

OIL & GAS DEVELOPMENT COMPANY LIMITED



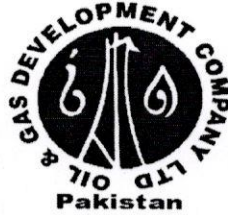
TENDER ENQUIRY NO. PROC-SERVICES/CB/HSEQ-4925/2020

HIRING OF SERVICES FOR ISO CERTIFICATIONS OF SINJHORO, CHANDA & MELA FIELD

Mubashir Subhan
HSEQ Officer
Ext: 2840

(Terms of Reference)

OIL AND GAS DEVELOPMENT COMPANY LIMITED - PAKISTAN



ISO CERTIFICATIONS OF MAJOR OPERATING FIELDS, OGDCL PAKISTAN:
HIRING SERVICES OF REGISTRAR/CERTIFICATION BODY (CB) ACCREDITED WITH INTERNATIONAL ACCREDITATION FORUM (IAF) UNDER MULTILATERAL RECOGNITION AGREEMENT (MLA), TO CONDUCT CERTIFICATION AUDITS AGAINST THE REQUIREMENTS OF ISO14001:2015 AND ISO45001:2018 STANDARDS FOR THE SERIES OF TECHNICAL CLUSTERS (ECONOMIC SECTOR/ACTIVITY) MECHANICAL, CONSTRUCTION, CHEMICALS, AND SUPPLY ACCORDING TO IAF ID1.

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Part-A

Scope of Work

TASK – I (validity three years)

THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

SINJHORO GAS AND CONDENSATE OIL PROCESSING FIELD
DISTRICT SANGHAR, SINDH, PAKISTAN

TASK – II (validity three years)

THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

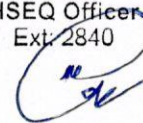
CHANDA GAS AND CONDENSATE OIL PROCESSING FIELD
DISTRICT KOHAT, KPK, PAKISTAN

TASK – III (validity three years)

THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

MELA OIL FIELD
DISTRICT KOHAT, KPK, PAKISTAN

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TASK – I

THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

SINJHORO GAS AND CONDENSATE OIL PROCESSING FIELD DISTRICT SANGHAR, SINDH, PAKISTAN

Tentative Third Party Assessment Time	May/ June 2021		
Scope of Assessment & Registration	<i>a) Production & processing of raw gas, b) LPG extraction, c) LPG storage, and d) stabilization & storage of condensate oil</i>		
Number of Personnel	~400 (All included – In Shift and Rotation System)		
Number of Sites	One Gas/ Condensate Oil Processing Plant and Well-sites		
Standard/Scheme Assessment Required	<input checked="" type="checkbox"/> ISO14001:2015		
	<input checked="" type="checkbox"/> ISO45001:2018		
Preferred Accreditation Schemes	<ul style="list-style-type: none"> • UNITED KINGDOM ACCREDITATION SERVICE (UKAS) • PAKISTAN NATIONAL ACCREDITATION COUNCIL (PNAC) 		
Team Credentials (Priority wise)			
Requirements	Audit Team Lead	Audit Team Member	Domain / Sector Expert
Nationality	Foreigner / Expatriate	Foreigner / Expatriate	Local
Profession	Professional Engineer	Professional Engineer	Professional Engineer
EHS Certification	IRCA Registered + SGS/ DNV/ BVQI Registration	IRCA Registered + SGS/ DNV/ BVQI Registration	SGS/ DNV/ BVQI Registration
Professional Experience	Minimum 15 Years	Minimum 10 Years	Minimum 15 Years
Auditing Experience	Minimum 7 Years	Minimum 7 Years	Minimum 7 Years
Timelines			
Activity	Man-Days	Tentative Schedule	
Document Review/ Desk Audit	0.5+0.5	May/ June 2021	
Initial (Certification) Audit	2+2	May/ June 2021	
1 st Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... Dec 2021	
2 nd Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... June 2022	
3 rd Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... Dec 2022	
4 th Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... June 2023	
5 th Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... Dec 2023	
Total Man Days:	20	--	

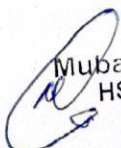

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TASK – II

THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

CHANDA GAS AND CONDENSATE OIL PROCESSING FIELD DISTRICT KOHAT, KPK, PAKISTAN

Tentative Third Party Assessment Time	May/ June 2021		
Scope of Assessment & Registration	a) Production & processing of raw gas, b) LPG extraction, c) LPG storage, and d) stabilization & storage of condensate oil		
Number of Personnel	~300 (All included – In Shift and Rotation System)		
Number of Sites	One Gas/ Condensate Oil Processing Plant and Well-sites		
Standard/Scheme Assessment Required	<input checked="" type="checkbox"/> ISO14001:2015		
	<input checked="" type="checkbox"/> ISO45001:2018		
Preferred Accreditation Schemes	<ul style="list-style-type: none"> • UNITED KINGDOM ACCREDITATION SERVICE (UKAS) • PAKISTAN NATIONAL ACCREDITATION COUNCIL (PNAC) 		
Team Credentials (Priority wise)			
Requirements	Audit Team Lead	Audit Team Member	Domain / Sector Expert
Nationality	Foreigner / Expatriate	Foreigner / Expatriate	Local
Profession	Professional Engineer	Professional Engineer	Professional Engineer
EHS Certification	IRCA Registered + SGS/ DNV/ BVQI Registration	IRCA Registered + SGS/ DNV/ BVQI Registration	SGS/ DNV/ BVQI Registration
Professional Experience	Minimum 15 Years	Minimum 10 Years	Minimum 15 Years
Auditing Experience	Minimum 7 Years	Minimum 7 Years	Minimum 7 Years
Timelines			
Activity	Man-Days	Tentative Schedule	
Document Review/ Desk Audit	0.5+0.5	May/ June 2021	
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3 rd Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... Dec 2022	
4 th Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... June 2023	
5 th Semi-annual Surveillance/ Periodical Audit	1.5+1.5	... Dec 2023	
Total Man Days:	20	--	


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TASK – III

THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

MELA OIL FIELD DISTRICT KOHAT, KPK, PAKISTAN

Tentative Third Party Assessment Time	May/ June 2021		
Scope of Assessment & Registration	<i>a) stabilization & storage of crude oil and b) transportation of raw gas through pipeline for processing of gas and extraction of LPG</i>		
Number of Personnel	~100 (All included – In Shift and Rotation System)		
Number of Sites	One Crude Oil Stabilization Unit and Well-sites		
Standard/Scheme Assessment Required	<input checked="" type="checkbox"/> ISO14001:2015		
	<input checked="" type="checkbox"/> ISO45001:2018		
Preferred Accreditation Schemes	<ul style="list-style-type: none"> • UNITED KINGDOM ACCREDITATION SERVICE (UKAS) • PAKISTAN NATIONAL ACCREDITATION COUNCIL (PNAC) 		
Team Credentials (Priority wise)			
Requirements	Audit Team Lead	Audit Team Member	Domain / Sector Expert
Nationality	Foreigner / Expatriate	Foreigner / Expatriate	Local
Profession	Professional Engineer	Professional Engineer	Professional Engineer
EHS Certification	IRCA Registered + SGS/ DNV/ BVQI Registration	IRCA Registered + SGS/ DNV/ BVQI Registration	SGS/ DNV/ BVQI Registration
Professional Experience	Minimum 15 Years	Minimum 10 Years	Minimum 15 Years
Auditing Experience	Minimum 7 Years	Minimum 7 Years	Minimum 7 Years
Timelines			
Activity	Man-Days	Tentative Schedule	
Document Review/ Desk Audit	0.5+0.5	May/ June 2021	
Initial (Certification) Audit	1+1	May/ June 2021	
1 st Semi-annual Surveillance/ Periodical Audit	1+1	... Dec 2021	
2 nd Semi-annual Surveillance/ Periodical Audit	1+1	... June 2022	
3 rd Semi-annual Surveillance/ Periodical Audit	1+1	... Dec 2022	
4 th Semi-annual Surveillance/ Periodical Audit	1+1	... June 2023	
5 th Semi-annual Surveillance/ Periodical Audit	1+1	... Dec 2023	
Total Man Days:	13	--	

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Part-B

Technical Proposal

1 General

Name and address of CB in Pakistan:

Address of CB (Head Quarter):

Date established (Principal):

Last annual turnover: (Provide Valid Evidence)

Name and address of company bankers (Principal):

Is CB registered with Income Tax Department in Pakistan? (Provide Valid Evidence)

Registration No:

CEO / Managing Director of Pakistan (Region):

Contact Person (Pakistan):

Telephone numbers (Pakistan):

Fax number (Pakistan):

Email Address (Pakistan):

2 Specific Experience (Oil and Gas related Sites and Facilities)

Specific experience in conducting 3rd Party Certificate and Surveillance Audits of the Management Systems for the following Independent/Integrated Models for the Oil and Gas related Sites and Facilities since year 2015:

<Use separate sheets, where required>

Environmental Management Systems

Client Name	Service From – To (Date)	Contact Person	Contact Tel.#	Address

Occupational Health and Safety Management Systems

Client Name	Service From – To (Date)	Contact Person	Contact Tel.#	Address

3 Details and valid evidence of association with Accreditation Body Member (having International Accreditations and Multilateral Recognition Arrangement Membership (Attach copies of valid Schedule of Accreditation sought from UKAS, PNAC and Other Accreditation Bodies)

Accredited to ISO/IEC 17021-1: 2015 to provide *environmental management systems certification*:

EAC No.	Schedule of Accreditation Issued by:	Date of Issue	Valid Until	CB Issuance #
	UKAS			
	PNAC			
	Other _____			

Accredited to ISO/IEC 17021-1: 2015 to provide *occupational health and safety management systems certification*:

EAC No.	Schedule of Accreditation Issued by:	Date of Issue	Valid Until	CB Issuance #
	UKAS			
	PNAC			
	Other _____			

4 Portfolio, specificity and credibility of the Lead Auditors and Sector / Domain Experts - both employees and sub-contractors specifically relating to oil and gas business/ operations. (Provide Complete Profiles/ CVs)

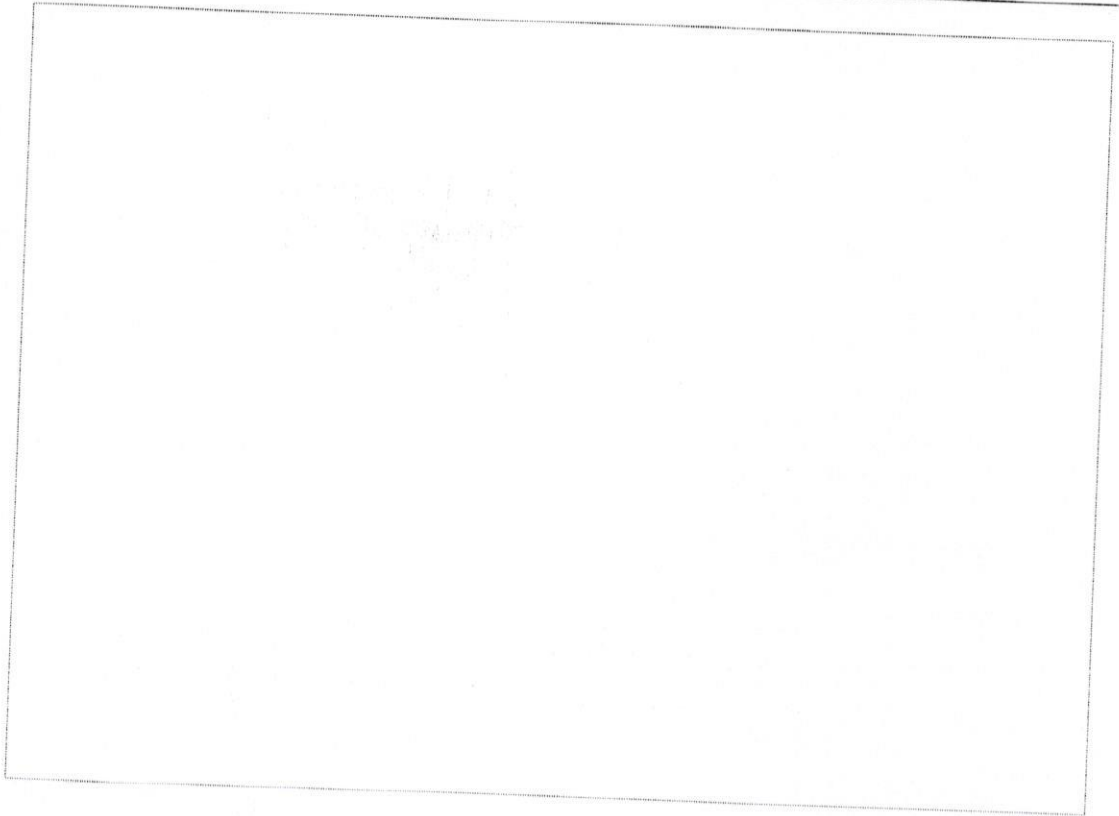
Lead Auditors

#	Name of Expert and Designation	Professional Qualification	Certifications / Registrations	Employed with you since	Total Experience in years
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

5 Sector/ Domain Experts
(Process/ Mechanical/ Chemical/ Instrumentation Engineers)

#	Name of Expert and Designation	Professional Qualification	Certifications / Registrations	Employed with you since	Total Experience in years
1.					
2.					
3.					
4.					
5.					

6 Audit methodology including Work Breakdown Structure (WBS) to be opted during audits, for the oil and gas related sites and facilities.



7 Technical Qualification Criterion

<u>Main Aspect</u>	<u>Details</u>	<u>Points (Min)</u>	<u>Points (Max)</u>
<i>Clientele</i>	Oil & Gas Industry related Clientele of last 05 years (Minimum requirement is 8 different clients, 2.5 marks for each client; provide complete list with addresses & contact numbers)	20	25
<i>Competence</i>	IRCA (UK) Certified HSE Auditors having Engineering background, minimum 15 Years of professional experience with 07 Years as auditing experience (Minimum requirement is 04 qualified auditors, 05 marks for each auditor; provide complete profile/ CVs of qualified auditors who have conducted Oil & Gas industry audits)	20	25
<i>Range</i>	Experience in conducting a) ISO9001, b) ISO14001 & c) ISO45001 / OHSAS18001 third party audits (Minimum requirement is 04 audits against each standard, 1.67 mark for each)	20	25
<i>Affiliations/ registrations</i>	Affiliation/ registration with Accreditation Bodies that are International Accreditation Forum (IAF) Member under Multilateral Recognition Agreement (MLA) preferably UKAS and PNAC (Minimum requirement is registration with 02 accreditation bodies, 10 marks for each; provide valid documental evidence)	20	25

Accredited Certification Bodies (CBs)/Registrars acquiring minimum 80% marks will be SHORTLISTED.



Part-C

COMMERCIAL PROPOSAL

COMMERCIAL PROPOSAL FORMAT FOR TASK-I

FOR THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

SINJHORO GAS AND CONDENSATE OIL PROCESSING FIELD				
Certification Fee Proposal				
Man-day Audit Rate (PKR)				
	Man-Days	ISO14001:2015 Fee	Man-Days	ISO45001:2018 Fee
Application Processing Fee (for three years)	-		-	
Document Review/ Desk Audit Fee PKR	0.5		0.5	
Initial (Certification) Audit Fee PKR	2		2	
1 st Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
2 nd Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
3 rd Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
4 th Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
5 th Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
Total Price PKR		<u>a</u>		<u>b</u>
Total Project Price PKR (Three Years)			a+b	

COMMERCIAL PROPOSAL FORMAT FOR TASK-II

FOR THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

CHANDA GAS AND CONDENSATE OIL PROCESSING FIELD				
Certification Fee Proposal				
Man-day Audit Rate (PKR)	ISO14001:2015		ISO45001:2018	
	Man-Days	Fee	Man-Days	Fee
Application Processing Fee (for three years)	-		-	
Document Review/ Desk Audit Fee PKR	0.5		0.5	
Initial (Certification) Audit Fee PKR	2		2	
1 st Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
2 nd Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
3 rd Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
4 th Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
5 th Semi annual Surveillance/ Periodical Audit Fee PKR	1.5		1.5	
Total Price PKR		c		d
Total Project Price PKR (Three Years)	c+d			

COMMERCIAL PROPOSAL FORMAT FOR TASK-III

FOR THIRD PARTY CERTIFICATION AUDIT OF HEALTH, SAFETY, AND ENVIRONMENT MANAGEMENT SYSTEM AGAINST REQUIREMENTS OF ISO14001 AND ISO45001 STANDARDS

MELA OIL FIELD				
Certification Fee Proposal				
Man-day Audit Rate (PKR)				
	Man-Days	ISO14001:2015 Fee	Man-Days	ISO45001:2018 Fee
Application Processing Fee (for three years)	-		-	
Document Review/ Desk Audit Fee PKR	0.5		0.5	
Initial (Certification) Audit Fee PKR	1		1	
1 st Semi annual Surveillance/ Periodical Audit Fee PKR	1		1	
2 nd Semi annual Surveillance/ Periodical Audit Fee PKR	1		1	
3 rd Semi annual Surveillance/ Periodical Audit Fee PKR	1		1	
4 th Semi annual Surveillance/ Periodical Audit Fee PKR	1		1	
5 th Semi annual Surveillance/ Periodical Audit Fee PKR	1		1	
Total Price PKR		e		f
Total Project Price PKR (Three Years)	e+f			

CB's Authorized Representative's Details

Signature (duly stamped)	
Name	
Designation	
Date	
Appendices	1.
(Attachments)	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.

Notes:-

1. Quoted prices should be inclusive of all taxes, duties, levies, charges etc., (Except ICT/PST where applicable shall be borne & Paid by OGDCL at actual). The same should be mentioned separately for reference purpose only.
2. All travelling, boarding and lodging of the Auditor(s) shall be arranged by the CB; However, pick & drop shall be provided by OGDCL to the Auditors from their Offices i.e. Karachi, Lahore, Faisalabad, or Islamabad to the nearby operating fields (auditees).
3. **Financial Evaluation will be carried out by Group/Field wise basis.**
4. In case, any critical or major nonconformity is detected in the HSE System which demands certain time specific remedial action(s), then the CB shall conduct a single-man-day verification/ follow-up audit on a mutually agreed date and shall charge on the basis of unit rate mentioned in the Service Order.
5. Payment will be made to the CB on completion of each milestone (surveillance/ periodical audit) against verified invoices by OGDCL through crossed cheque.
6. Contract shall be valid for a period of three (03) years and extendable with mutual consent of both the parties but the total project price quoted here and mentioned in the Service Order shall NOT be altered.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'single stage Two envelop'

AMOUNT OF BID BOND:

The following Bid Bond /Bid Security amounting is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

Sr	Description	Bid Bond Amount (PKR)
1	Sinjhora Gas And Condensate Oil Processing Field	10,000.00
2	Chanda Gas And Condensate Oil Processing Field	10,000.00
3	Mela Oil Field	10,000.00

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 the integral part of this TOR.

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

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/tender%20download/Tender%20Document%20Services%20Press%20for%20Web%20loading-Bid%20Bond%20%26%20PBG%20Extension%20text%20added%20dated%2009-09-2020.pdf>