

OIL & GAS DEVELOPMENT COMPANY LIMITED

TERMS OF REFERENCE (TOR) SCOPE OF WORK(SOW)



TENDER ENQUIRY NO: PROC-SERVICES/CB/FINANCE-4361-A/2019

**HIRING/ACQUISITION OF FINANCIAL SOFTWARE SERVICES FOR TREASURY,
IMPORTS AND REPORTING OPERATIONS**

Note: Master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR/Tender.

TERMS OF REFERENCE (TOR)

FOR

HIRING/ACQUISITION OF FINANCIAL SOFTWARE SERVICES FOR TREASURY, IMPORTS AND REPORTING OPERATIONS

1. General Instruction:

Oil & Gas Development Company Limited (OGDCL) is the largest Exploration and Production Company of Pakistan and its business operations are spread across all four provinces of the Country. The company is listed on Pakistan Stock Exchange and its Global Depository Shares also trade on London Stock Exchange. The Company intends to procure a reliable financial system from an experienced and reputed Software Company in order to efficiently and effectively manage business treasury and reporting operations.

2. Software Features

Software Company will be responsible to provide a financial software possessing following features:

- i. Live and Real Time USD/PKR interbank rates;
- ii. Live rates for EUR/USD and other third currencies;
- iii. Extensive coverage of Fixed Income instruments like T-Bills, PIBs and Sukuk;
- iv. Live Coverage of Equities;
- v. Live market rates with respected to commodities, worldwide stock indices, KIBOR and forward swap premiums.
- vi. Real time coverage of SBP news including, OMOs, T-Bill auctions, etc.
- vii. Forward booking calculator and discounting calculator;
- viii. Multiple user levels and high security feature; and
- ix. Excel based add-on with live streaming rates.

3. Software Charges:

Software Company shall quote a lump sum fee for a period of one year (1) inclusive of all taxes, duties, fees, levies and related charges including sales tax on services against provision of financial software eligible to render above stated features. OGDCL will not be obligated to pay any amount other than the quoted lump sum fee. Payment will be made by the Company on yearly basis upon satisfactory start of services.

4. Contract Period and Terms and Conditions:

The total period of contract with the Software Company will be three (3) years and further extension of two (2) years will be on the mutual consent of both the parties in line with PPRA rules. Software Company will provide one (1) individual log-in ID and two (2) additional IDs for usage to OGDCL.

5. **Technical Evaluation Criteria:**

The technical evaluation will be carried out based on following criteria.

S. No	Item	Marks	Criteria
1.	Year of establishment. Total experience of firm in years	15	3 years and above 15 marks less than 3 years will get marks on prorated basis
2.	Financial Software Services to companies in Oil and Gas Sector	50	Documentary evidence of providing services of financial software to companies in Oil and Gas Sector. 25 Marks for one company
3.	No. of offices in Pakistan	10	Each office will get 5 marks
4.	Affiliation with International Financial Services Firms	10	5 Marks for one International Firm
5.	Registration with SECP and other related regulatory bodies.	15	5 Marks for one regulatory body

The bidders obtaining less than 70% points/ marks in technical evaluation shall not be considered for the assignment.

6. **FINANCIAL BID FORMAT & FINANCIAL EVALUATION CRITERIA:**

Bidders shall quote lump sum price per year inclusive of all taxes (except Provincial Sales Tax/ ICT Tax on services in Pakistan), duties, levies, charges etc. as per following Financial Bid Format.

Sr. No.	Description	Lump sum Unit Price for one year in PKR (inclusive of all taxes except PST/ICT)	Total Price for three years in PKR (inclusive of all taxes except PST/ICT)
01.	lump sum price per year inclusive of all taxes (except Provincial Sales Tax/ ICT Tax on services in Pakistan), duties, levies, charges etc.		
Total Price inclusive of all taxes (except Provincial Sales Tax/ ICT Tax on services in Pakistan), duties, levies, charges etc. for Three years			

- i. Financial evaluation on complete package basis.
- ii. Contract will be awarded to technically responsive and financially lowest evaluated bidder.

7. **BID PRICE:**

- i. Bid price must be quoted in PKR otherwise the bid will be rejected.
- ii. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- iii. PST/ICT wherever applicable shall be borne by OGDCL at actual.

- iv. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

(This clause shall prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE')

8. PAYMENT TERMS:

Payment shall be made at the end of each quarter against verified invoices and sales tax invoices along with Annexure-C (submitted status).

(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

9. AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR: 30,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

10. BIDDING METHOD (as per Clause 9-13 (page 3-4 of 37) of Invitation Bid Letter in Master Set of Tender Documents (Services) uploaded on OGDCL website)

- i. Bids against this tender are invited on **Single Stage Two Envelope Bidding Procedure (www.ppra.org.pk)**, as per Public Procurement Rules, 2004, therefore, the bidders shall submit original and copy of their Technical and one original financial bid.
 - ii. All Tender Annexures to be added in both the bids; UN-Priced with technical Bids & Priced with Commercial Bids.
 - iii. Both the bids shall be submitted simultaneously in separate sealed inner and outer envelopes. The envelope containing Technical Bid must be marked clearly **"Technical Bid"** and containing Financial Bid must be marked clearly **"Financial Bid"** along with indication on the envelopes as "ORIGINAL" and "COPY".
- a) The Technical Bid will be opened at first and evaluated. The Financial Bid of only those bidders will be opened who are declared technically Responsive.
 - b) The Financial Bid must be complete in all aspects and comparable. Conditional Prices and/or Prices mentioned other than Rate Format/Financial Evaluation Criteria, may not be accepted. In case, the Bidder is not charging any rate and/or the rates are not applicable, Zero (0) must be clearly mentioned.
 - c) The contract / service order will remain valid till completion of job / period specified in Terms of Reference (TOR) at Annexure "A". Any extension in validity of contract / service order will be subject to written mutual consent of both the parties.
 - d) No alternation in OGDCL's uploaded tender documents is allowed. Any attempt for alteration/amendment in the tender documents may lead to disqualification of the bidder.

**MANAGER (SCM) SERVICES
OIL & GAS DEVELOPMENT COMPANY LIMITED
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Email: ejaz_rizvi@ogdcl.com**

Note :-

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