
		<b>OIL AND GAS DEVELOPMENT COMPANY LIMITED</b> <b>Minutes of Meeting</b>			
<b>Document #</b>	<b>0504331-00-PRM-MOM-0004</b>	<b>Minutes Logged By:</b>	<b>PEC / OGDCL</b>	<b>Date: 04-03-2022</b>	
<b>Meeting Type</b> <input type="checkbox"/> Design Review Meeting <input type="checkbox"/> Project Kick-Off Meeting <input type="checkbox"/> Project Progress Meeting <input type="checkbox"/> Site-Visit Meeting <input type="checkbox"/> Project Hand-Over Meeting <input checked="" type="checkbox"/> Other (Please Specify) <u>Pre-Bid Meeting</u>					
<b>Meeting Agenda:</b>	To provide Clarifications on queries of Potential PCC Contractors				
<b>Project Title:</b>	Installation of Kunnar LPG Plant		<b>Project Code:</b>	0504331	
<b>Venue:</b>	OGDCL Head Office / Online		<b>Start Time: 11:30AM</b>	<b>End Time: 12:30 PM</b>	
<b>Attendees Present: (Name - Company - Designation)</b> 1. Mr. Muhammad Ali Mirani - OGDCL - Manager Projects 2. Mr. Suhail Atta - OGDCL - Manager (P&P) 3. Mr. Ahsan Ali Shaikh - OGDCL - Manager (Production) 4. Mr. Tabassam Nafees - OGDCL - Deputy Chief Engineer (Process) 5. Mr. Irfan Zoque - OGDCL - Deputy Chief Engineer (PEFD) 6. Mr. Haroon Rashid - OGDCL - Deputy Chief Engineer (Process) 7. Mr. Obaid Sikandar - OGDCL - SCM Department 8. Mr. Ashfaq Ali - OGDCL - Deputy Chief Engineer (HSEQ) 9. Mr. Adeel Jamil - PEC - Manager Projects 10. Mr. Itteqa Nadeem Moen - PEC - Project Engineer 11. Mr. Syed Muhammad Ali - OGDCL - Assistant Engineer (Projects) 12. Ms. Rabia Hanif - OGDCL - Assistant Engineer (P&P)			<b>Attendees Present: (Name - Company - Designation)</b> 1. Mr. Sohail - PDIL 2. Mr. Muhammad Saeed - AJC - Director Operations 3. Mr. Salman Rashid - PDIL 4. Mr. Sohail Tipu - PAEL - Chief Operating Officer 5. Mr. Hafiz Muhammad Suleman - PAEL - Manager Contract Planning 6. Mr. Abbas Ali Shah - JBPL - Business Development Lead 7. Mr. Adnan - PCL 8. Mr. Sabahat 9. Mr. Waqas Javed - GASCO - Process Engineer 10. Ms. Maham Waseem - GASCO - Proposal Coordinator 11. Mr. Salman Rasheed - PDIL 12. Mr. Majid Naseer - KERUI - General Manager 13. Mr. MA Hong - KERUI - General Manager		
<b>Meeting Summary:</b> <p>The Pre-Bid Meeting hosted by OGDCL at its Head office in Islamabad was attended by all senior officials of "Oil &amp; Gas Development Company Limited", Engineering Consultant "Petrochemical Engineering Consultants – (PEC)" and the Potential bidders of the project. The meeting was chaired by the Manager Projects Mr. Muhammad Ali Mirani.</p> <p>The Pre-Bid meeting started off with Kind words of Mr. Mirani who welcomed the Potential Contractor's and formally opened the forum for discussion. Mr. Mirani introduced the Manager Projects Mr. Adeel Jamil for providing clarifications on the queries of the Potential Contractors. PEC team effectively responded to the queries of all the Potential Contractor's and gave clarifications accordingly.</p> <p>The forum was concluded by closing remarks presented jointly by the Manager Projects OGDCL &amp; Engineering Consultant PEC. Following are the notes of the Pre-Bid Meeting Discussion.</p>					
<b>S. #</b>	<b>Notes of Pre-Bid Meeting</b>				
1.0	Refurbishment of equipment & related ancillaries are clearly mentioned in the Section-III of Volume-I of the Tender Document.				
2.0	Contractor shall dismantle, relocate, test and calibrate valves, instruments and submit testing report to OGDCL about damages and required spares, if any. OGDCL shall arrange spares, if required. However, any damages during shifting/relocation shall be on account of Contractor.				
3.0	Complete details including weight of each equipment has already been provided in Section-III of Volume-I of the Tender Document. Contractors based on their relocation / shifting strategy can calculate weights of Skids.				
4.0	Required time for testing, calibration is covered under given timelines. No Extension will be provided of any kind whatsoever.				
5.0	Timelines have been fixed based on previous experience and sufficient to complete the SOW.				
6.0	Consultant will look into the matters of preferred vendor and will add if some more can be added.				
7.0	Insulation requirements shall be in line with the requirements of the Tender Document.				
8.0	Details of flare stake are clearly mentioned in ITB.				
9.0	Tie-In SOW is already indicated in Section-III of Volume-I of the Tender Document and also in the drawings provided in the Volume-II of the tender document.				
10.0	As-built documents are available and shall be shared with selected Contractor at Detail Engineering Stage. Whereas, the Contractor shall be responsible for development of dismantling isometrics as per the requirements set forth in Volume-I of the Tender document.				
11.0	Soil Report has been provided in Section-IV of Volume-II of the Tender Document, Contractor's to estimate dewatering, accordingly.				
12.0	Sufficient time for submission of bid is given, since, there is no engineering work involved, hence, current bid opening date is sufficient. OGDCL advised bidders to submit their request with justification. OGDCL with consent of management will intimate, if there is any consideration.				

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<b>Meeting Agenda:</b>		To provide Clarifications on queries of Potential PCC Contractors				
<b>Project Title:</b>		Installation of Kunnar LPG Plant			<b>Project Code:</b>	
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13.0	Contractor is liable to supply piping material as per requirements of the Tender document and perform hydro test of exiting/dismantled pipes, newly procured pipes shall be used. It is also clarified that complete existing/dismantled piping material shall be stacked at DARU wether re-used or not. Moreover, in case of any unforeseen circumstances the piping material is found to be insufficient the existing tested piping shall be put into use for completion of the project without affecting timeline.					
14.0	Existing on skid items shall be used after testing, Contractor shall submit its report to OGDCL about any damage or inability to re-use after dismantling. All works related to on skid items as mentioned in SOW shall be part of Contractor's scope.					
15.0	Damage repair of existing equipment is clearly indicated in Volume-I of the Tender Requirement including painting, surface preperation, insulation requirements. Contractors are requested to follow the Tender document.					
16.0	Contractor is advised to toughly inspect equipment before relocation and intimate OGDCL as per the requirements set forth in Section-III of Volume-I of the Tender Document, if there is any damage. Since, all the equipments are operational, hence, OGDCL doesn't foresee any internal damage at the moment.					
17.0	Selected contractor shall test and submit report to OGDCL about any damage on inability of re-use of existing gauges.					
18.0	OGDCL shall only be liable for the delay caused by locals due to any item pending at OGDCL's end. Whereas handling of local issues shall be the sole repsonisbility of the Contractor.					
19.0	Equipment cleaning requirements are clearly mentioned in Volume-I of the Tender Document. No chemical cleaning is required.					
20.0	Existing power / control cables shall be relocated and tested before re-use. Contractor shall submit reports to OGDCL in case of inability to use.					
21.0	Payment shall be made as per milestone mentioned in Section-IV of Volume-I of the Tender Document.					
22.0	There are no OEM services required for relocation of exiting switchgear / MCC.					
23.0	All consumables & initial filling as to the true intent of mechanical completion shall be the sole responsibility of the Contractor whereas inital fill of rotary equipment and inital fill of methanol and hot oil shall be provided by OGDCL. All other initial fills/consumables, commissioning consumables etc. shall be provided by the Contractor.					
24.0	OGDCL shall rephrase clause of final payments.					
25.0	All U/G cables shall be retrieved and tested prior to relocation to DCPF.					
<b>Notes:</b> 1. The Above clarifications in no way supersede or limit the requirements as set out in the Tender Document. 2. The Contractor shall be responsible for understanding of the Works as mentioned in tender document prior to bidding.						