



PAK-ARAB REFINERY LIMITED.

APPLICATION

FOR

PRE-QUALIFICATION

OF

SERVICE PROVIDER/CONTRACTORS



Pak-Arab Refinery Limited

Application for Prequalification of
Service Providers/Contractors

Instructions to Applicant

1. Sealed Application (Application Form) shall be submitted directly by mail / registered post/courier service so as to reach the under mentioned address by the time and date specified in Point No.7. The Applicant 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:

The Manager Materials,
Pak-Arab Refinery Limited
Corporate Headquarters,
Korangi Creek Road,
P.O. Box No. 12243
Karachi-75190, Pakistan

2. Number of categories applied be mentioned on the Application Form, photocopy of Application Form and Annexures may be filled for each category applied for and in English only.
3. All required documentary evidence, etc. should be marked as follows:

Attachment 1
Attachment 2 etc.

In case the documentary evidences (where required) are not enclosed with the application, no credit points will be given for that particular item. Documents with English translation super imposed on other language shall not be accepted.

4. Each sheet to be duly stamped & signed by the applicant.
5. All documents submitted by the applicant will be treated as confidential and will not be returned.
6. PARCO will only inform the successful applicants of the result of their application. PARCO reserves the right to reject or accept any application and to annul the pre-qualification process and reject all applications without assigning any reason.
7. Documents received after the due date will not be considered and will be returned unopened. All application forms must be delivered by or before **1600 hours on Feb 21, 2018**. Application forms received later than the specified date and time shall not be entertained. PARCO does not accept any responsibility for bids detained/delayed in transit by mail or otherwise. The name and mailing address of the applicants should be available on the envelopes so that the submission can be returned unopened.
8. Applicants are advised to review the entire documents and fully familiarize themselves with PARCO's requirements and ask for clarification of any ambiguity or discrepancy, which they may find.

Applicants requiring any clarification related to the prequalification may forward their request for clarification in writing through fax or letter signed by the authorized representative at the above mentioned address.

9. The applicant shall bear all costs associated with the preparation and submission of documents; PARCO will in no case be responsible or liable for such costs regardless the outcome of prequalification process.



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10. During Evaluation process, PARCO at its discretion may ask the Applicants for clarifications and / or additional information or documents. The request for clarification and the response shall be in writing.
11. PARCO reserves the right to review and verify the statements and to inspect and visit the Applicant offices & facilities, etc for the purpose of satisfying themselves and to assess the applicants' capabilities.



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Letter of Application
(To be typed on Applicant's Letterhead)

Registered business name: _____

Registered business address: _____

Telephone: _____ Fax: _____

To:
The Manager Materials,
Pak-Arab Refinery Limited (PARCO),
Corporate Headquarters,
Korangi Creek Road,
P.O. Box No. 12243
Karachi-75190, Pakistan

Prequalification of Service Providers/Contractors

Dear Sir,

We hereby apply to be qualified with Pak-Arab Refinery Limited as Service Providers/Contractors for the services provided by us. We authorize PARCO for cross verification of the information provided on prequalification 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 regular tax payer

Yours sincerely,

(Authorized representative of applicant)

Name of Person _____

Designation _____

Date _____

Company Seal



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Document No. _____

PARCO Stamp

Category of Services for which prequalification is sought (Separate form for each category):

i) _____

Please mention the category of services applied for after selection from Annexure 'A' attached herewith:

Please attach following documents along with the Application:

- Details of associated undertaking of Directors / Partners / Sole Proprietor / Association of persons **(Mandatory Requirement)**
- National Tax Certificate **(Mandatory Requirement)**
- Provincial Sales Tax Registration Certificates
- Certificate of Legal Status
- Services normally provided by the applicant have been indicated
- Bank Statements/ Audited Financial Statements (03 years) **(Mandatory Requirement)**
- Income Tax Returns (3 years) **(Mandatory Requirement)**
- Details of Litigations / Arbitrations / Financial Default on company's letter head **(Mandatory Requirement)**
- Detail of Employees along with CVs of personnel relevant to the applied category
- LTA record of last ten years
- HSEQ Plans
- HSEQ filled forms
- List of Clients along with copies of Work Completion Certificates issued over the last ten years
- List of Works with PARCO along with copies of Work Completion Certificates issued over the last ten years
- Details of Office /workshop along with copies of ownership documents / rental agreements
- Organizational Structure
- PEC registration certificate (attach if any)
- List of Resources (as per attached list for each category of services)
- Filled Application form
- Reference letter from bank with regard to firm and Directors / Partners / Sole Proprietor / association of persons.

Details of Applicant:

Company Name: _____

Head Office _____

Address: _____

Telephone (Land Line): _____ Mobile: _____

Fax: _____ e-mail: _____

Website: _____

Regional Office _____



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Address: _____

Telephone (Land Line): _____ Mobile: _____

Fax: _____ e-mail: _____

Name of : Proprietor/CEO/MD _____

Telephone (Land Line): _____ Mobile: _____

E-mail: _____

Contact personnel:

Name: _____

Designation: _____

Telephone (Land Line): _____ Mobile: _____

E-mail: _____



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Legal Status:

(Attach documentary evidence for below details)

- Proprietorship
- Partnership
- Private Ltd. Co
- Public Ltd. Co

Date of establishment: _____

- 1-5 Years
- 6-10 Years
- 11+ Years

Employees on permanent pay roll:

- 1 - 10
- 11 - 50
- 51 - 100
- > 100

Employees on permanent pay roll having experience more than five years:

- 1 - 5
- 5 - 10
- > 10

Please provide details of key managerial and technical staff along with qualification and experience separately for each discipline, as applicable on page No.12 (Annexure-"D").

Office/Workshop (attach proof) :

- Own facility
- On Rent facility



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National Tax No. _____ (Attach Copy of Certificate)

Provincial Sales Tax

For Sindh

Provincial Sales Tax Registration No. _____ (Attach Copy of Certificate)

For Punjab

Provincial Sales Tax Registration No. _____ (Attach Copy of Certificate)

Please provide Company's financial statement for last 3 years

If, company's accounts are **not available** please provide:

- Copies of tax returns filed and Income Tax Paid for last 3 years including Statement of Accounts
- Bank statement for last 03 years
- Reference letter from bank for the firm and Directors / Partners / Sole Proprietor / association of persons.



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Please provide list of clients (other than PARCO) separately for – Annexure-“B & B-1”

- (a) Refinery/ Pipeline/ Petrochemical/Energy Sector
 More than 5 years Less than 5 years No experience
- (b) Multinationals (other than mentioned in (a))
 More than 5 years Less than 5 years No experience
- (c) Semi-Government /Government
 More than 5 years Less than 5 years No experience
- (d) Private
 More than 5 years Less than 5 years No experience

- Currently working / worked with PARCO in last five years
- Worked with PARCO since last ten year and now
- Worked with PARCO five years ago but not now
- Never worked with PARCO

(if worked with PARCO, please submit documentary evidences / copies of Purchase Orders etc. along with Application form.

Pre-qualified with PARCO Yes No

- Resources owned / employed by the organization (engineering facilities/vehicles/resources)
- Equipment, vehicle, Machinery and Tools - Annexure- “C”
 - Human Resources - Annexure- “D”

Details of litigation / Arbitration case / Financial Default, if any: Yes, (Attach details)

No, (Please provide certificate on company's Letter Head that there is no on-going litigation / arbitration and there has been no litigation/arbitration and financial default in the past.)

Does your company have a HSEQ (Health, Safety, Environment & Quality plan)
(if Yes), please provide information on the attached sheet as Annexure-“E”

Yes No

Please attach:

- LTA record of last ten years
- HSE Plan
- Filled HSEQ Forms (Annexure –F & G)

Signature: _____

Name: _____

Designation: _____

Date: _____

Company Seal



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Annexure "B"

Services Track Record (Less than 5 Years)

(Please attach evidences)

Attach additional sheets (if required)

S. #	Description of Services	Contract Value in Pak Rs.	Start & Completion date	Name & Address of Client	Location



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Annexure "B-1"

Services Track Record (More than 5 Years)

(Please attach evidences)

Attach additional sheets (if required)

S. #	Description of Services	Contract Value in Pak Rs.	Start & Completion date	Name & Address of Client	Location



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Annexure "C"

Equipment, Vehicle, Machinery & Tools Owned by the Organization
(Please refer to list of resources for each category)

S. No.	Specify Tools/Equipment/Vehicle/Machinery	Quantity	Make / Model	Owned/ Rented	Fitness/calib ration Certificate attached	Address for physical inspection of the equipment



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Annexure "D"

Human Resources

S. No	Name	Qualification Details			Experience (No. of Years)	Position in the Organization / Experience at the present post	P.E.C. Registration # (for engineers only)	Safety Awareness (Yes/No)	Certifications
		Degree/Diploma	Discipline Technology	Year of Passing					

Note: Please provide Company's Organogram



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Annexure – “E”

Health, Safety, Environment & Quality Plan

1.	Does your company have an HSEQ Policy and / or Product Stewardship Policy? If yes, (Attach HSEQ Manual)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does your company operate an HSEQ Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is there a person appointed with specific responsibility for HSEQ related issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Has your company been subject to any HSEQ prosecutions by the public, EPA or other NGO's in last 5 years. If yes, describe briefly.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is there any other HSEQ initiative that you would like to convey to us? If yes, describe briefly.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Do you have kept LTA record (Attach if any)	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Annex-F

Pipeline Division Pak-Arab Refinery Ltd.	HSE requirements from Service Provider	HSEQ-F-18
		Rev.3 Date: 26.4.2013 Page 1 of 1

Services provided: _____
 Location : _____

1. Contractor / Service Provider must provide following information:

- a. Safety requirements relating to Handling/packaging/identification of product *involved in service*.
- b. Safety hazards relating to service.
- c. Safety hazards/risks relating to transportation and storage of product or materials involved in a service.
- d. Information about the product composition/MSDS *involved in a service*.

2. Contractor / Service Provider must agree to abide by the following requirements / procedure.

- a. Compliance to Pipeline Division of Pak-Arab Refinery Ltd's specific procedures for performing the activity.
- b. Compliance to PTW requirements.
- c. Compliance to work permit requirements
- d. Compliance to use of applicable Protective gear (PPEs). Please clearly specify if PPEs, uniform / any other dress item would be provided by Contractor / Service Provider or by the Pipeline Division.
- e. Willingness to train or get trained all *Contractor /service provider's* persons working in Pipeline Division of Pak-Arab Refinery Ltd' premises.
- f. Handling and Disposal of waste at agreed intervals and in agreed (environmentally safe) manner.
- g. Compliance to all existing HSE requirements, safety precautions, Do's and Don'ts specified by Pipeline Division of Pak-Arab Refinery Ltd.
- h. Willingness to be audited / checked by Pipeline Division of Pak-Arab Refinery Ltd's staff for HSE compliance (as defined by Pipeline Division of Pak-Arab Refinery Ltd.)
- i. Willingness to self check own tasks and work force for HSE compliance and report results to Pipeline Division of Pak-Arab Refinery Ltd., when asked by Pipeline Division to do so.
- j. Compliance to procedures of confined space and vessel entry.
- k. Compliance to procedures of excavation, trenching and shoring.
- l. Compliance to emergency procedures.
- m. Compliance to follow safe procedures for scaffolding and lifting equipment.
- n. Compliance to area and machine guarding.
- o. Compliance to site security procedures.
- p. Compliance to temporary recruitment procedures
- q. Compliance to electrical equipment safety rules.
- r. Compliance to any other HSE requirements specified by the Pipeline Division.

Agreed by

Service Provider/Contractor(name):.....

Signature:.....Date:.....



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Annex-G

Pipeline Division Pak-Arab Refinery Ltd.	Previous Safety Record of <i>Service Provider / Contractor</i>	HSEQ-F-31
		Rev.3 Date: 26.04.2013

Name of *Service Provider / Contractor*:

Quote no. / Bid no.:

A. Jobs performed during the last 5 years

S. No.	Organization worked for	Location / address	Nature of Job	Did you establish a Site Safety organization Yes / No
1				
2				
3				
4				
5				

B. Indicate what quantities of each of the following will you provide for your employees for the quoted job.

Hard Hats		Breathing apparatus		Impervious gloves	
Safety harness		Fire extinguishers		Safety belts	
Safety goggles		Face Shields		Any other	
Safety Shoes		Face masks			

C. How many of your employees are trained on Fire fighting?.....

D. How many of your employees are trained on First Aid?.....

E. Briefly describe all accidents involving your organization or any of your employees during last five years:

*** Please attach the proof for training of Contractor's personnel.**

Service Provider Signature:

Service Provider Seal:

Date:

Categories for Pre-qualification of Contractors / Service Providers 2017-2018

SR#	Categories
1	Civil Works
a	Civil Works in Karachi and Hub (Baluchistan)
b	Civil Works in Sindh (Other than Karachi)
c	Civil Works Southern Punjab (Fazilpur, Mahmood Kot Rajanapur Dera Ghazi Khan)
d	Civil Works in Central and Northern Pujab (Faisalabad/ Kot Bahadur Shah/ Lahore Machikke/ Adhi/ Dhurnal / Dhodak etc)
2	Mechanical Works
3	Electrical
4	Instrumentation and Telecom/SCADA
5	Pipeline Maintenance Works
6	Microwave Towers Maintenance
7	Fiber Optic Cable (FOC) maintenance Works
8	Telecom/SCADA services
9	Calibration Services (calibration of equipment)
10	Diesel Generator Maintenance Services for sites located throughout Sindh and Punjab
11	Fire Fighting Equipment Maintenance Services
12	Lab Testing Services
13	NDT Testing and Third Party Maintenance Services
14	Services for Furniture./ Upholstery Maintenance
15	Maintenance of Office Equipment Services
16	Termite Proofing/Fumigation/ Pest Control Services
17	Manpower services, skilled or semi skilled for MCR Only
a	HVAC services
b	FRP works (Fibre Reinforced Plastic)
c	Air Fan Cooler (AFC) works
d	Re-tubing of Heat Exchangers
18	Subscription of CATV Channels (MCR Only)
19	Laundry & Dry Cleaning Services (MCR Only)
20	Services for refractory lining in boiler & heater (For MCR only)
21	LPG meter calibration (PPGL Only)
22	Ultrasonic thickness gauging of bulk tanks (PPGL Only)
23	Transportation of bulk tanks (PPGL only)
24	Branding/Stickers printing for LPG bowsers (PPGL only)
25	Protective Paint services of bulk tanks (PPGL only)
26	Re qualification of LPG Tank/Bowsers/Bulk tankers (PPGL only)
27	Installation and Comissioning of Piping etc and services for site installation (PPGL Only)
28	Maintenance of Lifts (Karachi)

CIVIL WORKS

Description
Mixing Machine Plate compactor vibrator Generator Shuttering wooden Steel shuttering M.S joint Scaffolding pipe grinder drill machine
Level instrumental theodolite
Calibration certificate of instruments.

MechanicalWorks

Description
Cranes Excavator Generators Diesel Engine driven Air Compressors Welding Machines with cables and accessories Sand Blasting unit (Hoppers, nozzles, clamps, hose pipes etc) Hydrotesting Pump Beveling / Grinding Machine Gas Cutting Set Drill Machines Holiday Detector Jacks Chain Block Sets Scaffolding
Fitness certificates of equipment

Electrical Works

Description
<p>Transformers, Switchgears, Circuit Breakers, Motor Control Centers, Power & Control Cables, Motors, UPS, DC Chargers, Lighting Products, Current and Voltage Transformers, Protection Relays, Solar Panels and accessories, Grid Station Equipment, Electrical Related Building Electrification Material, Electrical Panels etc, Services for installation, Testing and Commissioning of Electrical Equipment.</p>

Instrumentation Works

Description
<p>Instrumentation include Pressure (Gauges, Transmitters, Safety Valves, Switches), Temperature (RTDs, Switches, Transmitters), Level (Transmitters, Switches, Gauging system) and Flow (Meters, Switches) Equipment, Valves, Fire Detection System (Includes Fire Detectors, Smoke Detectors MAC Points, Sounders etc), Vibration Monitoring System, Control Cables, etc. Can provide Certification to Weighbridge and Meter-Prover Calibration.</p>

Pipeline Maintenance Works

DESCRIPTION
<ul style="list-style-type: none">• Deals in Cold Cutter (complete set)• Gas Cutter (complete set)• Pit gauge• DFT meter• D-meter• Flaw Detector• G.P.S instrument• Pipe Locator• Welding Plants• Diesel Generator (5KV)• Compressor• Crane (Third party certified)• Sand blasting (Complete set including Dead weight tester, PSV, Hopper)• Shahzore Truck• 4x4 Truck• Mechanical Plate compactor• Theodolite• Level instrument• Vernier calliper• Screw Gauge• Safety equipment

Microwave Towers Maintenance Work

Resources	Remarks
Equipment	Online Tension Meter, Theodolite, Alcometer
Equipment Calibration	Validity
Tower Rigger (Experienced)	Minimum 5 years
PPEs	Yes / No

Fiber Optic Cable Maintenance Work

Resources	Remarks
Equipment	OTDR, Splicing Machine, Power/Source Meter, Optical Attenuators, Optical Talk set, Optical Test Accessory Kit, Excavator
Equipment Calibration	Validity
FOC splicer (Certified/Experienced)	Minimum 5 years
Air Condition Vehicle with Dust Free Environment for Splicing	Yes / No
Cable Trolley for Laying of FOC	Yes / No

TELECOM/SCADA

Description:
RF Test equipments
Laptop with licensed Windows/ Application & Softwares
Engineer/ Technical Tool kit
Network Analyzer
OTDR for Fiber Optic
Splicing Machine for FOC
Optical Talkset
CERTIFICATE
Calibration Certificate of test Equipment
Frequency license from PTA

Calibration Services:

DESCRIPTION
Calibration of miscellaneous test equipments. <ul style="list-style-type: none">• Master equipment for calibration.• Capable of providing valid calibration certificate

Diesel Generator maintenance & Services

Description
Crane Chain Block Sets Generator Blower Battery Load Tester Vibration Meter Drill Machine Mechanical Toolkit Electrical Toolkit Lifter Trolley Jack Lube oil sucking pump Special Tools Jacks Roller Clamp Meter Meggar/Insulation Tester Earth Resistance Tester Air Conditioner gas charging unit Air Conditioner toolkit Gas charging kit Equipment for Discarding Waste
Fitness certificates of equipment

Fire Fighting Equipment Maintenance Services

Description
R&M Yard/Area/Lab/Work facility
Sandblasting Unit
Hydro-testing Pump
Painting facility
Calibration Units/Kits
Able to verify Fitness of equipment/provide fitness certificate

Lab Testing Services

Description
Sort Analyzer Base Sediment & Water Xylene Betamol Methomol Acetic Acid Distilled Water Bithanol Toulene 100 ml Graduated Class Cylinder 100 ml Beaker Flask 500 ml & 100 ml Bippled filler
Calibration certificate for Sort Analyzer

NDT testing & Third party maintenance services

Description
Inspection manager of at least 10 years relevant experience
Organization have valid calibrated paint DFT meter, Holiday test machine, VBT testing, UT measurement, radiography, magnetic particle, ultrasonic & MFL testing equipment available in their possession
Organization have ASNT level –II certified inspectors for PT, RT, MT and UT interpretation
Organization have API 653 certified inspector available
Organization have ISO 9000 certification
NDT field working staff have HSE trained to work in oil installation

Services for furniture/upholstery maintenance

Description
Slot scraper
Steel chisel
KNIPLEX- screw gripper
Self-adapting universal wire stripper
Enamel Stripper Tweezers
Screw Driver for Mechanical
Soft hammer
Wire tamping tools set
Plastic clamps
Combination pliers
Cutting pliers
Long nose pliers
Multi meter (digital)
Polyester tie tap
Screw driver sets
Soldering iron with soldering stand
Solder
Cutting pliers
Grinder
Drill machine

Maintenance of office equipment

Description
Flat wire brushes Round wire brushes Slot scraper Steel chisel Two arm universal pullers set KNIPEX screw gripper Self Adapting universal wire stripper Enamel Stripper Tweezers Automatic wire stripper Soft hammer Wire tamping tools set Plastic clamps Combination pliers Cutting pliers Long nose pliers Multi meter (digital) Polyester tie tape Screw driver sets Soldering iron with soldering stand Solder Cutting pliers Neon tester Drilling machine Multi meter Anti static wrist band

Services for Termite proofing/fumigation

Description
Bait guns UV Flashlights Disposable coverall Replacement keys Safety equipment Respirators Spill kits Aerosol dispensers Foamers Work gloves Termite baiting tools Dehumidifiers Spayer cleaner Fencing Attic fans

Manpower resources for following services

1. AFC,s, 2. Re-Tubing of Heat Exchangers, 3. FRP coating, 4. HVAC”

Description
Provide list of 20 craft persons having at least 05 years relevant experience of specific job for which man power is required
Provide list of relevant tools and equipment they possess against each category

Subscription of CATV Channels

Description
Pemra authorized channel service provider
Have signal Tester Meter for dish alignment

Laundry services

Description
Space for cleaning/drying outside the PARCO premises (60'x100') 6000 sq.ft.
Heavy duty washing machines (04 Nos.)
Dry cleaning plant for blankets etc.
Vendor should have 01 No Suzuki Pick-up to pick up the linen from PARCO site.
Heavy duty iron (3 Nos.) with tables for ironing activity.

Refractory works

A. Resources:

1. Gunning Machine
2. Paddle Mixed
3. Pneumatic Rammers

B. Experienced Personnel:

1. Supervisor: 25+ Years
2. Executors for Gunning, Casting and Ramming: 15+ Years

Lift maintenance

Description
Digital meter
Blower
Tool kit for lift maintenance

Pre Qualification Categories with List of Resources for PPGL 2017

	Services for PPGL	List of resources
1	LPG meter calibration	<ol style="list-style-type: none"> 1. Master meter valid calibration certificate 2. Calibration procedure as per guideline of COP19
2	Branding/Stickers Printing for LPG bowsers	<ol style="list-style-type: none"> 1. Able to print engineering grade tapes/stickers e.g. 3M. Printing Press having capability of tape printing, alongwith 3M Materials are required
3	Requalification of LPG Tanks/Bowsers/ bulk tanks	<ol style="list-style-type: none"> 1. Should have inspector certified by API-510/NBIC Qualified with minimum post qualification experience of 8-10 years min 2. Appropriate equipment to carry out inspections
4	Installation and Commissioning of Piping etc. and Services for LPG site installation	<ol style="list-style-type: none"> 1. Should have fabrication workshop with necessary tools 2. Team to perform fabrication, fitting and installation job
5	Ultrasonic thickness gauging of Bulk tanks	<ol style="list-style-type: none"> 1. Should have inspector certified by API-510/NBIC Qualified with minimum post qualification experience of 8-10 years 2. Appropriate equipment to carry out inspections
6	Protective Paint services of Bulk Tanks	<ol style="list-style-type: none"> 1. Have sand & wet blasting machines alongwith application tools for performing paint services on pressure vessels
7	Transportation of Bulk Tanks	<ol style="list-style-type: none"> 1. Should have appropriate vehicles, cranes and forklifts with fitness certificates 2. Certified cranes