



# KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED (KPOGCL)



(KP Government Fully Owned & Provincial Holding Company)  
3<sup>rd</sup> Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan  
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In relentless pursuit for Energy Security of Pakistan

## REQUEST FOR PROPOSAL (RFP)

FOR SELECTION OF CONSULTANT FOR  
“DEVELOPMENT OF MODULES, COURSES  
CURRICULUM WITH ALLIED LABS &  
EQUIPMENT’S, HUMAN RESOURCE FOR  
ESTABLISHMENT OF THE INSTITUTE OF  
PETROLEUM TECHNOLOGY, KARAK,  
KHYBER PAKHTUNKHWA”

**Bid Submission Time/Date: 1100 hrs. 22–October- 2020**

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## BASIC DATA SHEET

1	<p><b>Name of the Assignment:</b>  <b>“DEVELOPMENT OF MODULES, COURSES CURRICULUM WITH ALLIED LABS &amp; EQUIPMENTS, HUMAN RESOURCE FOR ESTABLISHMENT OF THE INSTITUTE OF PETROLEUM TECHNOLOGY, KARAK, KHYBER PAKHTUNKHWA.</b></p> <p><b>Name of the Procuring Entity (PE):</b>            Energy &amp; Power Department / Khyber Pakhtunkhwa Oil &amp; Gas Company Limited (KPOGCL).</p> <p><b>Address:</b> 3<sup>rd</sup> Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan.</p> <p><b>Telephone:</b> +92 91-9216283  <b>Fax:</b> - +92 91-9216295</p>
2	<b>The method of selection:</b> Quality and Cost Based Selection (QCBS)
3	<b>Contract Duration:</b> Overall 4 Months, 1 Months for evaluation and award of Contract. After Contract 3 months for execution of consultancy services
4	<b>Financial Proposal to be submitted along with Technical Proposal:</b> Yes
5	The Proposal submission address is: KPOGCL Head Office 3 <sup>rd</sup> Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan.
5	Proposals must be submitted not later than the following date and time: 22-October - 2020, 11:00 am
6	<b>Pre-Bid Meeting</b> to be held at <b>KPOGCL Head Office on 01 October, 2020 at 10: 30</b>
7	<b>Proposals validity:</b> 90 days after Bid opening
8	Clarifications/ Queries if any may be reach no later than 10 days before the submission date. The emails for any clarifications are: E-mail: <a href="mailto:tariq.scm@kpogcl.com.pk">tariq.scm@kpogcl.com.pk</a> cc: <a href="mailto:ceo@kpogcl.com.pk">ceo@kpogcl.com.pk</a> , <a href="mailto:shahbazahmad.gng@kpogcl.com.pk">shahbazahmad.gng@kpogcl.com.pk</a> ,
9	The format of the Technical Proposal to be submitted is: Form Tech-1, Form Tech 2, & Form Tech-3, Tech-4. Format attached with RFP
10	Amounts Payable under the contract to be subject to Federal and Provincial taxation.
11	Consultants to submit the cost in National Currency i.e. PKR only.
12	The Consultant must submit 01 original and 04 hard copies of the Technical Proposal along with soft copy and 01 original of the Financial Proposal.
13	Language of the Proposal : English

## **1. PURPOSE OF RFP**

KPOGCL intends to invite proposals from reputable local Consultant firms (the 'Consultant') for Development of Modules, Courses Curriculum with Allied Labs & Equipment's, Human Resource for Establishment of the Institute of Petroleum Technology, Karak, Khyber Pakhtunkhwa.

## **2. BACKGROUND & INTRODUCTION**

Oil & Gas Exploration and Production activities in the southern part of KP and all over Pakistan are contributing to the increased industrial and economic activities. The anticipated coming new bidding round of Oil & Gas exploration blocks will pave the way for further industrial activities in Pakistan, especially in KP.

Several other energy projects are under plan all over the country in near future. such as the new refinery by PARCO (planned investment around 5 Billion USD), new refinery by ARAMCO at Gwadar (planned investment~ 10 Billion USD); capacity augmentation of Pakistan Refinery Limited, four additional LNG terminals, major augmentation of LNG transmission network (south to north gas pipeline with an estimated investment of 2 Billion USD).

Moreover, many areas of KP fall in the main energy corridor planned from Central Asia to Pakistan including Turkmenistan- Afghanistan-Pakistan-India (TAPI) pipeline, which once completed will require a skilled workforce for its operation and maintenance.

Besides the Oil & Gas sector, the Mines and Minerals related projects also require technical workforce and in the future, its demand will be increase once activities accelerated in that sector. The China Road and Bridge Corporation (a CPEC project), plans to develop 1000 acres of land as Special Economic Zone (SEZ) at Rashakai located on Motorway near Rashakai Interchange and linked to CPEC route. This SEZ will house pharmaceutical, textile, food and beverages, steel and various other engineering related industries that are expected to generate at least 200,000 jobs for skilled workers.

In this connection, there will be enormous demand for the skilled workforce including engineers, technicians and operators in Pakistan including Khyber Pakhtunkhwa manifold in near future as a result of the above stated expected industrial development projects to be started soon to cater the future energy demand.

### **Salient Features:**

- a) Government of KP (GoKP) will provide land for the proposed Centre.
- b) The Institute will have two main components i.e.
  - i.) **Diploma training Institute with allied Labs & Workshops**
  - ii.) **Short Courses for Skill Development**
- c) Instead of being dependent on the Government for grants/ budgets, it will be commercially self-sustaining. However, scholarships will be available to needy students.
- d) The Diploma Institute will be a benchmark, state of the art Institute, which will produce excellent Technicians/Operators to provide support for the industrial development of Pakistan, especially the KP areas.

### **3. TERM OF REFERENCE / SCOPE OF WORK**

The Term of Reference (TOR) / Scope of Work (SOW) section identifies only certain tasks that should be undertaken by the Consultant as a minimum and should not in any way be construed as an exhaustive list of the matters to be addressed. Interested consultants should therefore, submit proposals that are not only compliant with the requirements of the 'Scope of Work' but also demonstrate their understanding of the overall scope of work required for similar transactions.

The Consultant shall be responsible for providing all the services that are essential to and which they recommend from their experience for successful completion of the following assignment.

#### **a) Scope of Work:**

##### **COMPONENT – 1: Diploma training Institute with allied Labs & Workshops**

The Institute will provide three (3) years Diploma Technical Education of the same stature/altitude as similar to the leading Institutes of Pakistan in the following discipline:

- i. Drilling Technology
- ii. Petroleum (Production & Processing) Technology
- iii. Electrical and Instrumentation (E&I) Technology
- iv. Mechanical Technology

**Consultant will also recommend any discipline other than mentioned above falling in purview of Energy, Oil & Gas Sector along (Mandatory).**

The institute will offer three (03) year diploma to individuals who have passed the Secondary School Certificate (Matriculation) examination.

- **In this respect, the following services should be considered and consultant is responsible to provide therein for each of above mentioned discipline and also, if any other discipline recommended by Consultants:**

- i) Affiliation with top-notch Institutes of South Asia and follow their quality & standards.
- ii) All of the faculty/academia required for these courses along with their qualification, required experience and job description (Detailed Organogram)
- iii) The Consultant to prepare, recommend the courses, modules and their curriculum along with specific details of allied labs required for each discipline
- iv) The Consultants will be responsible for approval of courses & curriculum from competent authority Like NEVTTC, PTB, KP Technical Education Board etc.
- v) The Consultant to recommend specialized training equipment for each category mentioned above along with specifications and detail.
- vi) The Consultant to recommend allied workshops required for skill development for each diploma courses.

### **COMPONENT – 2: Short Courses for Skill Development**

The Institute will offer specific skilled base training in catering to the needs of the related industries, especially the energy sector, which will also be commercially offered to general public are as follows:

- i) Provide vocational training to matriculates and even under matriculates to learn through dedicated short-term courses of 3-6 months.
  - ii) Provide dedicated training relevant to the industry to the young engineers, technicians and operators. The key areas in which the Institute will provide short courses of 3-15 days, given **as Annex-1 but consultant to recommend best short courses including already mentioned.**
- **In this respect, the following services should be considered and consultant is responsible to provide therein for each of above mentioned discipline and if any other discipline recommended by Consultants:**
    - i) Affiliation with top-notch Institutes of South Asia and follow their quality & standards.
    - ii) Generalized faculty/academia required for these short courses
    - iii) The Consultant to prepare, recommend the courses, modules and their curriculum along with specific details required for these short courses
    - iv) The Consultants will be responsible for approval of courses & curriculum form competent authorities.
    - v) The Consultant to recommend specialized training equipment for short training category along with specification & cost.
    - vi) The Consultant to recommend allied workshop required for any short course skill development program like : for example “Excavator / Cranes Training Program” Oil Rig Maintenance Training Program etc,

### **b) Term of References**

As a minimum, the Consultant shall carry out the tasks identified herein:

- a) To prepare the Vision, Mission and objectives for the institute.

- b) The consultant will conduct a brief review of the status of industrial development for Khyber Pakhtunkhwa and future projections for a period of the next 10-15 years. Similarly, he/she will conduct a brief review regarding the current requirements of Training and Industrial Laboratories, the sources from which these requirements are being met and the associated costs, the market for the said training Centre and labs complex while keeping in view the projected developments in the country for the next 10-15 years.
- c) Based on the given factors, the consultant will perform economic feasibility (Integrated result based approach).
- d) The consultant to identify and collect data of the most relevant trades/Technologies in field of petroleum/gas and their exploration, specifically those which are not available in Khyber Pakhtunkhwa, Pakistan but used in oil/gas exploration, the levels may be Diploma of Associate Engineering [DAE] or other short skill development courses. It will prepare & recommend the Curriculum for not only aforementioned disciplines to be imparted in the Diploma Institute in consultation with the Pakistani industry, academia of reputed engineering universities and after reviewing the curriculum of at least three such international institutes.
- e) The Consultant will also recommend any other discipline other than mentioned with their detail course, curriculum, equipment, lab and allied workshops as requested in above para (d).
- f) To conduct DACUM, for the courses, which has at all no curricula or the recognition bodies suggested for it.
- g) Consultant to prepare and recommend fee structure for each diploma course, including accommodation/hostel charges in detail.
- h) At least 60% of the students of the Diploma program will belong to low-income groups of the society therefore; the consultant is required to propose a model based upon a maximum number of scholarships.
- i) To provide details about the applicable taxes, possible waiver, exemptions etc.
- j) Consultant to provide a list of all the required regulatory approvals and the process of their arrangement. Later may be asked to arrange them too; therefore, the bidders are required to submit separate rate lists for this optional task with their financial proposals.
- k) To recommend the required number of all types (both administrative & Teaching) personnel along with their complete specifications/ criteria and remuneration packages (both Project Policy Government of Pakistan/ Market base) corresponding to the national and international available benchmarks.
- l) The Consultant will develop a detailed plan, curriculum and fee structure for the Short Course Skill Development Program. (Tentative List of Short Courses)

- m) To identify the Potential Short Courses/trades, through which the institute can earn, for its sustainability.
- n) To provide a plan for converting an institute into a production and services unit that may enable the institute as self-sustainable
- o) A Teaching Learning Material Manual of Petroleum Institute of Technology, which including the Curricula of the Proposes Schemes, List of Equipment's/tools/machinery, List of books and lists of HR required along with experiences
- p) To grant its accreditation from National Council of accreditation[NCA] or National Vocational Training Commission [NAVTTTC] or Pakistan council of Technology [PCT]or Pakistan Council of Engineering [PEC]or Pakistan Council of Architects and Town Planners[PCATP] or Khyber Pakhtunkhwa Board of Technical Education[KP-BTE] or Higher education commission{HEC}, which one is required.
- q) Liaison with relevant departments such as NAVTTTC, BTE, TTB, NTC, HEC, WAPDA /SNGPL/ Public Health/NHA or any other agency.
- r) The Consultant to provide Capital Expenditure Cost estimates with a tolerance of +/-10% along with contracting methodology:
  - i. Buildings and associated infrastructures.
  - ii. Furniture required
  - iii. All the Lab equipment/ machines.
- s) The Consultant to provide complete specifications along with finalized tenders for the following:
  - i. Specifications of civil, mechanical and electrical works and tender in all respects.
  - ii. Specifications of Furniture & Electric work and tenders.
  - iii. Complete Specifications of all machines and lab equipment, which should be adequate to undertake their procurement exercise.
- t) Affiliations & Accreditations:  
The consultant shall recommend the targeted affiliations long with the process of affiliations. The consultant will conduct communication with the relevant institutions and make all necessary arrangements in this regard until the formalization of the affiliations.

#### 4. DELIVERABLES AND TIME FRAME

- a) An **Inception Report** with a detailed work plan within 10 days of the effective date of Contract. The plan should include the schedule/timetable for the activities reflected at the 'Scope of Work' for the execution of the assignment.
- b) **Kick-off meeting** within 15 days of the effective date of the Contract.
- c) **First Draft Report** to be submitted 5<sup>th</sup> of the first month.
- d) **Second Draft Report** for discussion with management (within 10 weeks of contract award)
- e) **Third Draft Final Report** as per the 'Scope of Work' reflected in this RFP (within 12 weeks of the contract award).
- f) **Post Completion Review/ Presentation/ Reports etc.**



The Consultant shall prepare and deliver a comprehensive Final Report (soft form along with 5 hard copies) of all work performed according to the above mentioned 'Scope of Work'. The Final Report shall be prepared according to the above tasks and shall include all deliverables. The Final Report shall also contain an Executive Summary in addition to the other required deliverables, and shall be prepared following the applicable standards. The Consultants will be responsible to give presentation to all Government Committees.

## **5. PROJECT DURATION**

The Consultant shall be required to complete the assignment in overall 04 Months, 01 Month for evaluation and Award of Contract. After Contract 03 months for execution of the Consultancy Services.

## 6. LETTER OF INVITATION

Date: \_\_\_\_\_

Name \_\_\_\_\_

Add: \_\_\_\_\_

Dear Mr./Ms:

1. The Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL) (hereinafter called “Procuring Entity”) now invites proposals to provide the consulting services as detailed in the Terms of Reference.
2. A firm will be selected under the **Quality and Cost Based Selection (QCBS)** and procedures described in this RFP, in accordance with the KPPRA Act 2012.
3. The RFP includes the following documents:
  - a. Letter of Invitation
  - b. Instructions to Consultants
  - c. Terms of Reference
  - d. Technical Proposal - Standard Forms
  - e. Financial Proposal - Standard Forms
4. Please inform us in writing at our address (3rd Floor, Ali Tower, University Road (Opposite Customs House) Peshawar, Pakistan) that You have received the Letter of Invitation.

Yours sincerely,

**Usman Ghani Khattak**

**CEO-KPOGCL**

## 7. MANDATORY REQUIREMENTS

**Table 1: Checklist for Consultants**

S. No.	Documentary Requirements	Yes	No
1	Valid Registration Certificate/ license, National Tax Number (NTN) and KP Sales Tax Number along with Proof of being <i>Active</i> Taxpayer with KPPRA.		
2	A certificate/ affidavit on Stamp Paper that the Organization/Firm/Consultant is not blacklisted by any Government authority/ /Department/ Autonomous body and a statement that all the documents, statements and information provided with the proposal are complete, true and correct in all respects.		
3	Signed and Stamped Copy of TORs		
4	Latest available annual Audit Report with financial statements		

## 8. PROCESS OF HIRING AND PROPOSAL INSTRUCTIONS

- a) The interested Bidders shall be engaged following a Single Stage, Two Envelopes Procedure for selection. The submittals shall be evaluated through a separate technical and financial appraisal with 70% and 30% weightage, respectively. Selection of the firms will strictly be made in accordance with the procedure of **Quality and Cost Based Selection (QCBS)**.
- b) Financial bids of only Technically Qualified Bidders shall be opened in the presence of their representatives within a reasonable time as may be deemed necessary by KPOGCL.
- c) Fax, email and non-registered delivery by post mail shall not be considered.
- d) Bids submitted must include the bidder's covering letter on its letterhead containing:
  - i. Project title/subject: \_\_\_\_\_
  - ii. Bidder's name: \_\_\_\_\_
  - iii. Name & Address of authorized person: \_\_\_\_\_
  - iv. Bidder E-mail/Cell No. (phone, fax): \_\_\_\_\_
  - v. Tender Number: \_\_\_\_\_
- e) The Technical Proposal shall be placed in a sealed envelope clearly marked: "TECHNICAL PROPOSAL- DEVELOPMENTG OF COURSES FOR THE ESTABLISHMENT OF THE

INSTITUTE OF PETROLEUM TECHNOLOGY CENTRE, KARAK, KHYBER PAKHTUNKHWA. Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL: DEVELOPMENT OF COURSES FOR ESTABLISHMENT OF THE INSTITUTE OF PETROLEUM TECHNOLOGY CENTRE, KARAK, KHYBER PAKHTUNKHWA Both the envelopes should then be placed in one large envelope clearly marked name as: "**DEVELOPMENT OF COURSES, CURRICULUM, ALLIED LABS AND HUMAN RESOURCES FOR ESTABLISHMENT OF THE INSTITUTE OF PETROLEUM TECHNOLOGY CENTRE, KARAK, KHYBER PAKHTUNKHWA**" and dropped in a box kept at KPOGCL Head Office. Alternatively, Proposal may also be sent to CEO, KPOGCL by means of courier, Pak Registered Post or by hand so that it reaches before the required time and date.

- f) KPOGCL does not take any responsibility for the delayed arrival of the bid.
- g) The DECLARATION BY AN AUTHORIZED SIGNATORY OF THE BIDDER (ANNEXURE-A) of this RFP should be duly signed and attached along with the Technical Proposal Form.
- h) Any proposal received at KPOGCL's Head Office after the deadline for submission shall be returned unopened and not be part of the competitive bid.
- i) Following KPPRA RULE 37(A), the Bidder must be registered with **Khyber Pakhtunkhwa Revenue Authority (KPRIA) and Income Tax authorities**.
- j) Bidders shall bear all costs associated with the preparation and submission of their proposals and contract signing. KPOGCL is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the contract award, without incurring any liability to the bidders or giving any reason.
- k) From the time the Proposals are opened to the time the contract is awarded, the bidders shall not contact KPOGCL on any matter related to its Technical and/or Financial Proposal. Any effort by a bidder to influence KPOGCL in the examination, evaluation, ranking of Proposals, and recommendation for the award of contract may result in the rejection of the Bidder's Proposal.
- l) Evaluators of Technical Proposals shall have no access to the Financial Proposals until the Technical evaluation is concluded.
- m) For any clarification or information please call or Email:

**Mr. Tariq Saeed Awan**

Cell: +92 3331518390

Mr. Shahbaz Ahmad

(HOD SCM Department)

Email: [tariq.scm@kpogcl.com.pk](mailto:tariq.scm@kpogcl.com.pk)

(Technical Officer)

Cell: +92 3335457044

Email: shahbazahmad.gng@kpogcl.com.pk

Phone: +92-91-9216283

Fax: +92-91-9216295

- n) The last date for submitting queries/ clarifications is **12-October- 2020**.
- o) The Consultant shall only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.
- p) All proposals must be sent at the following address:

**Mr. USMAN GHANI KHATTAK**

**Chief Executive Officer,**

**Head Office Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)**

3rd Floor, Ali Towers, Opposite Customs House, University Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.

Phone: +92-91-9216284

Proposals are due at the above address not later than **11:00 AM**, on **22-October- 2020**.

**\*Pre-Bid Meeting** will be held at **KPOGCL's Head Office on 01-October-2020 at 10:30 AM**.

- q) At any time before the submission of Proposals, KPOGCL may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum will be sent to all prospective Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. KPOGCL may allow Bidders reasonable time to make amendments in their Proposals. However, depending upon the nature of amendments, KPOGCL may or may not extend the deadline for the submission of the proposal.

**r) Quality Assurance Guidelines**

The service shall be of the best quality for their respective purposes and be free from all defects, latent or otherwise. Any portion of the service found defective or unsuitable, shall be promptly corrected by the Bidder without additional charge to KPOGCL. Failure by the Bidder to meet KPOGCL's quality requirements shall constitute a breach of contract and shall entitle KPOGCL to terminate the contract.

## **9. TECHNICAL EVALUATION CRITERIA (TEC)**

- a) The Technical Proposal envelope shall not include any financial information. A Technical Proposal containing financial information shall be declared as non-responsive. Only those proposals will be considered, which responded to this RFP in all respects.
- b) All documentary evidence must be provided along with Technical Evaluation.

- c) Bidders fulfilling the Technical Criteria with at least 60% marks shall be selected for the opening of their financial bids (i.e. weighted average 42 marks out of 70). Bidders scoring under 42 marks will get their unopened financial bid envelopes back after the contract with the successful bidder gets signed.
- d) Each responsive Proposal will be given a Technical Score (TS). The proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the 'Scope of Work' or if it fails to achieve the minimum technical score indicated above.
- e) Bidders should fill in and circle the last column of Table-2 given below; however, KPOGCL shall do its evaluation for the final award of the Contract. Table-2 filled by the bidders shall not be binding on KPOGCL.

**Table: 2. Criteria for Technical Evaluation**

S. No.	Technical Evaluation Criteria						Marking	
							Total Marks	Obtained Marks
<b>A</b>	<b>CONSULTANT'S PROFILE</b>						<b>40</b>	
1	<b>Experience of Consultant/Firm in Pakistan in similar assignments:</b> 01 assignment= 04 Marks 02 assignments= 08 Marks 03 assignments= 12 Marks 04 assignments= 16 Marks 05 assignments= 20 Marks 07 assignments & Above =25 Marks						25	
2	<b>Experience of Consultant in preparing documentation for clients in getting related regulatory approvals</b> Each assignment= 02 Marks 05 or more assignments= 10 Marks						10	
3	<b>Office Location:</b> Peshawar- 05 Marks Other than above - 00 Marks						05	
<b>B</b>	<b>COMPETENCE OF TEAM</b>						<b>30</b>	
4	S.#	Position	Minimum Qualifications	No. of years of Professional Experience	No. of Years of Professional Experience in similar Projects	Minimum No. of similar project	30 (5 numbers for each team member)	
	01	Team Leader	B.Sc. Civil/Electrical/ Petroleum engineering	15	10	8		
	02	Petroleum Engineer	MS Petroleum	10	7	5		

S. No.	Technical Evaluation Criteria					Marking	
						Total Marks	Obtained Marks
03	DACUM Expert	Oil & Gas related Technology	10	7	5		
04	Structure Engineer	MS. Structure	10	7	5		
05	Architect	B.Sc. Architecture	7	5	5		
06	MEP Engineer	Bsc Engineering	7	5	5		
<b>C</b>	<b>WORK PLAN &amp; METHODOLOGY</b>					<b>30</b>	
5	<b>Adequacy of the proposed Work Plan and Methodology vis-à-vis the 'Scope of Work &amp; Term of References</b> Fair= 10 Marks Good= 20 Marks Excellent= 30 Marks					<b>30</b>	
<b>Total Marks</b>						<b>100</b>	

## 10. FINANCIAL EVALUATION CRITERIA (FEC)

The consultant shall mention the Gross Amount of Contract (inclusive of all applicable taxes) in Pak Rupee.

Sr. No	Category	Amount in PKR
1	Gross Bid amount (inclusive of all applicable expenses) <b>Note: This quoted amount will be considered for the evaluation</b>	XXX
2	Taxes (Inclusive of all applicable taxes)	XXX
<b><u>Grand Total</u></b>		XXX

- a) All taxes (Federal and Provincial) applicable at the time of payment will be deducted as per prevailing applicable laws. In the case of WHT Exemption, provide a certificate or Government SRO, as the case may be. Likewise, in the case of KPST Exemption/percentage differentiation, provide a certificate or Government SRO, as the case may be.
- b) The lowest evaluated Financial Proposal (FL) will be given the maximum financial score of 100. The financial bids will be evaluated for the respective bidders as follows:

$$FM = 100 \times FL / F$$

Where:

FM=Financial Marks

FL=Lowest financial bid

F=Cost of the proposal under consideration

## 11. PAYMENT SCHEDULE

The payment against the invoice shall be made upon satisfactorily completion of the report and its acceptability as per Final Contract/Competent Authorities within 30 days of receiving of the Invoice. Moreover, all payments shall be made in PKR only.

## 12. SELECTION FOR AWARD

KPOGCL shall follow the “**Quality and Cost Based System (QCBS)**” for the selection and award of the contract as per the Final Evaluation Criteria given below:

$$TM \times 0.7 = TTM$$

$$FM \times 0.3 = TFM$$

$$GT = TTM + TFM$$

Where:

TM: Technical Marks

FM: Financial Marks

TTM: Total Technical Marks

TFM: Total Financial Marks

GT: Grand Total

The Consultant scoring the highest Grand Total will be offered the Contract.



### 13. GENERAL CONDITIONS

- a) KPOGCL shall have right to the following at all times:
  - i. To select any of the Consultants submitting the Proposals, and has the right to cancel the process initiated hereby or the Transaction at any time, without assigning any reason;
  - ii. To reject any proposal not delivered at the prescribed venue at the prescribed time;
  - iii. To add/modify any of the terms set out in the RFP or any of the Annexures thereto before the submission date. However, all such amendments will be communicated by advertising corrigendum.
- b) The Consultant will be prohibited from using any of the proprietary information without the express approval of KPOGCL, for a period of two years after the completion of the assignment.
- c) The Team Leader and other members will be clearly specified at the time of the submission of bids, along with their responsibilities on Specific portions of the Transaction. The extent of involvement and dedication of each professional will be required to be maintained at the stipulated levels. The Team Leader will be obligated to be available on the first-call basis during the duration of the assignment. No changes in either the Team Leader or any professional member of the team will be allowed without the explicit written approval of KPOGCL.
- d) It is expected that the Consultant will emphasize the expeditious preparation & finalization of all the activities required for the successful completion of the assignment.
- e) Offers are liable to be rejected if:
  - i. There is any deviation from any instructions.
  - ii. Offers are found conditional or incomplete in any respect.
  - iii. Only Single proposal shall be accepted.
- f) Technical and Financial proposals should be submitted at the following address by **11:00 AM on 22 October 2020. Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL), 3rd Floor, Ali Towers, Opposite Customs House, University Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.**
- g) The effective date of the contract will be the same as the contract signing date.

### 14. CONFLICT OF INTEREST

KPOGCL's policy requires the Consultant to provide professional, objective, and impartial advice and at all times hold KPOGCL's interest paramount, strictly avoid conflicts with other assignments or their corporate interests and act without any consideration for future work. The Consultant has an obligation to disclose any situation of actual or potential conflict that may affect their capacity to serve the best interest of KPOGCL. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of Contract. A Consultant (including its personnel) that has a business or family relationship with a

member of the KPOGCL staff who is (directly or indirectly) involved in any part of the preparation of this Tender Document, the selection criteria and the Contract, may not be awarded the Contract for this assignment unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority within KPOGCL.

## **15. FRAUD & CORRUPTION**

KPOGCL's policy requires the Consultant to observe the highest standard of ethics during the procurement and execution of the contract. In pursuit of this policy, KPOGCL follows the instructions contained in Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014.

## **16. PROPOSAL VALIDITY**

The proposals shall remain valid for **Ninety (90)** days after the deadline for submission of Proposals. During this period, Bidders shall ensure the availability of Professional staff nominated in the Proposal. KPOGCL will make its best effort to complete negotiations, if any, within this period. If the need arises, KPOGCL may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm in writing that they maintain the availability of the Professional staff nominated in the Proposal. Bidders may submit new staff in replacement, which will then be considered in the final evaluation for the contract award.

## **17. LANGUAGE, PREPARATION OF PROPOSAL**

- a) The Proposal and correspondence exchanged by the Consultant and KPOGCL shall be written in the English language.
- b) In preparing the Proposal, the Consultant is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

## **18. CONFIDENTIALITY**

- a) Any data provided by KPOGCL or to which the Consultant or its employees have access to, or which they acquire directly or indirectly under this Tender or during the performance of this Tender, shall be deemed as Confidential Information. Duplication or disclosure of such Confidential Information by the Consultant or anyone claiming through it without the prior written consent of the KPOGCL is strictly prohibited. All Confidential Information shall be the sole property of the KPOGCL. The Consultant hereby agrees not to disclose said data, information, and any interpretations thereof, or data derived therefrom or any information relating to KPOGCL's facilities, installations and operations etc. to unauthorized parties or persons. Non-Compliance of these provisions may lead to the termination of the Contract.
- b) The Consultant further undertakes that it shall not, except with the prior written consent of the KPOGCL:

- i. Make any reference public, whether to the press or in books, brochures, internal publications, publicity material, magazines and periodicals or by advertisement through radio, television or films or by any other medium relating to:
    - i. The Contract or its terms and conditions;
    - ii. The nature or extent of Services carried out by the Consultant;
    - iii. The method, materials, or equipment used and personnel employed; or
    - iv. Any other Client information in the possession of the Consultant.
  - ii. Disclose or convey any of the matters or information referred to in (i) above to any employees of the Consultant not directly concerned with the Contract.
- c) The Consultant shall sign a Non-Disclosure Agreement (NDA) with KPOGCL.

## **19. DISPUTE RESOLUTION**

If any dispute difference or disagreement of any kind whatsoever shall arise between the parties in connection with or arising out of this agreement or related to the relationship between the parties by virtue of this agreement, the disputing parties shall attempt to settle such dispute in the first instance within thirty (30) days by mutual discussions and conciliation.

In case the disputing parties fail to reach an amicable solution by mutual discussions and conciliation, the dispute shall be referred to Chief Secretary, Government of Khyber Pakhtunkhwa, Energy & Power Department and MD/CEO/ Senior Partner of the Consultant who shall jointly have the authority to resolve the dispute.

If the dispute remains unresolved, then Arbitration of Sole Arbitrator to be mutually appointed by the parties and the provisions of Arbitration Act 1940 or any statutory modification thereof the time being in force shall apply accordingly. The arbitration shall be condition precedent before any legal proceedings or suit in a Court of Law in Peshawar Courts.

## **20. NO OBLIGATION**

This request for proposal does not obligate the Client to award a contract or complete the process, and the Client reserves the right to cancel the solicitation if it is considered to be in its best interest. The Client further reserves right to reject one, or all proposals before the opening of bids, extend any deadlines, or require additional information without assigning any reason whatsoever.

## **21. DISCLAIMER BY KPOGCL**

This Disclaimer is pertinent to this Document for potential stakeholders.

The information forecast analysis, assumptions and opinions contained herein have been compiled or arrived solely based on information obtained from publicly available information. Such information has not been independently verified and no guarantee, representation, or warranty, expressed or implied is made as to its accuracy,

completeness, or correctness. Nothing contained in this document is or shall be relied upon as, a promise or representation by KPOGCL. All such information is subject to change without notice and such changes could be due to unforeseen circumstances. This document is for information purposes only and does not purport to be a complete description of the subject matter referenced herein.

Any estimate, projection, opinion, forecast, analysis and valuation contained in this Document involves significant elements of subjective judgment and analysis, which may or may not be correct. No representation is made that any estimate, projection or forecast will be achieved. The actual future events may vary significantly from the estimates, projections, forecasts or valuation and each estimate, projection, forecast or valuation is based on several assumptions and is subject to matters, which are outside the control of KPOGCL.

Accordingly, KPOGCL shall not be liable for any loss or damage whatsoever arising as a result of any person acting or refraining from acting in reliance on any information, forecast analysis and opinion contained herein.

The recipients of this Document are expected to carry out their independent evaluations on the transaction contemplated herein taking into consideration macro-economic variables and other relevant conditions. Further, the recipients of this Document are advised to obtain independent tax, legal, accounting & alike opinions before making any decision.

## ANNEXURE- A

### Declaration by an authorized signatory of the Bidder

I (Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Firm's Name) \_\_\_\_\_

1. I am an authorized signatory of the Bidding Firm, mentioned in the Technical and Financial proposal and above, I attest that I am competent to sign this declaration and execute this Tender Document;
2. I have carefully read and understood all the terms and conditions of the Tender document and undertake to abide by them;
3. The information/documents furnished along with the Technical & Financial Proposals are true and authentic to the best of my knowledge and belief. I/we am/ are well aware of the fact that furnishing of any false information/ fabricated document will lead to rejection of this bid at any stage besides liabilities towards prosecution under appropriate law.
4. I/we understand that Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL) may require further information and we will duly provide that information in the time stipulated by KPOGCL and that any non-supply of such information will lead to rejection of this bid at any stage besides liabilities towards prosecution under an appropriate law.

Signature of authorized person

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

NOTE: Please attach the above DECLARATION to the Technical Proposal of this Tender Document.

## FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: **Khyber Pakhtunkhwa Oil & Gas Company Limited. (KPOGCL)**  
3rd Floor, Ali Towers, Opposite Customs House, University Road,  
Peshawar, Khyber Pakhtunkhwa, Pakistan.

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **DEVELOPMENT OF COURSES, CURRICULUM, ALLIED LABS AND HUMAN RESOURCES FOR ESTABLISHMENT OF THE INSTITUTE OF PETROLEUM TECHNOLOGY CENTRE, KARAK, KHYBER PAKHTUNKHWA** in accordance with your Request for Proposal dated: \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our proposal is accepted, to initiate the consulting services related to the assignment not later than the timeline indicated in the Data Sheet.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In *full and initials*] '. \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address:

## **FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE**

### ***A - Consultant's Organization***

Provide here a brief (two pages) description of the background of your organization.



**(KP Government Fully Owned & Provincial Holding Company)**  
**3<sup>rd</sup> Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan**  
**Tele: - +92 91-9216283 Fax: - +92 91-9216295**



## B - Consultant's Experience

Using the format below, provide information on each assignment for which your firm was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 Pages maximum.

<b>Assignment name:</b>	<b>Approx. value of the contract (PKR)</b>
<b>Country:</b> <b>Location within country:</b>	<b>Duration of assignment (months):</b>
<b>Name of PE:</b>	<b>Total No of staff-months of the assignment:</b>
<b>Address:</b>	<b>Approx. value of the services provided by your organization under the contract</b>
<b>Start date (month/year): Completion date (month/year):</b>	<b>No. of professional staff-months provided by associated Consultants:</b>
<b>Name of associated Consultants, if any:</b>	<b>Name of the senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

Firm's Name:





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### Form TECH-2 Team Composition and Task Assignments

Professional Staff				
Name of Staff	Organization	Area of Expertise	Position	Task



### FORM TECH-3. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
  - b) Work Plan, and
  - c) Organization and Staffing,
- a) Technical Approach and Methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, the methodology for carrying out the activities and obtaining the exacted output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you will adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work Plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PE), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing an understanding of the TOR and the ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and the proposed technical and support staff.]



**FORM TECH-4. CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF**

1. Proposed Position *[only one candidate shall be nominated for each position]*: \_\_\_\_
2. Name of Firm *[Insert name of firm proposing the staff]*: \_\_\_\_\_
3. Name of Staff *[Insert full name]*: \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Birth:  
\_\_\_\_\_ Nationality: \_\_\_\_\_
5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: \_\_\_\_\_
6. Membership of Professional Associations: \_\_\_\_\_
7. Other Training *[Indicate significant training since degrees under 5 - Education were obtained]*: \_\_\_\_\_
8. Countries of Work Experience: *[List countries where the staff has worked in the last ten years]*: \_\_\_\_\_
9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*:
- 10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. ]*:

From *[Year]*: \_\_\_\_ To *[Year]*:

Employer: \_\_\_\_

Positions held: \_\_\_\_\_

# KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED

## (KPOGCL)

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<p>11. Detailed Tasks Assigned</p> <p><b>[List all tasks to be performed under this assignment]</b></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><b>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate the staff capability to handle the tasks listed under point 11.]</b></p> <p>Name of assignment or project: Year:</p> <p>Location:</p> <p>PE:</p> <hr/> <p>Main project features: Positions held:</p> <hr/> <p>Activities Performed:</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of a staff member or an authorized representative of the staff]* *Day/Month/Year*

Full name of the authorized representative:



### TENTATIVE LIST OF SHORT COURSES

DEPARTMENT	SHORT COURSES OFFERED	DURATION
<b>Courses Offered Related to Production Department</b>	Well Production	2 months
	Surface Production	2 months
	Production Operations	3 months
	Production Operators	6 months
	Field Operations Certifications	6 months
	Maintenance of Production Operations (Superintendent level)	3-6 months
<b>Courses Offered Related to Drilling Department</b>	Well Operations & Completion Engineering	2 months
	Drilling Fundamentals	1 Months
	Well Completion & Services	1 Months
	Drilling & Completion Engineering Certification	3 months
	Well Completion & Services	1 months
	Completion Engineering	1 months
<b>Courses Offered Related to Exploration Department</b>	Introduction to Basins	2 weeks
	Methods & Tools	2 months
	From Basin to Prospect	4 months
	Basin assessment & modeling Certification	2 months
	Integrated Petrophysics for Reservoir Characterization & Modelling Certification	3 months
	Reservoir Characterization & Modelling Certification	3 months
	Construction Machinery Engine Mechanics	6 Months

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<b>Courses Offered Related to Mechanical Department</b>	Construction Machinery Hydraulic Mechanic	6 Months
	Drilling Rig Operations, types & Sensors	6 Months
	Turner Machinist With CNC	3 Months
	Electric/Gas Welding	3 Months
<b>Courses Offered related Auto &amp; Diesel Department</b>	Welding and Fabrication	6 Months
	Auto Electrician	6 Months
	Auto Mechanic	6 Months
	Healthy Safety and Environment	4 Weeks
<b>Courses Offered Related to Survey, Project Execution, Procurement, Safety and Risk Analysis.</b>	Quantity Survey	6 Months
	Building Electrician	6 Months
	Plumber & Sanitary Installer	6 Months
	Cost Estimation & Cost Control	3 Months
	Supply Chain Planning and Management	3 Months
	Rate Analysis	2 Months
	Construction Scheduling and Planning	1 Months
	Quantity Take off and Measurement	1 Months
	Risk Management	1 Months
	Data Analysis	2 Weeks
Digital Construction Diary	1 month	
<b>Courses Offered related to construction &amp; civil works</b>	Heavy Machinery Operator	6 Months
	Construction Material Laboratory Technician	6 Months
	Basic Civil Draftsman	6 Months
	Building Painter	6 Months
	Brick Layer/Mason	6 Months
	Steel Fixer	6 Months
	Carpenter/Woodwork	3 Months