



Application Form

PREQUALIFICATION
OF
GENERAL ORDER SUPPLIES
FIRMS



1. The Company/ Background

Oil & Gas Development Company Limited (OGDCL) is a Public Sector Company and the flagship of the country's E&P sector. The Company is the local market leader in terms of reserves, production and acreage, and is listed on all three stock exchanges in Pakistan and also on the London Stock Exchange since December 2006.

OGDCL has a workforce of over 14,000 employees inclusive of casual workers. OGDCL's primary objective is to enhance its reserves and production profile and ultimately maximize value for shareholders.

2. Brief Scope of Work

To ensure competitive edge, the company intends to prequalify general order supplies firms on retainer-ship basis with proven track record and expertise for supplies of general items (Tentative list of items/ supplies/ services is enclosed) at its locations anywhere in the country, as and when required by OGDCL.

3. Invitation of Applications

Applications are invited for Pre-Qualification of general order supplies firms on retainer-ship basis.

4. Mandatory Requirements for Firms

- 4.1 The firm should have a dedicated team of professionals.
- 4.2 The firm should have a valid NTN & Sales Tax Registration (Both are mandatory).
- 4.3 The firm should not be 'Blacklisted' from any other firm/organization against any matter.

5. Qualification Criterion

Sr. No.	Evaluation Aspect		Maximum points
5.1	Experience	Number of years of relevant experience Less than 5 years----- Zero marks 5-7 years----- 20 marks More than 7 years----- 30 marks	30
5.2		Number & type of relevant supplies successfully completed during last five (05) years. Less than 10 supplies ----- Zero marks 10-15 supplies ----- 20 marks More than 15 supplies ----- 25 marks	25
5.3	List of Supplies & Services (Products)	Less than 5 variants of products----- Zero marks 5-10 variants of products----- 10 marks 10-15 variants of products ----- 20 marks Above 20 products ----- 25 marks	25
5.4	Solvency (Financial Strength)	Avg. Bank balance for last 01 year: Less than Rs. 500,000/- ----- Zero marks Rs. 500,001/- to Rs. 700,000/- ----- 10 marks Rs. 700,001/- to Rs. 800,000/- ----- 15 marks Above Rs. 800,000/- ----- 20 marks	20
Total Marks (Qualifying marks are 65% of the total marks)			100



6. Documents Requirement

In support of above firms are required to provide following documents along with their applications:

- 6.1 Registration Documents (Ref. 5.1 above)
- 6.2 Purchase Orders provided by their clients (Ref. 5.2 above).
- 6.3 Profile of firm containing complete information including the requirements mentioned at para 5.1, 5.2 & 5.3 above.
- 6.4 Bank Statement for last One (01) year.



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 employees:

CEO / Managing Director:

Contact Person:

Telephone numbers:

Fax number:

Email Address:



Tentative List of Items/ Products/Services (Includes but not limited to the following) :

1. Agricultural Equipment
2. Air Conditioners/ Heaters
3. Art & Craft Works
4. Batteries
5. Blankets
6. Books/ Journals etc.
7. Ceiling Fans
8. Computers/ Laptop & Accessories
9. Electrical Accessories
10. Embroidery Machines
11. Fabrication Works
12. Fans
13. Fire Extinguishers
14. Food items
15. Furniture & Fixtures
16. Generator
17. Glass Items
18. Hand Pumps
19. Laboratory Equipment
20. Leather Items
21. LED Lights
22. LED TV
23. Medical Equipment
24. Photo Copy Machine
25. Plants
26. Printers
27. Rubber Material
28. Scanners
29. School bags of different sizes
30. School Shoes of different sizes
31. School uniforms of different sizes
(as per specimen provided)
32. Sewing Machines
33. Solar based pressure pumps
34. Solar Panels
35. Spectacles
36. Stamps
37. Stationery & supplies
38. Steel Water Cooler
39. Tarpaulin/ Tents
40. Tri Cycles
41. UPS (Uninterrupted Power
Supply)
42. Water Dispenser
43. Water Room Coolers
44. Water Storage Tanks
45. Wheel Chairs