

OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: SERVICES/CB/SYSTEM-
6400000117/2022**

RENEWAL OF LICENSE FOR SUPPORT SERVICES/UPGRADES OF ENDPOINT SECURITY FOR BUSINESS ADVANCE (KL4867IAWDR)

Note:

- i) Tender is to be processed on **Single Stage Two Envelope Bidding Procedure.**
- ii) **Bid bond of USD: 500/- (United States Dollars Five 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.
- 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 LICENSE FOR SUPPORT SERVICES/UPGRADES OF
ENDPOINT SECURITY FOR BUSINESS ADVANCE
(KL4867IAWDR)

1.0 OVERVIEW

Oil and Gas Development Company Ltd (OGDCL) is Pakistan’s leading E&P sector company, having operations at above 50 locations and fields in all the four provinces. The detailed information about the Company can be obtained from its website www.ogdcl.com.

OGDCL invites Financial & Technical bids for renewal of license for 02 years of Kaspersky Endpoint Security for Business-Advance (KL4867IAWDR for 2000 end point)

2.0 REQUIREMENTS/SCOP OF WORK

Following standard services will be available along with license subscription

Key Features	Standard
Access to support knowledgebase	24/7
Technical support via email	Business Hours
Technical support via phone	Business Hours
Technical support via remote session	Business Hours
Per month support cases	02
Software downloads, updates and maintenance	Yes
Onsite support availability	05 Business Days / Year – At OGDCL HO Islamabad
Basic incident handling	yes

3.0 PROPOSALS

The firms are required to send Technical Proposal as well as Financial Proposal for the solution in separate sealed envelopes.

3.0 Technical Proposal

Technical Proposal should be submitted covering the following details;

- 3.1.1 Brief company profile with years of service
- 3.1.2 Technical expertise available (complete list of technical manpower to be provided indicating position, qualification and experience)

3.1.3 List of installations (only mid-size and large organizations) where the solution is deployed

3.1.4 List of support offices available throughout the country

3.1.5 Firm's relationship with respective OEM (bids from only qualified re-sellers from OEM will be accepted, a certificate must be provided)

4.2 Financial Proposal

Financial Proposals should consist of relevant costs in USD for services mentioned in the scope of work.

4.3 Payment Terms

The payment will be made after activation of license in PKR equivalent to the USD exchange rate on the date of Payment.

4.4 Contract Duration

The initial term of this Contract shall be **Two (02) years** from the date of signing of contract (extendable) unless earlier terminated under the provisions hereof. Any extension in the term of Contract will be subject to mutual consent of both the parties.

4.4 Financial Bid Format

Financial bid should include the price as per following format inclusive of all taxes except ICT/PST

FINANCIAL BID FORMAT

Description	Qty.	Unit Cost in USD (inclusive of all taxes except ICT/PST)	Total Cost in USD (inclusive of all taxes except ICT/PST)
Renewal of license, technical support services and upgrade subscription of Kaspersky Endpoint Security for Business-Advance for two years	2000		

Note: The firms have to mention unit rate, OGDCL have rights to increase/decrease the quantity of license at the time of order placement.

TECHNICAL EVALUATION CRITERIA

NOTE: Bidders are advised to carefully read the Evaluation Criteria and provide complete information in each category in their Technical Proposal. Incomplete or partial information will not be weighed up.

Description	Allocated Score	Criteria
Firm's years of relevant services	20	5 Marks for each year of experience in relevant area. Min 10 points essential
Size of the Company in terms of technical manpower (a list of technical manpower with expertise including position, qualification & experience to be provided)	20	4 Points for each IT security expert. Min 8 points essential
Similar Services projects carried out.	40	5 points for each project (at least 100 user licenses) Min 30 points essential.
Support Offices within the Country (Bidder Must have a Support Office in Islamabad)	20	10 points each for every support office
Grand Total	100	
Qualifying Score	70	(70 %).

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: 500/- (United States Dollars Five 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:

[OIL & GAS DEVELOPMENT COMPANY LIMITED \(ogdcl.com\)](http://www.ogdcl.com)

<https://ogdcl.com/sites/default/files/tender%20download/REVISED-TENDER%20DOCUMENT-SERVICES-PPRA%20AMND-09-12-2022-REV.pdf>

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