



**OIL & GAS DEVELOPMENT COMPANY LTD**  
**Daru-Mangrio Processing Facility & LPG Extraction Project**  
**Technical Qualifications Basis, Eligibility Requirements & Evaluations**

**APPENDIX-B**

TECHNICAL QUALIFICATIONS BASIS, ELIGIBILITY  
REQUIREMENTS

&

TECHNICAL FINACIAL EVALUATIONS



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**Technical Qualification Basis**

**Conflict Interest**

To produce the possibility of conflicting interests, the engineering consultant shall not associate itself with any other arrangement, contract, services or assignment(s) whatsoever nature related to this project with any party/agency.

**1.0 General**

- 1.1 Full legal title of the company
- 1.2 Country of incorporation, date of incorporation and name of incorporating authority
- 1.3 Address of registered office including telephone number, fax number and e-mail address.
- 1.4 Address of head office including telephone number, fax number and e-mail address.
- 1.5 Contact person for all matters related to this questionnaire
- 1.6 Position held by contact person named in para 1.5
- 1.7 National tax number
- 1.8 Details of registration with Pakistan Engineering Council for categories 1212 and 1213.
- 1.9 Details of association with other Pakistani or foreign company (ies), if any.

**2.0 Joint Venture Arrangements/Specialized Inputs**

- 2.1 Do you anticipate entering into a joint venture to execute the proposed works?
- 2.2 If yes, name the other party (ies) to the proposed joint venture and state their role(s)
- 2.3 If you have collaboration with foreign company, please outline your specific proposals to fulfill the requirements of Pakistan Engineering Council (related to creation of joint venture agreement with local company/ies), if applicable.

Note

- a) As part of this pre-qualification exercise, you may be requested to provide details of any joint venture agreements/arrangements.
- b) If a joint venture is being proposed, OGDCL reserves the right to request a completely separate return of this questionnaire from each participating company.

**3.0 Experience**

Please provide in tabular form the following information related to all of your current and committed workload. Give separate information for each party in case of joint ventures.

- a) Name of owner
- b) Name and location of project
- c) Name of main contractor (if applicable)
- d) Works being carried out by your company (alone or in joint venture)
- e) Value of works being carried out by you (give % of total in case of joint venture)
- f) Start and anticipated finish dates. In each case please indicate whether you are employed by the owner or the main contractor



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- g) Project works details.

#### **4.0 Prior Experience of similar work**

- 5.10 Please provide details of relocation experience / Projects executed on Oil and Gas Plants in Pakistan in last 10 years
- a) Name of owner
  - b) Name and location of project
  - c) Name of main contractor (if applicable)
  - d) Works being carried out by your company (alone or in joint venture)
  - e) Value of works carried out by your company / firm (give percentage of total in case of joint venture)
  - f) Start and anticipated finish dates
  - g) Project works details.

In each case please indicate whether you are employed by the owner or the main contractor.

#### **5.0 Organizational and Resources**

- 5.1 Is your company an integrated design engineering organization having capabilities and resources in all the engineering disciplines i.e. process, mechanical, civil, and electrical and instrumentation?
- 5.2 Please provide a company organization chart with a brief description of various functional units and their capabilities and resources.
- 5.3 Please provide detailed organization chart of existing projects in hands of your company separately for each project with brief write-up how much support you are providing for these projects giving name, address of the client, phone and fax numbers
- 5.4 Please provide detailed organization charts of those functional units of your company who will provide technical and non-technical support for the proposed works together with a brief write-up how such support will be provided.
- 5.5 Please provide a typical organization chart of a team that you employ for works similar to the proposed works.
- 5.6 Please provide resumes of the key persons in the organization chart requested in para 5.2 with details as mentioned at para 5.7
- 5.7 Please provide resumes of all the professionals in the organization chart requested in para 5.3 with names, qualification & date, works experience with dates and duration of employment with your company.
- 5.8 Please provide resumes of the key persons of a similar project recently undertaken by your company.
- 5.9 Please provide in tabular form the following information relating to the Engineers full time currently in your employment for design and engineering, Project management, Quality Control works etc.  
For each category of staff listed below give the following details:
- a) Number employed, giving separate numbers for permanent and temporary employees.
  - b) Number of employees (Engineers) that have (i) experience 10 years or more (ii) experience 07 years or more, experience less than 7 years and up to 5 years' continuous service with your company.



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- c) Technical, administrative and managerial staff
  - d) Discipline engineers, list under specific specialization headings
  - e) CAD workstation operators
  - f) Staff for supervision of turnkey contractor's activities (list under specific specialization headings)
  - g) Staff for supervision of commissioning and acceptance testing of plant.
- 5.11 Please provide a list of design engineering licensed software available with your company/ firm being used for process design, Mechanical, Electrical, Civil, Instrumentation, piping, design, project management & control etc.
- 5.12 Please provide details of your procedures, practices, standards and support system, which will be used for the supervision, monitoring and coordination with PCC Contractor during detailed engineering design, procurement, fabrication and construction, commissioning and testing phases of the project.
- 5.13 Please provide a list of hardware, plotters/printers and other office equipment's owned by your organization (which are in working condition) which will be employed in the execution of the proposed works.

## **6.0 Quality Assurance**

- 6.1 Do you have a documented quality management system?
- 6.2 If you have a quality management system, which standard does it comply (e.g. ISO 9000:2008)?  
Provide the list of certification your company / firm have acquired.
- 6.3 Please state the date and number of revision of your quality manual and provide a copy of the indexing procedures.
- 6.4 Does your quality management system cover all aspects of the proposed works including design and engineering, planning, scheduling, supervision of construction, commissioning, testing and handover of facilities to the owner?
- 6.5 Mention the senior management executive of your company responsible for quality management.
- 6.6 If you don't have fully documented and accredited quality management system, please explain steps, if any, you are taking or intend to take to introduce such a system. Alternatively, in the absence of a formal system, give detail of the procedures you employ, or would adopt to achieve an appropriate level of quality assurance.
- 6.7 Give details of any computerized system you may use (including any you have developed in-house) for on-site quality control.

## **7.0 Health, Safety and Environment**

- 7.1 Do you have an HSE policy? / Applicable certifications
- 7.2 If yes, please enclose a copy and indicate the name and title of the senior management executive responsible for its enforcement.
- 7.3 Do you operate an HSE management system?
- 7.4 if yes, please enclose index of HSE manual or procedures.



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## 8.0 Financial Information

The information requested in this section is for OGDCL's satisfaction that the company's financial worth is satisfactory for performance of the proposed works in accordance with the terms and conditions of any contract, which may be subsequently awarded to the company. This information will be given restricted circulation within OGDCL and will otherwise be treated as confidential.

- 8.1 Name of ultimate holding or parent company along with the legal status.
- 8.2 Please provide copies of your Annual Reports and audited/unaudited accounts for the last (03) three years.
- 8.3 Have you been in business continuously and without interruption since first formation of your company?
- 8.4 If no, please state the period/s and reason/s for cessation of business
- 8.5 Please give the full name and address of your principal banker and all other bankers.
  
- 8.6 Any of the pre-qualified company through this exercise, who wins the contract will require to provide a bank guarantee for due- performance of the contract. This guarantee will be in the form of a bond form scheduled bank in Pakistan for minimum amount of 10% of contract value on the format required by OGDCL. Please confirm your willingness to provide such guarantee and the name and address of the bank from which it would be obtained.
  
- 8.7 State your turnover/estimated turnover for last year.

## 9. Any other relevant information

Please provide any other relevant information, which you consider important.

## 10. List of documentary evidence required by Firm/Company.

Consultant companies/firms are required to attach complete list of documents mentioned location in their bid proposal deemed necessary to prove their prequalification requirements.

## 11. ELIGIBILITY REQUIREMENTS

Only those applications shall be considered for evaluations which meet following minimum eligibility requirement:

11.1 Applicants must be incorporated in Pakistan or in a country recognized by Pakistan and not prohibited to have commercial dealings with Pakistan under any Pakistani or International laws, regulations, resolutions, etc.

11.2 Applicant(s) must be registered with Pakistan Engineering Council (PEC) as Engineering Consultant and have Engineering design facility in Pakistan.



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- 11.3 Applicant shall have experience in providing consultancy services for minimum of One (01) Relocation of Gas Processing Facility (Process selections, detail engineering, Project management, Procurement assistance, site construction and commissioning supervision services in Pakistan.)
- 11.4 Applicant shall have experience of engineering design of at least 03 Projects of Gas Processing Facility (Process selections, detail engineering, Project management, Procurement assistance, site construction and commissioning supervision services in Pakistan.) within last 10 years in Pakistan.
- 11.5 Applicant shall be independent consultant and shall have no other business interest.
- 11.6 The applicant must undertake to comply with the Pakistan Engineering Council registration requirements 1212 and 1213.
- 11.7 Bidder including any of its directors, employees, partners, associated company or affiliated company is or have been blacklisted by the Government / Semi-Government / Autonomous body shall be considered ineligible (affidavit confirming this shall be provided with the proposal).
- 11.8 In case of JV Consortium, the leading partner must fulfill the required criteria, the other partners experience etc. will not be considered for minimum requirement / Eligibility criteria.
- 11.9 The applicant not meeting any of the above eligibility criteria shall not be considered for further evaluation.
- 11.10 Consultant shall be obligated to produce the typical key Deliverables (minimum but not limited to) as listed in the TOR/Scope of Work Appendix-A document.
- 11.11 The company must be engaged in providing Oil and Gas Consultancy Services for the past 05 years.
- 11.12 Bidder shall provide duly signed & stamped affidavit conforming that all the documents, particulars and information given with this prequalification document are true.

**12. Experience and Track Record of the Company**

The applicant must possess adequate experience and track record of providing services  
The applicant must possess the financial soundness and strength to execute the projects.

In order to qualify, the applicants are required to meet all the following minimum qualification criteria regarding applicants general and particular experience personnel and equipment (computer aids etc.) capabilities, software's and financial position as demonstrated by the applicant's response through the Technical Qualifications basis and Eligibility requirements provided in this document.

**Note: All the applicants submit the required information / documents with their bid / proposal with index details of documents and with clear locations of attachments.**



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**13. EVALUATION CRITERIA**

Evaluation Criteria is an integral part of ITB Document and shall be the basis for Technical qualification of bidders. Evaluation criteria shall be completely filled by the bidder giving proper references of the bid document in respective column against each item. Bidders to note that the bids of only those bidders shall be further evaluated who meet the Eligibility Requirements Criteria.

**14. SUMMARIZED TECHNICAL EVALUATION SCORING CRITERIA**

EVALUATION CRITERIA				
S #	CRITERIA	Marks		Notes
		Maximum	Achieved	
<b>1</b>	<b>RELOCATION EXPERIENCE DURING LAST 10 YEARS</b>	<b>45</b>		See below for allocation
	Bidder (Consultant) must have experience of Gas Plant Relocation projects (Relocation of Oil and Gas processing plants/ LPG Process Plants/ NGL process Plants / Condensate Stabilization Units / Petrochemical Plants/ Gas Sweetening Amine Units).			
1.1	15 Marks for each Project	45		01 & 02
<b>2</b>	<b>PROJECT EXPERIENCE DURING LAST 10 YEARS</b>	<b>16</b>		
	Bidder (Consultant) must have experience of FEED/ Conceptual Design/ Basic Engineering Design/ Detailed Engineering Design of Gas Processing Plant projects.			
2.1	04 Marks for each Project with above mentioned criteria	16		
<b>3</b>	<b>EVALUATION OF ORGANIZATION, PERSONNEL QUALIFICATION AND EXPERIENCE</b>	<b>20</b>		
3.1	List of Resume of Key personnel who has a minimum of 08 Years of experience in relevant discipline with minimum 01 Gas Plant Relocation Project design experience	10		<b>03</b>
3.2	Process Engineers (01 Mark for Each Relocation Project)	02		
3.3	Mechanical Engineers (01 Mark for Each Relocation Project)	02		
3.4	Civil Engineers (01 Mark for Each Relocation Project)	02		
3.5	Electrical Engineers(01 Mark for Each Relocation Project)	02		
3.6	Instrumentation and Control Engineers (01 Mark for Each Relocation Project)	02		
	List of Resume of company employees having minimum of Ten (10 Years) of oil & gas Experience	10		



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3.6	Process Engineers 02 (1 Mark Each)	02		
3.7	Mechanical Engineers 02 (1 Mark Each)	02		
3.8	Civil Engineers 02 (1 Mark Each)	02		
3.9	Electrical Engineers 02 (1 Mark Each)	02		
3.10	Instrument and Control Engineers 02 (1 Mark Each)	02		
<b>4</b>	<b>OFFICE FACILITIES/COMPUTERS/LICENSED SOFTWARE / DESIGN ENGINEERING</b>	<b>05</b>		
4.1	Provide list of available computers/plotters/printers office equipment / hardware owned by your organization for designing and engineering, planning, project management, project monitoring supervision services.	01		
4.2	Details of licensed engineering design software (1 Mark Each)	04		
<b>5</b>	<b>FINANCIAL STANDING / STATUS OF THE FIRM</b>	<b>08</b>		
5.1	Audited / Un-audited statement of account for last three (03) years, or evidence of tax returns in the home-office country.	03		
	Firm's average turnover during last year:	05		
5.2	PKR 200 Million or above	05		
5.3	PKR 100 Million to PKR 199 Million	02		
5.4	Below PKR 100 Million	01		
<b>6</b>	<b>QUALITY MANAGEMENT AND HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM</b>	<b>06</b>		
6.1	Radiation and Dispersion Modelling of Hydrocarbon and Toxic Mixture at least 02 for Gas Processing Facility	01		
6.2	Consequence Modelling Studies conducted at least 02 for Gas Processing Facility	01		
6.3	Emergency Escape Route and Muster Point evaluation Study	01		
6.4	Risk analysis of at least 02 for Gas Processing Facility	01		
6.5	HAZOP Studies conducted at least 02 with International Accredited / or independent 3rd party Chairman in Last 05 years	01		
6.6	Details of HSE Policy, HSE Management System, Manual & Procedures being followed by the firm during Project Design and Execution ISO Certification 9001:2008 etc. HSE Certification ISO 14001 (EMS) / ISO 18000 / OHSAS	01		
<b>TOTAL MARKS</b>		<b>100</b>		
<b>QUALIFYING MARKS</b>		<b>60</b>		



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**Notes:**

1. Project Information submitted without any documentary evidences shall not be considered for award of points/marks.
2. Bidder shall submit Project Contract Award/ Work Order /Completion acceptance/satisfaction certificate issued by client for each project to be attached with technical bid.
3. Documentary proof of employment record should be submitted along with each CV of employee.
4. For evaluation of serial item No. 3 & 4 OGDCL officials (From Projects Department, P&P and SCM Department) can also visit office/engineering facilities of the firms/companies to verify and evaluate the capabilities.

**Note:-Commercial General Conditions**

- Bid to be accompanied with the Bid Bond amounting to PKR 900,000/- (Rupees Nine Hundred Thousand) Bid bond in shape of bank guarantee to be issued only from banks listed in **Annexure “III”** of TOR otherwise bid shall be rejected.
- Bidder to submit separate cost schedule as per the scope defined in the TOR/ SOW Appendix-A against Stages.
- Financial evaluation will be done on complete package basis for all phases/stages & phase wise Work/Service orders shall be issued to the financially lowest successful consultant/bidder for all phases/stages (Inclusive of Taxes).
- 10% equivalent amount for phase-1 (four stages) & phase –II (single stage) to be submitted as Performance bond by lowest evaluated consultant/ bidder. The performance bond in the shape of bank guarantee to be issued only from banks listed in **Annexure “III”** of TOR. This bank guarantee to be valid beyond six (06) months against completion period of respective stage.
- On successful completion and satisfactory performance, the performance bond shall be released.
- Each cost must include all applicable taxes of Provincial/ Federal Government; however, Sales Tax should be quoted as separate line item.
- COMPANY reserves the right to revoke the consultancy services contract at any stage by making payment of completed jobs only as per payment terms.
- PCC Contract negotiation or any other essential meetings including Project Kick-off meeting (shall be held in Pakistan, at OGDCL Head Office, Islamabad), traveling /lodging expenses will be borne by Consultant.
- OGDCL will provide office space & residential accommodation to the Consultant deputed professionals at project site & will also provide pick drop from nearest airport/train station.



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Consultant professionals can avail the facility of messing at field during construction supervision phase only.

- Project site supervision cost is an estimated factor for evaluation purpose to reach overall project consultancy cost & placement of Service Orders. Payment of project site supervision cost shall be made on monthly basis as per actual manpower deployment verified by OGDCL Project site coordinator. Prior to start of Project Supervision at Site, Consultant will submit site supervision manpower deployment schedule & OGDCL will approve manpower deployment schedule on monthly basis. In case Project Supervision (Construction & Commissioning) require additional man-days then the additional man-days will be allowed at quoted man-day rates and no escalation in man-days rate will be considered. This aspect will only trigger if the extension of time is allowed to the PCC Contractor and man-days available in the Consultancy Service Order contract are exhausted.