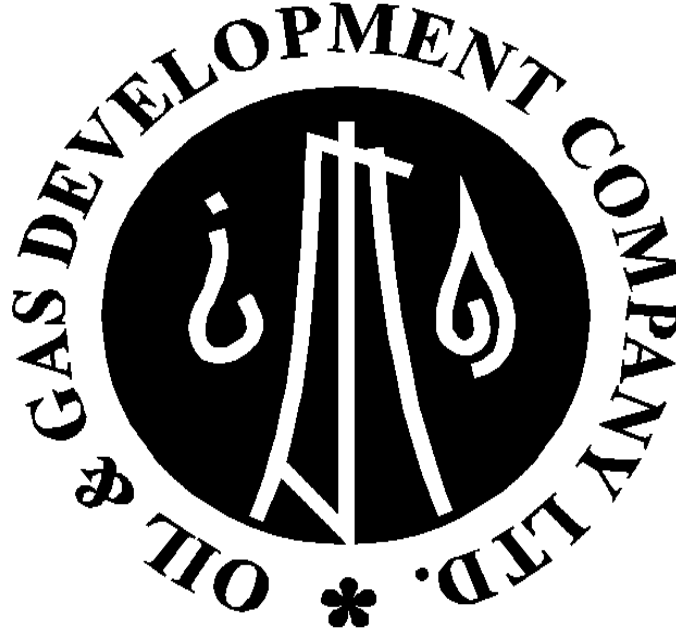


# OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: SERVICES/CB/SYSTEM-  
6400000058/2022**

**Hiring Services for Subscription based Meeting  
Management Solution**

**Note:**

- i) Tender is to be processed on **single stage SINGLE envelope bidding procedure.**
- ii) **Bid bond of US Dollars: 900/- (United States Dollars Nine 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](http://www.ogdcl.com)) is the integral part of this TOR.
- iv) Bidders are requested to read this document carefully and provide complete information required in this TOR. All information required in the **Technical Evaluation Criteria** must be provided.

**TERMS OF REFERENCE (TOR) / SCOPE OF WORK**  
**RENEWAL OF MANAGED SERVICES FOR SUBSCRIPTION BASED MEETING**  
**MANAGEMENT SOLUTION**

**1.0 OVERVIEW**

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 with highest market capitalization. More details about the Company can be obtained from its website. [www.ogdcl.com](http://www.ogdcl.com)

**2.0 BACKGROUND**

To conduct digital board meetings in a secured and confidential manner, OGDCL acquires Azeus Convene as a Paperless board meeting management solution in year 2020.

Proposals are invited through Open Competitive Bidding from Authorized business partners of Azeus Convene that can arrange technical support services for the renewal of Azeus Convene licenses for a period of three (03) years; extendable with mutual consent of both the parties.

**3.0 SCOPE OF WORK**

The successful Contractor will be required to arrange Technical Support services from Azeus Convene for provision of

- a. Major product and technology releases, which includes general maintenance releases, selected functionality releases, and documentation updates.
- b. Assistance with service requests 24 hours per day, 7 days a week
- c. Access to Azeus Convene (24 X 7 web-based customer support systems), including the ability to log service requests online, unless stated otherwise
- d. Any Other support if required.
- e. Renewal of following licenses

| <b>Sr. No.</b> | <b>Licenses Type</b>           | <b>Qty.</b> |
|----------------|--------------------------------|-------------|
| 1              | Directors / Executive licenses | 12          |
| 2              | Administrator licenses         | 2           |
|                | <b>Total No. of Licenses</b>   | <b>14</b>   |

#### 4.0 EFFECTIVE DATE OF CONTRACT AND DURATION OF CONTRACT

The effective date of Agreement for AZEUS Convene will be 21 Feb 2023. The contract will be for the period of three years extendable with mutual consent on same rates / terms and conditions.

#### 5.0 BIDDING PROCEDURE

- 5.1 The procedure for bidding will be **Single stage – Single envelope** procedure, containing separately financial and technical proposal.
- 5.2 Technical and Financial Proposals will be opened at the same time. Evaluation committee will evaluate the bids according to the technical and financial criteria given in the TOR.

#### 6.0 MANDATORY REQUIREMENTS

- 6.1 Bidder must be authorized reseller/managed partner/agent of Azeus Convene.
- 6.2 Bids without authorization letter will not be entertained.

#### 7.0 TECHNICAL EVALUATION CRITERIA

| Description  | Criteria and Nos.   | Qualifying Score | Maximum Score |
|--|---|------------------|---------------|
| <b>Company Experience</b><br>Number of years' experience.                            | Less-than 03 years  | 0                | 25            |
|  | 03 to 05 years  | 20               |               |
|  | One (1) number for each additional year up to maximum of 25 |                  |               |
| <b>Detail of Services</b><br>Contracts executed of similar nature with Azeus Convene | 15 Marks for each Contract                                  | 15               | 30            |
| Company Financial Status   | Between 100 million PKR / year to 150 million PKR/year      | 20               | 25            |
|  | Above 150 million PKR/year                                  | 25               |               |
| Support Office   | Islamabad   | 20               | 20            |
|  | If No Support Office in                                     | 15               |               |

|                          |  |              |  |
|--------------------------|--|--------------|--|
|                          | Islamabad, Company will provide affidavit they will establish one in Islamabad |              |  |
| Grand Total              |  | 100          |  |
| <b>Qualifying score:</b> |  | Over all 75% |  |

## 8.0 FINANCIAL PROPOSAL

**Financial Bid Format: PRICES SHALL BE QUOTED ON PER QUARTER BASIS FOR REQUIRED 14 LICENSES.**

| Item   | Quarters Quantity per Year | Total Unit Price PER QUARTER (USD) (Inclusive of all taxes except PST/ICT) | Total Price PER YEAR (USD) (Inclusive of all taxes except PST/ICT) |
|--|----------------------------|--|--|
| License Subscription Cost for <b>Year One:</b><br>Director/Executive Licenses: 12<br>Administrator Licenses: 2   | 4                          |  |  |
| License Subscription Cost for <b>Year Two:</b><br>Director/Executive Licenses: 12<br>Administrator Licenses: 2   | 4                          |  |  |
| License Subscription Cost for <b>Year Three:</b><br>Director/Executive Licenses: 12<br>Administrator Licenses: 2 | 4                          |  |  |
| <b>Grand Total IN USD:<br/>(Inclusive of all taxes except PST/ICT)</b>   |                            |  |  |

- The above Prices should be inclusive of all applicable taxes, duties, levies (except provincial sales tax / ICT/GST tax).
- **Payments** will be made quarterly at the end of each quarter against verified invoices in equivalent Pak Rupees on exchange rate prevalent on the date of payment.

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

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

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **USD: 900/- (United States Dollars Nine 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](http://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**