

PAKISTAN LNG LIMITED

Bidding Document

for

Hiring of Services for Recruitment & Head Hunting

Tender No.: PLL/HR/11/2024-001

Bid Submission: 29th November 2024 at 03:00 PM

Bid Opening: 29th November 2024 at 03:30 PM



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INVITATION TO BID

1. *Pakistan LNG Limited* (hereinafter referred to as '**PLL**' or the '**Company**') hereby invites bids for Services of Headhunting and Recruitment Services at PLL's Office 9th floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.
2. A single-stage two-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidders may download the tender document from the Company's website i.e. www.paklng.com or from EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before **November 29, 2024** at 03:00 pm. Bids will be opened at 03:30 pm on the same day at PLL's office and bidders' authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through the "Bid Data Sheet" to acquaint themselves with the details of the bidding process including the Company's correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. PLL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide the information of its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and PLL.

Sincerely,

Head of HR & Administration

Pakistan LNG Limited,
E-mail: hr@paklng.com



INSTRUCTIONS TO BIDDERS

The objective of “Instructions to Bidders” is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfill the below requirements for their bids:

- 1) Bidders downloading the BD from PLL website (www.paklng.com.pk) shall send an acknowledgment to PLL by email at “hr@paklng.com”. The acknowledgment shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared with such provided contact person(s). PLL assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
- 2) Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline.
- 3) For sake of clarity, it may be noted that single stage two envelope procedure will be adopted. The bidders are required to prepare their bids in accordance with this Bid Document and the same shall be uploaded on EPADS before closing deadline
- 4) Original Bid Bond in form of a demand draft/pay order/bank guarantee equivalent to PKR 50,000/- drawn in favor of “Pakistan LNG Limited” shall be submitted before bid closing deadline, otherwise bid will be rejected. The Bid Bond of unsuccessful Bidders will be returned in thirty (30) days after bid opening date. The Bid Bond of successful Bidders will be returned after three months of issuance of purchase order. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays to accept the fully termed purchase order.
- 5) Each bidder shall submit only one bid, multiple submissions of bids shall render the bidder disqualified.
- 6) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 7) The bid bond of technically disqualified bidders will be returned along with their unopened financial bids and the bid bond of the technically qualified but financially disqualified bidders will be returned after publication of the final evaluation report or on the expiry of validity of the bid bond, whichever is earlier. The bid bond of the successful bidder will be released upon receipt of the required performance guarantee.
- 8) The bid bond may be forfeited in case of occurrence of any of the following:
 - a) Bidder withdraws its bid before the bid validity date.
 - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD.
- 9) The bidders will submit their bid in accordance with the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid. All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.
- 10) A prospective bidder seeking clarification on the bid documents should seek such clarification in writing via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided in writing through EPADS.

- 11) Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet.
- 12) PLL may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the PLL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 13) Within the original validity of the bids, PLL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PLL; bid will be deemed withdrawn, and their bid bond shall be returned.
- 14) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 15) To assist in the examination, evaluation, and comparison of bids, PLL may at its discretion ask the bidder for clarification of bid. The request for clarification and the response shall be in writing through EPADS.
- 16) PLL may hold a prospective bidders' Pre-bid Meeting at PLL Office in Islamabad as may be decided by PLL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
- 17) PLL reserves the right to amend, modify, supplement, or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
- 18) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure-II**.
- 19) Duly completed, signed, and stamped Price Schedule shall be submitted as a financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible for including all applicable duties/taxes/levies, etc. (Federal and/or Provincial) and out of pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. PLL will not be responsible for any erroneous calculation of taxes or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
- 20) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government of Pakistan for the time being in force. Upon completion of the bidding process, the terms and conditions as agreed between the parties will not be altered or amended.
- 21) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 22) The bids will be rejected if any of the following shortcomings occur:



- a. Signed "Form of Bid", as per format given in **bid document**, with an official stamp affixed on it is not provided.
 - b. Form of Bid is not submitted in original, on bidder's letterhead and with signatures, as required, and official stamp. Copy (whether scanned colour copy or photocopy) would not be acceptable.
 - c. Bid bond is not submitted in the Technical Bid.
 - d. Bids must contain a Certificate of Incorporation, Company/Firm's Registration Certificate, SECP registration, etc. (whichever is applicable).
 - e. An affidavit to the effect that bidder is an independent company/firm, and not the agent, subsidiary, or holding of any company/firm having a business relationship with PLL in any manner whatsoever.
 - f. Bids submitted without FBR registration certificates and bidder not appearing on Active Taxpayer list of FBR;
 - g. Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR).
 - h. Bid is un-sealed, un-signed, partial, conditional, alternative, late.
 - i. Bidder(s) has been found blacklisted during evaluation stage or prior to the award of contract.
 - j. Each bidder shall submit only one bid, multiple bid submissions, either jointly or severally, shall render the bidder disqualified; and
 - k. Bidder(s) engages in corrupt or fraudulent practices during the process.
- 23) The bids will be evaluated as per the evaluation criteria provided in **Annexure-III**. Bidders are required to secure at least 70 Technical Scores (TS) on an overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on Quality and Cost Based Selection (QCBS) method, on a 60% quality and 40% cost basis.
- 24) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and PLL shall in no case be responsible/liable for those costs/expenses.
- 25) Any bid received by PLL after the deadline for submission of bids shall be returned unopened to such bidder. Delays in the mail/courier, delays of a person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger, or by mail/courier.
- 26) The bids shall be opened at the specified time and place in the presence of the authorized representatives of the bidders who choose to attend.
- 27) During the examination, evaluation, and comparison of the bids, PLL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.
- 28) Bids submitted via email or fax shall not be entertained.
- 29) PL does not accept:



- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency, or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
- b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency, or reliability.

30) The Bidder agrees that:

- a) it will conduct its own investigation and analysis regarding any information, statements, or representations contained in the information and will rely on its own enquiries and seek appropriate professional advice.
- b) it does not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency, or reliability of the information.

31) The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.

32) PLL reserves the right to forfeit the Bid Bond and/or blacklist any Bidder who breaches any terms and conditions of this BD.



ANNEXURE-I: SCOPE OF WORK

The Head-hunting and Recruiting firm during the course of assignment will be responsible for recruiting junior to senior level management positions as and when required.

PUBLICATION OF JOB ADVERTISEMENTS:

As and when required by PLL, services of the selected consultant/executive search service provider shall be used. The selected Consultant in conjunction with PLL, will design the advertisement for inviting applications for recruitment to the posts available from time to time or as directed by PLL and then publish the advertisements to invite applications for recruitment to the advertised posts. Cost of advertisement shall be paid at actual to the executive search firm on submission of invoice.

The selected Consultant(s)/executive search service providers shall ensure the following:

SHORT LISTING OF APPLICATIONS:

All applications with respect to the advertised positions shall be collected by the selected service provider who shall perform initial screening/interview against the job specifications/description provided by PLL, maintain a compressive database of all applications, prepare lists of all received applications containing the reasons for their shortlisting/rejection and provide the same to PLL within 15 days after the application deadline.

The list of eligible candidates will be finalized in consultation with PLL's Management.

TESTS:

The headhunter may have to conduct assessment tests for some of the positions as required by PLL. The assessment test may be technical and/or behavioral. The test results must be shared by the Consultant with PLL within three (03) working days. Conducting and administration of test will incur additional costs which will be quoted on the basis of number of candidates.

INTERVIEWS:

The Consultant will make a merit list by interviewing/screening candidates before recommending them to PLL's Management. The shortlisted candidates (at least five (05) per advertised post) will then be called for interview(s) by PLL to further establish suitability of the candidates. Under the guidance of PLL's Management, the Consultant will take necessary measures to call candidates for interview(s), which will include, but not limited to, dispatch of interview call letters to the selected candidates. CVs of the five (05) best suited shortlisted applicants shall be forwarded to PLL along with related input and profiles/summary statement summarizing the candidate overall professional profile having brief profiles of each candidate describing how s/he is a good fit for our organization and the position

RECORD OF RECRUITMENT:

All records related to the recruitment of various posts must be provided by the Consultant. Records should contain summarized details of each step of the recruitment process to maintain fairness. All original records including resumes, test results etc. must be maintained and provided to PLL.

REFERENCE CHECK OF THE CANDIDATES:

Reference check of the selected candidate's experience has to be done by the



headhunter/recruiter. Prior to PLL making any written job offer to the selected candidate the selected service providers shall arrange verification from the references provided and a minimum of last two employers with respect to the information mentioned in the application including job title, responsibilities, salary and benefits. The service provide shall provide email communication with the referrals along with a copy of the latest pay slip to PLL.

Selected candidates shall be required to produce HEC or relevant bodies' attested copies of the degrees and certificates. Consultant(s) shall be responsible for accurately and fully disclosing all relevant information and CVs along with providing the following attested documents of shortlisted candidates:

- Photograph
- All educational documents/transcripts
- All experience and training certificates,
- CNIC and Domicile Certificate (domicile information)
- Last Pay Drawn Certificate including all other benefits
- Summary profile of professional experience of shortlisted candidates

A written declaration in such form as specified inter-alia stating that, he/she has not been convicted by any court of law for any offence involving, moral turpitude, terminated or dismissed or removed or compulsorily retired by the Federal Government, Provincial Government, anybody corporate or institution as a result of disciplinary action against her/him. Moreover, that all documents and information submitted are genuine and correct.

Because employment in PLL is conditional upon the satisfactory results of the following, a written willingness/no objection certificate of the candidate shall be provided by the selected service providers for:

- Pre-employment medical examination arranged by PLL.
- Providing all original degrees/ transcripts/ certificates/ CNIC at the time of joining (if selected) for verification.
- Verification from previous employers and references. (To be conducted and provided by Executive Search Firm)

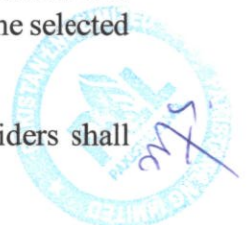
PLL will coordinate with the service provider regarding the scheduling of interviews, venue, etc.

The selected service providers will coordinate with candidates regarding the interview date, venue, etc., in writing. No TA/DA shall be given to candidates for test/interview by PLL.

PLL will communicate the name of the selected candidates to the concerned service providers; otherwise, the process will be repeated till a suitable candidate is selected for the position.

All further communication with the selected candidates pertaining to salary finalization and other related formalities like medical etc., may be made by PLL directly or through the selected service providers.

On completion of the recruitment cycle for each post the selected service providers shall provide the following to PLL:



- Complete database of all the applicants' along with a summary sheet.
- List of all applicants with reasons of their shortlisting or rejection.
- Declaration on informing all the unsuccessful applicants about status of their applications along with the list containing name, address and date of communication.
- Declaration of not referring the selected candidate to other competing employers for one year from the date of joining of candidate.
- Summary report of each position with details (i.e Total CVs received, Total interviewed, rejected, shortlisted, summary of shortlisted candidates etc)



ANNEXURE-II: TECHNICAL BID REQUIREMENTS

Bidders shall use the following matrix as an index to their technical bid. The technical bids shall be evaluated/scored in accordance with the documents provided as detailed below:

ORGANIZATION INFORMATION

<u>Form A: Firm Profile</u>			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organization.		
3	National Tax Number		
4	Core business area/s of the organization		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile Phone No.:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		



ELIGIBILITY RESPONSE CHECKLIST

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Mention the name of Registration Authority/s (SECP) and provide a copy of proof of registration to prove legal identity of your firm.		Copies Attached
			Copies Not Attached
2	Attach profiles of professional team of at least 5 HR consultants with at least 5 years' relevant experience* each.		Copies Attached
			Copies Not Attached
3	Head Hunting Firm should have at least five (5) years of (local and foreign) experience with national and multinational organizations preferably dealing with government / semi government / autonomous bodies. Attach proof of experience or copies or contracts or work order etc.		Copies Attached
			Copies Not Attached
4	Mention National Tax Number (NTN) or Free Tax Number (FTN) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		Free Tax Number (FTN)	
5	Attached firm profile representing its registered offices in Pakistan (particularly in Islamabad) or attached declaration of office addresses at signed firm letter head.		Copies Attached
			Copies Not Attached
6	Attach list of 25 clients at least, with their addresses.		Copies Attached
			Copies Not Attached
7	Attach copies of contract or work orders or signed list on company letter head or any documentary evidence mentioning the senior level positions such as Chiefs, Directors, Senior Managers and Managers hired.		Copies Attached
			Copies Not Attached



Sr. No.	Category	Marks
1	Qualification of the Head-Hunting Firm (Qualification of Staff, Establishment of Firm, Firm Affiliations/Recognitions)	20
2	Experience (General & Specific) of the Head-Hunting Firm	40
3	Financial Capability	20
4	Approach and Methodology	20
Total:		100

RELEVANT EXPERIENCE

(a) Form 'B': Relevant Experience (attach additional sheets if required)			
Sr. #	Required Information	Response (Please provide exact information with task title, organization, location/s and duration)	
1	Task Title and duration (The task title means the name of the position hired)		
2	Organization		
3	Duration of task completion		
4	Location/s (districts/tehsils)		
5	In case of skills training related position please check the box	Relevant	Not Relevant



KEY MANAGEMENT STAFF INFORMATION

(b) Form 'C': Key Management Staff Information (Sheet 1¹)				
Sr. #	Required Information		Response	
1	Name			
2	Position			
3	Firm Name			
4	Age			
5	Years of association with the firm			
6	Core professional area of work			
7	Assigned tasks in this firm			
8	Please name similar assignment undertaken by the individual			
10	Specific role of the individual in this activity			
11	Please provide information on additional experience in HR cases			
	Position	Employer	Duration	
			From	To
12	Educational Qualifications			
	Degree/Diploma/Certificate	Year	Institution	Specialty

Note:

All pages of the Technical Bid must be sequentially numbered, stamped, and signed/initialed by the representative authorized at clause 6 of the Form of Bid.



¹ Please mark the other two sheets as Sheet 2 and Sheet 3 respectively for each individual.

ANNEXURE-III: EVALUATION CRITERIA

The evaluation committee shall evaluate the bids on the basis of responsiveness to the scope of work and evaluation criteria provided herein.

1. Technical Evaluation Criteria:

- i. The following criteria shall be used for evaluating the technical competencies of the bidders. Bidders are required to secure at least 70 Technical Scores on an overall basis for technical qualification.


1. Qualification				
Sr. No.	Description	Category Points	Points achieved	Documents Required
1.1 (a)	A team of more than 5 HR consultants with at least 5 years relevant experience* each)	10	-	Copies of Educational documents and experience letters are required
1.1 (b)	A team of at least 5 HR consultants with at least 5 years relevant experience* each)	5	-	
1.2 (a)	Head Hunting Firm should have its registered offices in Pakistan (particularly in Islamabad) and satellite offices in Lahore, Karachi etc and international exposure/offices	7	-	Firm profile required representing its registered offices in Pakistan
1.2 (b)	Head Hunting Firm should have its registered offices in Pakistan (particularly in Islamabad) and satellite offices in Lahore, Karachi etc.	5	-	
1.3	Affiliation with a renowned national / international HR Consortium / Body It should have international experience or offices outside Pakistan	3		Copy of affiliation letter required
Sub Total			20	
* "Relevant experience" means experience of HR hiring at managerial and above level.				
2. General Experience				

Sr. No.	Description	Category Points	Points achieved	Documents Required
2.1 (a)	Head Hunting Firm with more than five (5) year's local experience with a large public sector organization, government institutions and reputed multinational companies	10	-	Documentary evidence, experience letters or copies of contract or work order required
2.1 (b)	Head Hunting Firm with at least (5) year's local experience with large public sector organizations, government institutions and reputed multinational companies	7	-	
3.1 (a)	Head Hunting Firm with experience in Energy/Oil & Gas Sector with at least 5 firms	5	-	Documentary evidence required along with signed contract copy, reference letter from client detailing services provided.
3.1(b)	Head Hunting Firm with experience in Energy/Oil & Gas Sector with more than 5 firms	10	-	
2.2 (a)	Head Hunting Firm with at least 25 clients	7	-	List of clients required along with signed contract copy, reference letter or letter from client detailing services provided.
2.2 (b)	Head Hunting Firm with more than 25 clients	10	-	

Sub Total			30	
3. Specific Experience				
Sr. No.	Description	Category Points	Points achieved	Documents Required
3	Specific Experience			
3.1 (a)	Head Hunting Firm have hired at least or more than 100 managerial and above level positions in last five years	10	-	Copies of contract or work order or detailed list of hired

3.1 (b)	Head Hunting Firm have hired at least 75 managerial and above level positions in last five years	7	-	positions against their organizations at signed company letter head is required
3.1 (c)	Head Hunting Firm have hired at least 50 managerial and above level positions in last five years	5	-	
3.2 (a)	Head Hunting Firm have at least 10 or more than retainer contracts till submission of bid	10	-	Copies of contracts or list of contracts is required indicating company name, contract start and end date and titles of positions filled.
3.2 (b)	Head Hunting Firm have at least 7 retainer contracts till submission of bid	7	-	
3.2 (c)	Head Hunting Firm have at least 5 retainer contracts till submission of bid	5	-	
Sub Total			20	
4. Financial Capability				
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
4.1 (a)	Firm's annual turnover greater than 15 million	15		Provide last year audit financial report.
4.1 (b)	Firm's annual turnover up to 10 million	10		
4.1 (c)	Firm's annual turnover up to 5 million	5		
Sub Total			15	
5. Approach and Methodology				
Sr. No.	Description	Category Points	Grand Total Points	Documents Required
5.1	Approach to hire the required positions	10		Detailed Approach and Methodology is required about hiring process
5.2	Methodology to hire the required positions	15		
Sub Total			25	
Grand Total			110	

DOCUMENT CHECK LIST BEFORE SUBMISSION

Sr. No	Required Documents	Checkbox
		

1	Attach a copy of proof of Registration Authority/s (SECP) to prove legal identity of your firm.	<input type="checkbox"/>
2	Head Hunting Firm should have at least five (5) years of experience of large public sector organizations, government institutions and reputed multinational	<input type="checkbox"/>
3	Attach profiles of professional team of at least 5 HR consultants with 5 years relevant experience	<input type="checkbox"/>
4	National Tax Number (NTN) or in the name of Organization and provide a copy of registration	<input type="checkbox"/>
5	Attach copies of contract or work orders or any documentary evidence mentioning the positions hired in last five years.	<input type="checkbox"/>
6	Attached firm profile representing its registered offices in Pakistan (particularly in Islamabad) or attached declaration of office addresses at signed firm letter	<input type="checkbox"/>
7	Attach list of 25 clients at least.	<input type="checkbox"/>

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures _____



FINANCIAL PROPOSAL

Bidders to provide cost as a percentage of gross salary offered to the selected candidate.

Description	Cost of recruiting one (1) resource	Applicable tax
Consulting Service		

All prices shall be quoted in Pak Rupees including all taxes.

Bid validity will be 120 days after the submission of proposals.

Note: PLL can increase or decrease the number of positions depends upon the approval of competent authority.

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 60/100

2. Financial Evaluation Criteria

Financial bids will be opened only for those Companies/Firms who will secure at least **70 marks** in Technical Evaluation. Criteria for evaluation of financial bids is as under:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Weightage for Financial Bids (FW): Financial Score (FS) x 40/100

Final Score

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtain same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.



PAYMENTS TERMS

All payments as agreed shall be less any Government taxes which Pakistan LNG Limited (PLL) is required to deduct by law.

The payments shall be made in Pak rupees through a mode as mutually agreed between the Parties. The agreed payments in regard to the activities done by the selected Consultant for executive search will only be made in case any potential candidates provided by the Consultant gets selected. No claim for any payment in relation to executive search will be entertained in case no candidate is selected by PLL's management.

Advertisement Cost at Actual will be reimbursed after publication of advertisement on providing original advice.

There will be no upfront fee, no Flat Monthly Fee and no setup cost to be made by the bank.

The appointment or any of the assignments may be terminated by PLL or the Consultant forthwith upon the occurrence of any breach, default or noncompliance by the Consultant or PLL, of any of the terms and conditions, provided said breach/default is not remedied within fifteen (15) days.



FORM OF BID

Pakistan LNG Limited,
Tender for Hiring of Services for Headhunting and Recruitment Services,
Petroleum House, 9 Floor,
Ataturk Avenue, G-5/2, Islamabad.
Phone No. 051-8744183-4

Sir

Reference your Tender No. _____ for _____.

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that PLL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by PLL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and eighty (90) days from the technical bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond enclosed in respective envelopes.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to PLL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any particular company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.

10. We declare that our bid is our only and final offer, and no unsolicited offer of any description shall be made for consideration of the PLL.
11. We acknowledge that PLL reserves the right to blacklist any Bidder who breaches any terms and conditions of this BD.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: _____

Name and Title of Signatory: _____

Name & Address of Firm: _____

Cell No. of Signatory: _____

e-mail address of Signatory: _____

Mailing address of Signatory: _____

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: _____

Name and Title: _____

Name & Address of Firm: _____

Cell No.: _____

e-mail address: _____

Mailing address: _____



BID BOND FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON
GUARANTEE VALUE)

Pakistan LNG Limited (PLL),
9th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad

Dear Sirs,

In consideration of Messrs. _____ hereinafter called the
"Bidder" having submitted the accompanying bid for _____
_____ (Tender No. _____) and in consideration of value received from
_____ we hereby agree to
undertake as follows:

1. To make un-conditional payment of Rs. 50,000/- (Pak Rupees Fifty Thousand Only) upon your written demand without further recourse, question or reference to the Bidder or any other person, in the event of the withdrawal of the aforesaid bid by the Bidder before the end of the period specified in the bid, after the opening of the same for the validity thereof; or if no such period to be specified, within 180 days after said opening or in the event that the Bidder within the period specified thereof the Bidder shall fail to execute such further contractual documents, if any, as may be required by PLL or on the Bidder's failure to give the Performance guarantee as may be required.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non-compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Bidder in respect of the aforesaid bid with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The bid bond shall be binding on us and our successors in interest and shall be irrevocable.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)

