

TERMS OF REFERENCE (TOR)
FOR
HIRING OF SURFACE WELL TESTING
(SWT) SERVICES



TENDER ENQUIRY # PROC-
SERVICES/CB/PROD-4780/2020

HIRING OF SURFACE WELL TESTING (SWT) SERVICES

SCOPE OF WORK AND TERMS OF REFERENCE (TOR)

1. INTRODUCTION AND SCOPE OF WORK

Oil and Gas Development Company Limited (OGDCL) intends to execute a contract for provision of Surface well testing services tentatively for thirty (30) wells located anywhere in Pakistan. The rate running (as and when required) contract will be for a period of three (03) years. The number of wells may increase/decrease and jobs will be carried out with Rig or Rigless as per requirement. The wells are expected to produce anything from dry gas, gas condensate to crude oil.

2. TERMS AND CONDITIONS

- 2.1. The scope of work is tentative, OGDCL reserve the right to increase or decrease the scope of work without change in prices and terms & conditions.
- 2.2. The bidder must have all required equipment (with backup) and crew capable of performing jobs on 02 wells simultaneously, in Pakistan at the time of bidding.
- 2.3. Bidder to also confirm the arrangement of third set of equipment and crew on as and when required basis.
- 2.4. Bidder must agree and give clean acceptance to all the Operational and Financial Terms & Conditions and Technical Specifications & Personnel requirements set forth in this tender document.
- 2.5. All certificates, documents, proof of work etc. should be in English language; if not then they shall be accompanied with certified translation to English language to be considered for evaluation.
- 2.6. The bidder to provide experienced and qualified professionals for the job. The professionals' must have minimum three (03) years working experience of performing surface well testing jobs. Must have performed minimum of 30 surface well testing jobs inside or outside Pakistan. Proof of jobs in the form of job tickets or experience letter clearly describing the nature and number of performed jobs are required to confirm the same.
- 2.7. The bidder to provide third party certification for equipment reliability, model, make etc. All equipment must be H2S compliant.
- 2.8. Adequate back-up services / equipment should be available at well site free of cost to avoid delay in operations.
- 2.9. Bidder to manage X-over/s both upstream and downstream for SWT jobs.
- 2.10. OGDCL reserves the right to ask bidder for the replacement of any of their personnel who is / are unacceptable to OGDCL for his / their incompetence or misbehavior at contract holder's expense.
- 2.11. All responsibility shall rest with the contractor for any third-party equipment and personnel supplied by the contractor.
- 2.12. OGDCL shall not be accountable for any personnel injury during Mob/De-mob, loading, offloading and during the course of operations at well site. Health insurance of deployed crew will be the responsibility of the bidder.
- 2.13. Bidder to arrange all safety equipment/services at their own for their personnel's whichever is required by them for working in extreme H2S environment with no additional cost to OGDCL.

- 2.14. Successful bidder will provide the same personnel mentioned in their bid to carryout jobs. In case the service company engages the personnel other than those mentioned in their bid, the educational and experience certificate must be provided before his/their mobilization. In case company fails to provide the necessary documentation, OGDCL reserves the right to cancel the crew operation and stand by charges for that particular job.
- 2.15. Bidder must quote fixed/firm cost of every item of financial bid format otherwise incomplete bid shall not be entertained. Bidder must strictly follow and quote prices as per financial bid format. No clause with "if& but" having financial impacts will be entertained and in such case bid will be treated as non-responsive.
- 2.16. Mob/De-Mob Charges (Per Km) will be calculated according to the distance as per OGDCL distance chart if transport is not provided by OGDCL.
- 2.17. Mobilization/De-mobilization charges will be payable only if transport is not provided by OGDCL.
- 2.18. Mobilization/De-mobilization for equipment and crew will be made as per actual location/field/base from where/to; the mobilization/De-mobilization was made.
- 2.19. During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible.
- 2.20. On the day of Mobilization/De-Mobilization, no standby charges for equipment and crew will be applicable.
- 2.21. Partial availability of crew or equipment at location will not attract any charges.
- 2.22. Operating charges of crew/equipment is admissible on reporting day only if the job starts on the same day.
- 2.23. Daily operating charges for engaged crew and equipment will be applicable for the day (s) / date (s) when the well is flowing through system for testing. Rest will be paid as stand by.
- 2.24. Only that equipment is considered in operation through which well effluent actually passes.
- 2.25. Equipment/crew, Mob/De-Mob charges from base to Field will be paid once in case of multiple Jobs on different wells within same field. OGDCL will not pay well to well mobilization charges for equipment and crew within same field.
- 2.26. Bidder must quote all type of standby charges equal to or less than 50% of operating charges.
- 2.27. Testing may be carried out in extreme H2S and/or CO2 environment and acid stimulation jobs may be carried out during testing. Hence, all equipment must compatible for corrosive environment compliant.
- 2.28. If during job, it is ascertained that the service company is unable to perform / accomplish the job satisfactorily, OGDCL reserves the right to demobilize the service company. Invoice for unsuccessful job/jobs will not be paid.
- 2.29. If, after mobilization/reporting at site, job is cancelled then only mobilization/de-mobilization charges for crew/equipment will be paid. No job cancellation/standby charges are admissible.
- 2.30. The maximum mobilization time of equipment/crew regardless of engagement with any other customer is 10 Days.
- 2.31. Fuel oil and lubricants/transport that may be required by service company for operational purpose at OGDCL fields, will be charged to service company as per actual and the cost will be deducted from the invoice.
- 2.32. Boarding/Lodging and laundry services would be provided free of cost by OGDCL to the crew while working in the field.

2.33. OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of contract without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).

3. DURATION OF CONTRACT:

- 6.1 The duration of the contract is three (03) years therefore the Bid proposal/rates should remain valid unconditionally during the period of contract. The Rate Running Contract (as and when required basis) will remain intact until the completion of jobs on wells where Service Company is mobilized for the job during the contract period; however, any extension in term of Contract will be subject to mutual consent of both the parties in writing.
- 6.2 The Bid proposal/rates should remain valid unconditionally during the period of contract.

4. PAYMENT TERMS:

- 7.1 The payments to the service company will be made through cross cheque in 100% Pak Rupees, at actual, against verified invoices at official exchange rate prevalent on the date of payment.
- 7.2 The prices quoted by bidder in financial bid should be in US\$. The quoted price should be fixed/firm and are inclusive of all applicable taxes, duties and levies etc. except Provincial Sales Tax/ICT Tax on Services.

5. BID BOND:

Bid Bond/Bid Security amounting to **USD 18,450/-** (US Dollars Eighteen Thousand Four Hundred Fifty Only) is to be attached/provided **with Technical bid**. Please see Master Set of Tender Document for further details.

6. MODE OF PROCUREMENT:

Bids against this tender are invited on “**Single Stage Two Envelope Bidding Procedure**” through press tendering therefore, the bidders shall submit original and copy of their technical and one original financial bid. Soft copy of technical bids also to be submitted.

Note: The Master Set of Tender Documents for Services uploaded on OGDCL’s website (www.ogdcl.com) is the integral part of this TOR.

TECHNICAL EVALUATION

All the bidders are required to provide a compliance certificate to the following. The bidder must fulfill the below mentioned minimum requirements for technical qualification. Even single no in below mentioned technical evaluation tables may lead to disqualification.

EQUIPMENT/ TOOLS (ALL EQUIPMENT MUST BE H₂S COMPLAINT)

S#	Description	Availability
1	Complete set of piping with tie down mechanism for connections of surface facilities i.e. choke manifold, separator, gauge tank, crude transfer pump and X-overs for flare lines.	Yes/No
2	Choke manifold with all accessories (10 k pressure rating)	Yes/No
3	3-Phase separator, 1440 Psi working pressure complete with all accessories. Gas capacity up to 50 MMSCFD & liquid capacity of 5,000 BPD	Yes/No
4	100 bbl surge tank complete with all accessories	Yes/No
5	100 bbl gauge tank complete with all accessories	Yes/No
6	Oil manifold	Yes/No
7	Gas Manifold	Yes/No
8	Inline Pressure Relief (PRV) Valve	Yes/No
9	Surface safety valve	Yes/No
10	Upstream data header	Yes/No
11	Downstream data header	Yes/No
12	Crude transfer pump electric or diesel driven, capacity up to 4,000 BPD	Yes/No
13	Pilot ignition system	Yes/No
14	Complete set of Smokeless see dragon burners capable of burning 5,000 BPD	Yes/No
15	Well testing lab cabin complete with DWT tester, gas gravitometer, centrifuge, H ₂ S/CO ₂ detectors, pressure recorder, charts, needles valves, fittings and spares and all other accessories	Yes/No
16	Computerized real time surface data acquisition system	Yes/No
17	Emergency Shutdown system complete with panel and equipment to shut in hydraulic actuator at flow head from at least three remote locations and hi-lo Pilots and all other accessories	Yes/No
18	Electronic gauge at well head or Choke manifold	Yes/No
19	Air compressor	Yes/No
20	Diesel Generator 40 KW	Yes/No
21	Chemical injection pump	Yes/No
22	Crude storage tank 500 BBL capacity	Yes/No
23	Commitment to keep two complete set of surface well testing equipment (with adequate backup) and crew in Pakistan throughout the period of contract with OGDCL.	Yes/No
24	Commitment to provide at least one complete additional set of surface well testing equipment and crew if required by OGDCL.	Yes/No

COMPANY PROFILE

Sr.	Description	Availability
1	Registered company inside or outside Pakistan with minimum registration period of 03 years. Provide documents for registration.	Yes/No

2	Fully Operational Base in Pakistan (<i>liable to inspection by OGDCL</i>) Contractor to have fully operation base in Pakistan at the time of bidding.	Yes/No
3	Bidder to provide standard operating procedure (SOPs) for surface well testing jobs along with Technical specifications of Pressure Control Equipment (PCE), Equipment Inspection Certifications.	Yes/No
4	Bidder, to provide certified Pressure Control Equipment for standard hydraulic fracturing operations.	Yes/No

PERSONNEL

Sr.	Qualification/Experience of crew members	Availability
1	Surface well testing Engineer (at least 1 per job) Graduate Engineer with minimum 3 years of exclusive experience of planning, designing and executing surface well testing jobs. He will be responsible for managing personnel on location and following the required HSEQ standards. Must have performed at least 30 Surface well testing jobs. (Attach CV and Training/Certificates)	Yes/No
2	Surface well testing technicians (at least 2 operators per job) 03 Years Technical Diploma in Electrical/Mechanical/Petroleum technology with minimum experience of 03 Years. Must have performed at least 30 Surface well testing jobs. (Attach CV and Training/Certificates)	Yes/No
3	Well head operators (at least 2 per job) Should have at least 3 years of exclusive experience of performing surface well testing jobs. Must have performed at least 30 Surface well testing jobs. (Attach CV and Training/Certificates)	Yes/No

HSEQ

Sr.	Description	Availability
1	Written and approved HSE and Quality Policy	Yes/No
2	HSEQ Management System in line with International Standards available to cater HSE risks OR Procedures are available to fulfill minimum HSEQ requirements (i.e. Risk Assessment, Environmental risks, Emergency Response Procedures waste management etc.) Note: Copies of HSEQ Management System procedures to be attached.	Yes/No
3	HSEQ Responsibilities (CV's to be attached)	
3.1	Dedicated HSEQ personnel available to handle HSEQ matters. Please provide Job responsibilities and Quality Inspection Plan identifying 3rd party certificates for lifting equipment involved in job.	Yes/No
4	Hazard Identification & Risk Assessment: Hazard Identification & Risk Assessment / Job Hazard Analysis are conducted before start of job and appropriate preventive measures are taken to address the hazards. Copies of previously conducted similar assessments to be attached	Yes/No
5	Environmental Aspect Impact Analysis	
5.1	Environmental Aspect Impact Analysis is carried out before start of job and accordingly mitigation measures are taken to prevent environmental damage. Copies of previously conducted similar assessments to be attached.	Yes/No
5.2	Use of National Environmental Quality Standards (NEQS) compliant of equipment e.g. generators at site. Recent emission reports (last Two (02)	Yes/No

	years) of equipment / vehicles through accredited environmental Lab. to be attached.	
6	Equipment & Tools	
6.1	Maintenance records of all equipment / tools available	Yes/No
6.2	Third party validity certificates of equipment / tools available	Yes/No
7	Waste Management	
7.1	Procedures available for Environment Friendly Waste Disposal of hazardous and non-hazardous waste. Please provide copy.	Yes/No
7.2	Contractor shall arrange for environment friendly disposal of waste produced as result of its activities.	Yes/No
8	Emergency Response Procedure	
8.1	Approved Emergency Response Plan available with responsibilities shall be shared with OGDCL	Yes/No
8.2	All types of required emergency handling equipment is available in adequate numbers which include but not limited to appropriate number of fire extinguishers, first aid boxes, stretcher, SCBA, eye wash stations and multi-gas detectors. Please provide details of equipment.	Yes/No
9	Incident Reporting	
9.1	Incident Reporting Procedure available	Yes/No
9.2	Contractor shall report all incidents and dangerous occurrences to Company's Site Representative, concerned Government Authorities, CIM, District Management etc. as per legal and regulatory requirement.	Yes/No
10	Project HSEQ Performance Report	
10.1	Contractor to submit Project HSEQ performance report / statistics to OGDCL Site Representative at the end of project.	Yes/No
11	HSE Legal / Regulatory Compliance.	
11.1	Contractor shall comply with Health & Safety Regulations Mines Act 1923, The Oil & Gas (Safety In Drilling & Production Regulations 1974)	Yes/No
11.2	Contractor shall comply with Environmental Protection ACT 1997 and National Environmental Quality Standards	Yes/No
12	HSEQ Trainings	
12.1	All staff is trained is in basic HSEQ trainings i.e. Fire Fighting, First aid, H2S. Please provide details / records of the crew.	Yes/No
12.2	Staff receives specialized HSEQ trainings with respect to their jobs	Yes/No
13	Personal Protective Equipment	
13.1	All required personal protective equipment available to all its staff and subcontractors.	Yes/No
14	Permit to work	
14.2	PTW system available and strictly followed	Yes/No
15	Vehicle Management	
15.1	Travelling Policy / Procedure available	Yes/No
15.2	Cranes, Fork lifters must be third party certified. Certificates to be provided before the execution of job.	Yes/No

FINANCIAL BID FORMAT

SURFACE WELL TESTING SERVICES

(Exploratory, Development, Work over and producing Wells)
Estimated total No. of wells during three years: 30 (one job/ well)

Format for Rates

Sr.	Description	UOM (U)	Unit Rate (US\$/UOM)		DBR Charges (US\$)
			Operating	Standby	
1	Complete set of piping with tie down mechanism for connections of surface facilities i.e. choke manifold, separator, gauge tank, crude transfer pump and Crossovers for flare lines.	Day			
2	Choke manifold with all accessories (10 k)	Day			
3	3-Phase separator of 1440 Psi W.P complete with all accessories. Gas capacity up to 50 MMSCFD & liquid capacity of 5000 BPD	Day			
4	100 Bbl surge tank complete with all accessories	Day			
5	100 Bbl gauge tank complete with all accessories	Day			
6	Oil manifold	Day			
7	Inline PRV	Day			
8	Gas Manifold	Day			
9	Surface safety valve	Day			
10	Upstream data header	Day			
11	Downstream data header	Day			
12	Crude transfer pump electric or diesel driven, capacity up to 4000 BPD	Day			
13	Pilot ignition system	Day			
14	Complete set of Smokeless see dragon burners capable of burning 5000 BPD	Day			
15	Well testing lab cabin complete with DWT tester , gas gravitometer, centrifuge, H2S/CO2 detectors, pressure recorder, charts, needles valves, fittings and spares and all other accessories	Day			
16	Computerized real time surface data acquisition system	Day			
17	Emergency Shutdown system complete with panel and equipment to shut in hydraulic actuator at flow head from at least three remote locations and hi-lo Pilots and all other accessories	Day			
18	Electronic gauge at well head or Choke manifold	Day			
19	Air compressor	Day			
20	Diesel Generator 40 KW	Day			
21	Chemical injection pump	Day			
22	Crude storage tank 500 BBL capacity	Day			
23	Surface well testing all crew	Day			N/A
24	Equipment Mob/De-Mob Charges for all equipment	KM			N/A
25	Crew Mob/De-Mob charges for all crew	KM			N/A

FINANCIAL EVALUATION CRITERIA

Sr.	Description	Status	Qty. (Q)	UOM (U)	Unit Rate (P)	Total =(P X Q)
					(US\$/UOM)	(US\$)
1	Complete set of piping with tie down mechanism for connections of surface facilities i.e. choke manifold, separator, gauge tank, crude transfer pump and X-overs for flare lines.	Operating	22	Days		
		Standby	22	Days		
2	Choke manifold with all accessories (10 k)	Operating	22	Days		
		Standby	22	Days		
3	3-Phase separator of 1440 Psi W.P complete with all accessories. Gas capacity up to 50 MMSCFD & liquid capacity of 5000 BPD	Operating	22	Days		
		Standby	22	Days		
4	100 Bbl surge tank complete with all accessories	Operating	22	Days		
		Standby	22	Days		
5	100 Bbl gauge tank complete with all accessories	Operating	22	Days		
		Standby	22	Days		
6	Oil manifold	Operating	22	Days		
		Standby	22	Days		
7	Inline PRV	Operating	22	Days		
		Standby	22	Days		
8	Gas Manifold	Operating	22	Days		
		Standby	22	Days		
9	Surface safety valve	Operating	22	Days		
		Standby	22	Days		
10	Upstream data header	Operating	22	Days		
		Standby	22	Days		
11	Downstream data header	Operating	22	Days		
		Standby	22	Days		
12	Crude transfer pump electric or diesel driven, capacity up to 4000 BPD	Operating	22	Days		
		Standby	22	Days		
13	Pilot ignition system	Operating	22	Days		
		Standby	22	Days		
14	Complete set of Smokeless see dragon burners capable of burning 5000 BPD	Operating	22	Days		
		Standby	22	Days		
15	Well testing lab cabin complete with DWT tester , gas gravitometer, centrifuge, H2S/CO2 detectors, pressure recorder, charts, needles valves, fittings and spares and all other accessories	Operating	22	Days		
		Standby	22	Days		
16	Computerized real time surface data acquisition system	Operating	22	Days		
		Standby	22	Days		
17	Emergency Shutdown system complete with panel and equipment to shut in hydraulic actuator at flow head from at least three remote locations and hi-lo Pilots and all other accessories	Operating	22	Days		
		Standby	22	Days		
18	Electronic gauge at well head or Choke manifold	Operating	22	Days		
		Standby	22	Days		
19	Air compressor	Operating	22	Days		
		Standby	22	Days		

20	Diesel Generator 40 KW	Operating	22	Days		
		Standby	22	Days		
21	Chemical injection pump	Operating	22	Days		
		Standby	22	Days		
22	Crude storage tank 500 BBL capacity	Operating	22	Days		
		Standby	22	Days		
23	Surface well testing all crew	Operating	22	Days		
		Standby	22	Days		
24	Equipment Mob/De-Mob Charges for all equipment	N/A	2,600	K M		
25	Crew Mob/De-Mob charges for all crew	N/A	2,600	K M		
26	Total (US\$)					=Sum(R1:R25)
27	5% DBR cost of Equipment(US\$)					
28	Total cost/Well(US\$)					=R26+R27
29	Grand total cost of Thirty (30) wells (US\$)					=30*R28

Note:

- 1 The bidder quoting lowest in the above table at “Grand Total Cost for Thirty (30) Wells” of the bid shall be the financially lowest and contract will be awarded to the financially lowest bidder.
- 2 Number of wells, Days, Millage, recipes and quantities mentioned are for evaluation purposes only. Payment will be made as per actual.
- 3 Zero (0) value shall depict “free of cost” service.
- 4 5% cost of DBR of all equipment is to be used in financial evaluation.