

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/HSEQ-5062/2021

**HIRING OF SERVICES TO CONDUCT THIRD PARTY CERTIFICATION AUDIT OF
OGDCL HOUSE ISLAMABAD AGAINST THE REQUIREMENTS OF ISO 14001 AND
ISO 45001 STANDARDS**

TERMS OF REFERENCE
HIRING OF CERTIFICATION BODY
TO CONDUCT THIRD PARTY CERTIFICATION AUDIT OF
OGDCL HOUSE ISLAMABAD
AGAINST THE REQUIREMENTS OF ISO 14001 AND ISO 45001 STANDARDS

Section-I

Introduction

OGDCL is a public limited company engaged in exploration and production (E&P) activities in the country for the last six decades. OGDCL intends to engage a reputable Certification Body to carry out OHSE certification/ surveillance audits of OGDCL House against the requirements of ISO 14001 and ISO 45001 standards. Therefore, this document is being developed to explain the scope of work for a Certification Body to provide auditing services for Certification of OGDCL House Islamabad.

Section-II

Objective

- ◆ As part of continual improvement of OGDCL OHSE management system, the company aims to acquire Certifications of OGDCL House against the requirements of ISO 14001 and ISO 45001 standards. Certification/ surveillance audits shall be carried out in order to determine whether OHSE management system of OGDCL conforms to the requirements of standards.

Section-III

Scope of Work

- ◆ Certification and surveillance audits of **OGDCL House for administration function including maintenance, IT/ communication, security, catering, medical and transportation services.**
- ◆ While conducting certification audits and subsequent surveillance visits of OGDCL House, following are required from the Certification Body:
 - Honor any existing compliance certifications/ NOCs during conducting the audits,
 - Provide trainings on the elements of OHSE management system to remove gaps,
 - Submit detailed audit report mentioning the implementation status of recommendations pertaining to any previous audits, &
 - Communicate critical matters witnessed during the audit having significant impact on the sustainability of the business in the building.

Section-IV

Timeframe and Invoicing

Certification Body is required to follow the below mentioned activities for the scope of work:

- Timelines

Activity	Man-Days	Tentative Schedule
<i>First Stage: Gap Analysis/ Document Review (1st Milestone) (02 Auditors)</i>	4	September 2021
<i>Bach-wise OHSE Trainings to address gaps (2nd Milestone)</i>	10	October-November 2021
<i>Second Stage: Certification Audit (3rd Milestone) (02 Auditors)</i>	4	January 2022
<i>Processing of ISO Certificates</i>	--	Feb./ March 2022
<i>Issuance of ISO Certificates</i>	--	April/ May 2022
<i>1st Surveillance/ Periodical Audit (4th Milestone)</i>	2	March 2023
<i>2nd Surveillance/ Periodical Audit (5th Milestone)</i>	2	March 2024
Total Man Days:	22	--

- Period of Contract for Certification will be **THREE** years and extendable with mutual consent of both the parties.
- All travelling, boarding and lodging of the Auditor(s) shall be arranged by the Certification Body; However pick & drop shall be provided by OGDCL to the Auditors from airport/ their Offices within the territory of Islamabad.
- Payment will be made to the Certification Body on completion of each Milestone against invoices verified by OGDCL through crossed cheque in equivalent Pak Rupee.

Section-V

Instructions to Bidder

- ⊕ Auditors will be approved by OGDCL prior to carrying out the activity.
- ⊕ Certification Body should be capable of providing Accredited Certifications and should have expertise/ technical resource available for the requisite activity.
- ⊕ Certification Body should possess minimum five year experience of auditing and providing trainings and certifications in the field OHSE management systems.
- ⊕ Auditors designated for the requisite activity should be approved Lead Auditors from IRCA (International Register of Certificated Auditors) and possess at least ten year experience of trainings and auditing in the field OHSE management systems.
- ⊕ A list of Auditors should be provided along with their CVs well before execution of the activity.
- ⊕ Lead Auditor will prepare and submit specific Audit Plan for review to OGDCL.
- ⊕ Audit team will adopt following methodology:
 - *Kickoff meeting*
 - *Examination of the data & record (documented information)*
 - *Talking to personnel actually performing various tasks under the scope of work*
 - *Observing tasks/ operations being carried out under the scope of work*
 - *Validating safety critical equipment to see whether fit to address emergencies*
 - *Closeout Meeting*

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 A/MANAGER (HSEQ) O.G.O&L
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- ⊕ Auditors will ensure to focus and spend more time on significant areas and activities with high risks keeping in view time management as one of the crucial factors of OHSE audit and trainings.
- ⊕ Auditors will ensure proper handling and reporting of sensitive information applying due diligence.
- ⊕ Auditors will remain impartial, free from bias & conflict of interest, and maintain integrity and objectivity throughout the audit process to ensure that audit findings and conclusions are based on audit evidence.
- ⊕ Whenever there are changes in the standard during the contract period, the Certification Body should be able to provide services according to the latest version of the standards.
- ⊕ Certification Body is required to provide following information along with copies of relevant documents:
 - *Complete company profile mentioning details of services provided.*
 - *Valid copies of Certifications which are accredited with International Accreditation Forum (IAF) under Multilateral Recognition Agreement (MLA) to conduct Certification Audits against the requirements of ISO 14001 and ISO 45001 standards.*
 - *Number of accredited Certificates issued by the Certification Body worldwide for ISO 14001 and ISO 45001 standards. (Also provide the clientele list of the same).*
 - *Number of accredited Certificates issued by the Certification Body in Pakistan for ISO 14001 and ISO 45001 standards. (Also provide the clientele list of the same).*
 - *CVs of all Auditors mentioning their experience of auditing ISO 14001 and ISO 45001 standards.*
 - *Also provide the detailed audit methodology under the scope of work.*
- ⊕ In case, any critical/ major nonconformity is detected in the HSE System which demands certain time specific remedial action(s), then the Certification Body 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.

Section-VI

Technical Qualification Criterion

Main Aspect	Details	Points (Min)	Points (Max)
Clientele	Relevant Clientele of last 05 years <i>(2.5 marks for each client; provide complete list with addresses & contact numbers)</i>	20	25
Competence	IRCA Certified Auditors with minimum 10 Years of professional experience <i>(05 marks for each Auditor; provide complete profile/ CVs of qualified auditors)</i>	20	25
Experience Diversity	Experience in conducting a) ISO 14001, b) ISO 45001 and c) OHSAS 18001 third party certification audits <i>(2.5 mark for each audit)</i>	20	25
Approved/ Affiliations/ Registrations/ Accreditations	Affiliation/ registration with Accreditation Bodies that are International Accreditation Forum (IAF) Member under Multilateral Recognition Agreement (MLA) for ISO 14001 and ISO 45001 standards <i>(10 marks for each accreditation; provide valid documentary evidence)</i>	20	25

Certification Body acquiring minimum 80% marks will be considered.

Section-VII
Commercial Proposal Format

Scope of Assessment & Registration: OGDCL House administration including maintenance, IT/ communication, security, catering, medical and transportation services.

Man-day Audit Rate (PKR)				
Man-day Training Rate (PKR)				
	Man-Days	ISO14001 Charges	Man-Days	ISO45001 Charges
Accreditation Logo Fee	-		-	
First Stage: Document Review / Desk Audit/ Gap Analysis including Application & Processing	2		2	
OHSE Trainings to address gaps	5		5	
Second Stage: Certification Audit	2		2	
1 st Surveillance/ Periodical Audit Fee PKR	1		1	
2 nd Surveillance/ Periodical Audit Fee PKR	1		1	
Total Price PKR				

Total Project Price PKR (Three Years).

Notes: Quoted prices should be lump sum inclusive of all charges, expenditures, duties & applicable taxes (except ICT/PST).


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OTHER IMPORTANT INFORMATION

BIDDING METHOD:

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

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.

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%202009-09-2020.pdf>