



PARCO COASTAL REFINERY LIMITED

**PARCO COASTAL REFINERY PROJECT**

Document No.

PCR-PRF-CTC-PCD-PCRL-000-00001-00 B-01

Title

Pre-Qualification Enquiry for Engineering Contractors for  
Non-EPC Civil Works



**THIS PAGE IS A RECORD OF ALL REVISIONS OF THE DOCUMENT, EACH TIME THIS DOCUMENT IS CHANGED THE COMPLETE DOCUMENT SHALL BE ISSUED. THE NATURE OF THE REVISION IS BRIEFLY NOTED UNDER 'REASON FOR REVISION / DESCRIPTION OF CHANGES'.**

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## 1. INTRODUCTION

PARCO Coastal Refinery (PCR) is being planned to improve the petroleum refining in the country to meet domestic demand.

PARCO Coastal Refinery Limited (herein referred to as COMPANY) – Pakistan is setting up a Crude Oil Refinery of 250,000 BPSD, located at Khalifa Point, near Karachi.

## 2. PURPOSE

The purpose of this document is to define the pre-qualification process applied to interested parties (Engineering Contractors), who have expressed desire to bid for the Design & Engineering and Development of Tender Documents for Non-EPC Civil Works on the PARCO Coastal Refinery Project.

## 3. SCOPE

The Scope comprises complete Engineering & Design and Development of Tender Documents for the following Non-EPC Civil Infrastructure Works & Allied Facilities:

- 1 Geotechnical Investigations, Topographic Survey & Reconnaissance Surveys
- 2 Sea Front Retaining Structures
- 3 Levelling, Grading & Plot Development in hilly/rocky area
- 4 Flood Protection, Drainage, Roads & Street Light Network
- 5 Reclamation/Embankment of Salt Lake
- 6 Perimeter walls, Watch Towers & associated Civil works

## 4. TERMS AND DEFINITIONS

COMPANY	PARCO Coastal Refinery Limited
Allied Facilities	Mechanical, Electrical and Plumbing works
EOI	Expression of Interest
Infrastructure	All works of preparation of sub grade, surfacing works and associated site civil works
ITB	Invitation to Bid
NDA	Non-Disclosure Agreement
PCR	PARCO Coastal Refinery
PQQ	Pre-Qualification Questionnaire
Project	Design, Engineering & Development of Tender Documents for Non-EPC Civil Infrastructure Works & Allied Facilities
TBA	To be Advise

## 5. CONTRACT REQUIREMENTS

Bidders shall demonstrate:

- They have the necessary licenses, expertise, experience and resources.
- They are willing to submit a bid on lump sum fixed basis to carry out the services.



- They are willing to sign a Non-Disclosure Agreement (NDA), as part of the tendering process. A refusal to sign the NDA by required date (to be advised) will be deemed as a “Decline to Bid” declaration from the relevant company. The Invitation to Bid will only be issued to Approved Bidders whose signed NDA’s are received.

## **6. SCHEDULE – KEY DATES**

Pre-Qualification Questionnaire (PQQ) issued to Potential Bidders	21 October 2018
Completed/Filled Pre-Qualification Questionnaire submission to COMPANY	11 November 2018
NDA signed	25 November 2018
ITB issued to Approved Bidders	TBA

## **7. PRE-QUALIFICATION PROCESS**

Potential Bidders are required to submit their completed pre-qualification questionnaire by the date specified in this document.

COMPANY will commence evaluation once all adequately completed PQQ’s have been received. The evaluation will be based on a weighted scoring system; the scoring will be made on individual section responses in the PQQ.

Potential Bidders who meet COMPANY minimum criteria will proceed onto the “Approved Bidders” List to be invited to Bid.

## **8. INFORMATION REQUIRED FOR PRE-QUALIFICATION**

A Pre-Qualification questionnaire in Attachment ‘B’ is included for potential Bidder’s use. Potential Bidder is encouraged to answer every question.

All questions have been designed in good faith for the purpose of this pre-qualification process; however, we understand that some questions may involve confidentiality issues. If you believe that providing a response to any question in the PQQ, will compromise your company’s Non-Disclosure Policy, then please provide your reasoning accordingly.

Potential Bidders must submit discrete responses to each of the questions in the PQQ (Attachment B). They should also reference their responses with exactly the same sequenced item numbers listed in the PQQ. Failure to adhere to this requirement may be detrimental to the evaluation process.

## **9. ADDITIONAL INFORMATION**

### **9.1 Potential Bidder Submission**

Potential Bidder can submit the original EOI, signed on company’s letterhead may be scanned and emailed to following email address:

[services\\_chq@parco.com.pk](mailto:services_chq@parco.com.pk)

Additionally, original hard copy of the signed EOI, Pre-qualification Questionnaires and Pre-Qualification Application Form (Attachment A) shall be submitted directly by mail / registered post/courier service in a sealed envelope so as to reach the under mentioned address by the time and date specified in this document. The Potential Bidder shall instruct the courier service to re-seal the envelope(s) or boxes if opened for security check or it can be delivered in person at the following address:



Manager Materials,  
**Pak-Arab Refinery Limited,**  
**PARCO Coastal Refinery Project**  
Corporate Headquarters,  
Korangi Creek Road  
Karachi-75190 – PAKISTAN

Potential Bidders NDA with COMPANY will be sent by post at the above address. 2 original copies of the NDA shall be posted for COMPANY counter signature. COMPANY will return one fully executed copy to Potential Bidder at their specified address.

## 9.2 Submission Instructions

1. **Mandatory Requirement** written next to the information required in Pre-Qualification Questionnaire (Attachment B) **must** have to be provided by the Potential Bidder(s). Application submitted without **Mandatory Requirement** will result in disqualification.
2. All required documentary evidence, etc. should be marked as follows:  
  
Attachment 1  
Attachment 2 .... etc.
3. In case the documentary evidences (where required) are not enclosed with the application, no credit points will be given for that particular item.
4. Documents with English translation super imposed on other language shall not be accepted.
5. Each sheet to be duly stamped & signed by the Potential Bidder.
6. All documents submitted by the Potential Bidder will be treated as confidential and will not be returned.
7. COMPANY will only inform the successful Potential Bidders of the result of their application.
8. COMPANY reserves the right to reject or accept any application and to cancel the Pre-Qualification process and reject all applications without assigning any reason.
9. Documents received after the due date will not be considered and will be returned un-opened. Original signed EOI, application form and Pre-Qualification questionnaire must be delivered within fifteen (15) working days of publication of advertisement. COMPANY does not accept any responsibility for Pre-Qualification documents detained/delayed in transit by mail or otherwise. The name and mailing address of the Potential Bidders should be available on the envelopes so that the submission can be returned unopened.
10. Potential Bidders are advised to review the entire documents and fully familiarize themselves with COMPANY Site requirements and ask for clarification of any ambiguity or discrepancy, which they may find.
11. The Potential Bidder shall bear all costs associated with the preparation and submission of Pre-Qualification documents; COMPANY will in no case be responsible or liable for such costs regardless the outcome of Pre-Qualification Process.
12. During Pre-Qualification process, COMPANY at its discretion may ask the Potential Bidders for clarifications and / or additional information or documents. The request for clarification and the response shall be in writing.



13. COMPANY reserves the right to review and verify the statements and to inspect and visit the Potential Bidder offices & facilities, etc. for the purpose of satisfying themselves and to assess the Potential Bidders' capabilities.
14. Information given, if found to be false at any stage, will result in immediate rejection.

### **9.3 Location of Evaluation Assessment**

COMPANY Head Quarter Offices, Korangi Creek Road, Karachi-75190 – PAKISTAN.



**ATTACHMENT A – LETTER OF APPLICATION**

**(To be typed on Applicant’s Letterhead)**

Registered business name: \_\_\_\_\_

Registered business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

To:  
Manager Materials,  
Pak-Arab Refinery Limited  
PARCO Coastal Refinery Project  
Corporate Headquarters,  
Korangi Creek Road,  
Karachi-75190, Pakistan

**Pre-Qualification of Engineering Contractors**

Dear Sir,

We hereby apply to be qualified with PARCO Coastal Refinery Limited (hereinafter referred to as “COMPANY”) as Engineering Contractors for Design & Engineering Services for Non-EPC Civil Works for PARCO Coastal Refinery Project. We authorize COMPANY for cross verification of the information provided on Pre-Qualification documents including visit to our facility / facilities and to verify the financial and technical aspect of this application by themselves or from any third party.

The name(s), position(s) and contact of person(s) who may be contacted for further information, if required, are as follows:

	<u>Name</u>	<u>Designation</u>	<u>Phone No.</u>	<u>Email</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

We declare that:

- a) The statements made and the information provided in the application is complete, true and correct in every detail.
- b) This firm has never been black listed by any Government Department, Semi-Government Organization, Private Company or Corporation and not involved in litigation / arbitration / financial default with any client.
- c) The firm was never defaulted to any bank, DFI or financial institution in last five years and no litigation in this respect is pending.
- d) The firm is a regular tax payer.

Yours sincerely,

(Authorized representative of applicant)

Name of Person \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Company Seal





**ATTACHMENT B – INFORMATION REQUIRED FOR PRE-QUALIFICATION**  
**PRE-QUALIFICATION QUESTIONNAIRE**