

**OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TENDER ENQUIRY NO. PROC-SERVICES/CB/HSEQ-5160/2021**

**HIRING OF SERVICES TO CONDUCT THIRD PARTY CERTIFICATION  
AUDIT OF RAJIAN AND BOBI OIL COMPLEX AGAINST THE  
REQUIREMENTS OF ISO 14001 AND ISO 45001 STANDARDS**

# ***Application Form*** ***(Terms of Reference)***

**HSEQ-001**

OIL AND GAS DEVELOPMENT COMPANY LIMITED - PAKISTAN



## **ISO CERTIFICATIONS OF OGDCL OPERATING FIELDS:**

HIRING SERVICES (FOR THREE YEARS) 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.

- Part A: Scope of Work
- Part B: Technical Proposal
- Part C: Commercial Proposal

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# *Part-A*

## ***Scope of Work***

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### **TASK – I (validity three years)**

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

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**RAJIAN OIL FIELD**

**DISTRICT CHAKWAL, PUNJAB, PAKISTAN**

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### **TASK – II (validity three years)**

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

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**BOBI OIL COMPLEX**

**DISTRICT SANGHAR, SINDH, 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

### RAJIAN OIL FIELD

### DISTRICT CHAKWAL, PUNJAB, PAKISTAN

Tentative Third Party Assessment Time	<b>Feb/ March 2022</b>
Scope of Assessment & Registration	<i>Production, desalination &amp; storage of crude oil</i>
Number of Personnel	<b>~100 (All included – In Shift and Rotation System)</b>
Number of Sites	<b>One Desalination Plant and Well-sites</b>
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"> <li>• UNITED KINGDOM ACCREDITATION SERVICE (UKAS)</li> <li>• PAKISTAN NATIONAL ACCREDITATION COUNCIL (PNAC)</li> </ul>

#### 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	Feb/ March 2022
Initial (Certification) Audit	1+1	Feb/ March 2022
1 <sup>st</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... Sept. 2022
2 <sup>nd</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... March 2023
3 <sup>rd</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... Sept. 2023
4 <sup>th</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... March 2024
5 <sup>th</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... Sept. 2024
Total Man Days:	13	--

## TASK – II

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

#### BOBI OIL COMPLEX

#### DISTRICT SANGHAR, SINDH, PAKISTAN

Tentative Third Party Assessment Time	<b>Feb/ March 2022</b>
Scope of Assessment & Registration	<b>a) Production &amp; processing of raw gas, b) LPG extraction, c) LPG storage, and d) stabilization &amp; storage of condensate oil</b>
Number of Personnel	<b>~100 (All included – In Shift and Rotation System)</b>
Number of Sites	<b>One Gas/ Condensate Oil Processing Plant and Well-sites</b>
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"> <li>• UNITED KINGDOM ACCREDITATION SERVICE (UKAS)</li> <li>• PAKISTAN NATIONAL ACCREDITATION COUNCIL (PNAC)</li> </ul>

#### 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	Feb/ March 2022
Initial (Certification) Audit	1+1	Feb/ March 2022
1 <sup>st</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... Sept. 2022
2 <sup>nd</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... March 2023
3 <sup>rd</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... Sept. 2023
4 <sup>th</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... March 2024
5 <sup>th</sup> Semi-annual Surveillance/ Periodical Audit	1+1	... Sept. 2024
Total Man Days:	13	--

# Part-B

## Technical Proposal

### 1 General

Name and address of CB in Pakistan:

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 .....

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 3<sup>rd</sup> 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.**

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## 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 <i>(Minimum requirement is 8 different clients, 2.5 marks for each client; provide complete list with addresses &amp; contact numbers)</i>	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 <i>(Minimum requirement is 04 qualified auditors, 05 marks for each auditor; provide complete profile/ CVs of qualified auditors who have conducted Oil &amp; Gas industry audits)</i>	20	25
<i>Range</i>	Experience in conducting a) ISO9001, b) ISO14001 & c) ISO45001 / OHSAS18001 third party audits <i>(Minimum requirement is 04 audits against each standard, 1.67 mark for each)</i>	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 <i>(Minimum requirement is registration with 02 accreditation bodies, 10 marks for each; provide valid documental evidence)</i>	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

**RAJIAN OIL FIELD**

#### Certification Fee Proposal

Man-day Audit Rate (PKR)				
	Man-Days	ISO14001:2015 Fee	Man-Days	ISO45001:2018 Fee
<i>Application Processing Fee (for three years)</i>	1		1	
<i>Document Review/ Desk Audit Fee PKR</i>	0.5		0.5	
<i>Initial (Certification) Audit Fee PKR</i>	1		1	
<i>1<sup>st</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>2<sup>nd</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>3<sup>rd</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>4<sup>th</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>5<sup>th</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<b>Total Price PKR</b>				
<b>Total Project Price PKR (Three Years) Inclusive all applicable costs.</b>	<b>Total ISO14001:2015 Fee + Total ISO45001:2018 Fee</b>			

Notes:-

1. Quoted prices should be inclusive of all applicable taxes but exclusive of Provincial Sales Tax on services. 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. 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.
4. For the processing of sales invoices, conversion from PKR to PKR shall be based on the actual exchange rate seen on the date of making payment.
5. Payment will be made to the CB on completion of each milestone (surveillance/ periodical audit) against invoices verified by OGDCL through crossed cheque in equivalent Pak Rupee.
6. Service Order (on expiry) may be extended for further three (03) years if OGDCL deems to do so but the total project price quoted here and mentioned in the Service Order shall NOT be altered.

## 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

**BOBI OIL COMPLEX**

### Certification Fee Proposal

Man-day Audit Rate (PKR)				
	Man-Days	ISO14001:2015 Fee	Man-Days	ISO45001:2018 Fee
<i>Application Processing Fee (for three years)</i>	1		1	
<i>Document Review/ Desk Audit Fee PKR</i>	0.5		0.5	
<i>Initial (Certification) Audit Fee PKR</i>	1		1	
<i>1<sup>st</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>2<sup>nd</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>3<sup>rd</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>4<sup>th</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<i>5<sup>th</sup> Semi annual Surveillance/ Periodical Audit Fee PKR</i>	1		1	
<b>Total Price PKR</b>				
<b>Total Project Price PKR (Three Years) Inclusive all applicable costs.</b>	<b>Total ISO14001:2015 Fee + Total ISO45001:2018 Fee</b>			

Notes:-

1. Quoted prices should be inclusive of all applicable taxes but exclusive of Provincial Sales Tax on services. 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. 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.
4. For the processing of sales invoices, conversion from PKR to PKR shall be based on the actual exchange rate seen on the date of making payment.
5. Payment will be made to the CB on completion of each milestone (surveillance/ periodical audit) against invoices verified by OGDCL through crossed cheque in equivalent Pak Rupee.
6. Service Order (on expiry) may be extended for further three (03) years if OGDCL deems to do so but the total project price quoted here and mentioned in the Service Order shall NOT be altered.

# Final Aggregate Commercial Proposal

	<b>Total Project Price PKR (Three Years)</b>
<b>Rajian Oil Field</b>	
<b>Bobo Oil Complex</b>	
<b>Grand Total PKR (Three Years)</b> <i>(Inclusive all applicable costs except ICT/PST)</i>	

## CB's Authorized Representative's Details

Signature (duly stamped) \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_

Appendices (Attachments)	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.

## **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 52,500/-** 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](http://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.**