



Application Form

**PRE-QUALIFICATION OF HEADHUNTERS
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.

As Pakistan's largest Oil & Gas producer, OGDCL's production stands at 40,000 BPD of Crude Oil (Net Averaged), 1,115 MMCFD of Gas (Net Averaged), 250 MTD of LPG (Net Averaged) and 90 MTD of Sulphur. Having 46 Operated Oil & Gas Fields, geographically distributed all across the country; OGDCL has 18 Oil & Gas processing plants. These include Dehydration, LPG, Sulphur Recovery, H₂S Removal, Gas Sweetening, Condensate Stabilization, Refining and Compression plant. OGDCL owns 09 (Nine) drilling and 01 (One) work-over rig, Moreover Five Seismic Teams are in operation with Vibroseis Dynamite Energy Source.

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 head hunter firm with proven track record and expertise preferably in E & P sector in finding suitable candidates as and when required by OGDCL.

3. Invitation of Applications

Applications are invited for Pre-Qualification of head hunter firms.

4. Instructions for Consulting Firms

- 4.1 The headhunter firm should have at least five (05) years' experience as headhunter in handling at least five (05) successful projects preferably in E & P industry.
- 4.2 The headhunter firm should have proven expertise in the delivery of all aspects of the proposed project. The headhunting process is to be carried out in a highly professional manner; only candidates who are genuinely interested in considering new opportunities are briefed about vacant positions in hiring firms, while maintaining strict confidentiality. Headhunters will provide detailed feedback at every stage of the search process, helping OGDCL in right decision-making.
- 4.3 The knowledge of best practices prevailing globally in E & P industry along with technical and operational expertise will provide added advantage to the headhunter firm.
- 4.4 The headhunter firm should have a dedicated team of professionals with top class educational background and prior experience preferably in the E & P sector with successful track record of conducting/implementing similar projects with particular emphasis on headhunting.

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- 4.5 The headhunter firm should have consulting resources and capacity to deliver for a complex and multi-faceted positions with an aggressive timeline.
- 4.6 The headhunter firm designated team members may possess relevant degrees and expertise.
- 4.7 Sound financial strength of the headhunter firm.
- 4.8 Methodology for successful and completed assignment of headhunting.
- 4.9 In case if the headhunter firm is working as a global company/firm, the headhunter firm may have their local presence in Pakistan either in terms of local office or affiliation with a local consultant.

5. Qualification Criterion

Sr. No.	Evaluation Aspect		Maximum Points
5.1	Experience	Number of years of relevant experience Upto 05 years 15 marks Above 05 upto 10 years 25 marks More than 10 years 30 marks (Provide relevant documents)	30
5.2	Assignments	Upto 05 assignments 15 marks 06-10 assignments 25 marks More than 10 assignments 30 marks (Provide relevant documents)	30
5.3	Methodology	Brief of the methodology followed for 05 successfully & completed assignment of headhunting (Provide relevant documents)	20
5.4	Solvency	Last 03 years Annual Audited Reports/ Profit & Loss Statements (Provide relevant documents)	10
5.5	Company Profile/ Qualification and experience of Consultants	Number of Consultants having relevant academic or professional degrees and experience of atleast 05 years: 5 years 10 marks More than 5 years 20 marks (Provide relevant documents)	10
Total Marks (Qualifying marks are 60%)			100

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1. General

Name and address of the Company:

Type of the Company (Public Limited liability, private limited, private practice, wholly owned, subsidiary, sole proprietary etc.)

Date established:

Name and address of the Company bankers:

Is your company registered with Income Tax Department under Pakistani Law? (if so provide)

Registration No. _____

Number of Experts/ Consultant/Human Resource Base:

CEO/Managing Director:

Contact Person:

Telephone numbers:

Fax Number:

Email Address:

Note: Supporting documents to attached, where required.

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