

REQUEST FOR PROPOSALS (RFP)

HIRING OF CONSULTANT FOR COMMERCIAL CONSULTANCY SERVICES

**Submission of proposal**

Office of the Pakistan LNG Limited (PLL)

Date: Monday, July 15, 2019 (11:00 AM PST)

**Opening of proposal**

Office of the Pakistan LNG Limited (PLL)

Date: Monday, July 15, 2019 (11:30 AM PST)



**Pakistan LNG Limited**

**9<sup>th</sup> Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad**

Telephone: +92 51 9216904

Website: [www.paklng.com](http://www.paklng.com)

Email: [procurement@paklng.com](mailto:procurement@paklng.com)

## **Table of Contents**

SECTION – 1	LETTER OF INVITATION
SECTION – 2	INSTRUCTIONS TO CONSULTANTS
SECTION – 3	FORM OF CONTRACT
SECTION – 4	TECHNICAL BID REQUIREMENTS

**SECTION – 1**

**LETTER OF INVITATION**

**PAKISTAN LNG LIMITED (PLL)**

**Tender Enquiry No. PLL/CCS/01**

**"Hiring of consultant/consultancy firm for provision of commercial consultancy services during tender evaluation process for the procurement & import of LNG from international suppliers"**

Pakistan LNG Limited (PLL) is a Public Sector company with the mandate to procure & import Liquefied Natural Gas (LNG) to meet the country's energy and gas requirements. PLL invites sealed bids/proposals from experienced international/local consultants/consultancy firms for provision of commercial consultancy services during tender evaluation process for the procurement & import of LNG from international suppliers on most competitive basis. The consultant/consultancy firm (bidder) shall have adequate experience and comprehensive knowledge of the LNG business value chain especially commercial aspects.

The Request for Proposals (RFP) document comprises the following:

- i. Section – 1 Letter of Invitation
- ii. Section – 2 Instructions to Consultants
- iii. Section – 3 Contract Form
- iv. Section – 4 Technical Bid Requirements

The bidders with the requisite expertise and experience are invited to submit their Bids (Technical and Financial) under the "Quality and Cost Based Selection" method of Selection of Consultant(s) (Procurement of Consultancy Services Regulations, 2010). The Technical and Financial Bids duly completed shall be submitted in separate sealed envelopes mentioning Technical Bid (Envelope 1) and Financial Bid (Envelope 2) on the top of the envelopes, in the office of PLL on or before July 15, 2019 11:00 AM PST. Bids will be opened at 11:30 AM PST the same day in the office of PLL. The evaluation of proposals shall be carried out in two stages in the following manner, namely:

- i. The technical proposals shall be evaluated, and the procuring agency may discuss technical details, if it may deem necessary;
- ii. The financial proposals of technically responsive proposals shall be opened in the presence of the applicants or their representatives who may wish to attend the opening session; and
- iii. A combined evaluation of technical and financial proposals shall follow and the applicant with the winning proposal will be accepted.

Financial Bids of the technically non-compliant bidders will be returned unopened. The technically qualified bidders' will be called for financial bids opening by giving minimum 24 hours' notice of the time and venue of the event (through email and telephone call).

**I. INSTRUCTIONS**

1. Price of the bidding documents is Rs. 10,000/- (Rupees Ten Thousand Only) for local bidders and USD 100/- (US Dollars One Hundred only) for international bidders, which is non-refundable. The bidders shall be required to submit the tender documents fee (Rs. 10,000/- or USD 100/-) in the form of a Pay Order / Demand Draft / Call Deposit Receipt (CDR), issued by a scheduled bank, in the name of Pakistan LNG Limited at the time of Bid submission. The bids of the bidders failing to submit the required tender documents fee shall be rejected.
2. **Bidders who receive the tender documents (either hard-copy or soft-copy) from PLL shall send an acknowledgement at [procurement@paklng.com](mailto:procurement@paklng.com).** The acknowledgement should have complete contact details of the bidder's contact person. Any communication/response to the clarifications shall be shared to such provided contact person. PLL assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
3. Validity period for the bids will be 120 days. 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 bidders who choose not to extend their bid validity as desired by PLL would be required to withdraw their bids.
4. Prospective Bidders may request a clarification on any aspect of this RFP till July 11, 2019. Any request for clarification must be sent in writing or through email to:

Procurement Department  
Pakistan LNG Limited,  
9<sup>th</sup> Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad  
E-mail: [procurement@paklng.com](mailto:procurement@paklng.com)

5. PLL will respond by electronic mail to such requests. Consolidated replies will be sent to all registered Prospective Bidders as provided in para 2 above. An SMS/text message will not be regarded as a communication for these purposes. In the event that answering a question from a Prospective Bidder would disclose the Prospective Bidder's identity or confidential information associated with that Prospective Bidder then the question will remain unanswered, unless the Prospective Bidder in question gives PLL permission in writing to answer the question and disclose the identity of the Prospective Bidder.
6. At any time PLL may, for any reason, whether at its own initiative or in response to a clarification requested by a Prospective Bidder, amend the RFP. Any amendment copy shall be issued in writing through addenda or by reissue of the RFP. Addenda shall be sent by electronic mail to all registered Prospective Bidders as provided in para 2 above and will be binding on them. PLL may, at its discretion, extend the Deadline for Submission.
7. PLL reserves the right to amend, modify, supplement or withdraw this RFP or extend the Deadline for Submission date at any time and to reject all the Bids received without stating any cause and without any liability or obligation on the part of PLL, at all times consistent with Public Procurement Rules, 2004 and Procurement of Consultancy Services Regulations, 2010 of Pakistan.
8. Bidders shall fill in the blank spaces in Section - 3 Contract Form which shall become the Financial Bid.
9. No Mobilization Advance shall be paid.
10. The bidders shall comply with all local laws of Islamic Republic of Pakistan including but not limited to the Pakistan Engineering Council Bye-laws.
11. All taxes and duties will be borne by the Consultants as per prevailing laws.

12. The successful bidder shall enter into a formal agreement with PLL on judicial stamp paper of value as prescribed by the relevant laws. The stamp duty cost etc. would be borne by the bidder.
13. PLL reserves the right to cancel all Bid(s) and annul the process at any stage before assigning the contract in accordance with Rule 33 of PPRA Rules 2004.
14. PLL 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 any data or information, including all written or oral information made available to the Bidder or its advisers during the Bidding process and responses to requests for information/clarification and questions raised by a Bidder ("**Relevant Information**"); 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 Relevant Information or its accuracy, completeness, currency or reliability.
15. The Bidder agrees that:
  - a) it will conduct its own investigation and analysis regarding any information, statements or representations contained in the Relevant 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) by PLL as to the accuracy, completeness, currency or reliability of the Relevant Information;

## II. EVALUATION OF BIDS

1. Final selection will be carried out in accordance with the Quality and Cost Based Selection (QCBS) method. The Technical Proposal and the Financial Proposal shall respectively constitute 80% and 20% of the total score.
2. Step-wise methodology of evaluation of Proposals in accordance with QCBS method is provided below:

### Step 1 – Technical Score (S)

The Technical Score will be calculated per the table below

Sr. No.	Description	Maximum Marks
1	Period since Establishment / Registration of Consultant Firm	10
2	Period of Specific Relevant Experience of Firm	40
3	Academic & Professional Qualifications of Staff/Project Team	25
4	Financial Strength & Audited Statements	10
5	Methodology	15
Total Marks		100

*Relative marking will be done for each category as per the documentation and information provided by each respective bidder.*

The Financial Proposals with a minimum Technical Score (S) of 60 shall be opened while the Financial Proposals of the rest of the clearing agents shall be returned in the sealed form.

### Step 2 – Quality Score (Q)

80% of Technical Score shall be equal to the Quality Score (Q):

$$Q = S \times 80\%$$

### Step 3 – Cost Score (C)

Cost Score (C) shall be calculated per the following formula using Value of Lowest Commercial Bid (L) and the value of the Commercial Bid being evaluated (P):

$$\text{Cost Score (C)} = \{(L / P) \times 100\} \times 20\%$$

### Step 4 – Total Score (T)

Total Score shall be the sum of Quality Score (Q) and the Cost Score (C):

$$T = Q + C$$

3. The contract will be awarded to the firm/company obtaining the highest total score (T).