



## PAK-ARAB PIPELINE COMPANY LIMITED


### Application for Pre-Qualification of NGO


Pak-Arab Pipeline Company Limited (PAPCO) owns a 26" diameter, approximately 787 Km long, cross country White Oil Pipeline (WOP) system, for transporting High Speed Diesel (HSD) from Fauji Oil Terminal Company (FOTCO) oil jetty at Port Qasim near Karachi to Mahmoodkot in district Muzaffargarh.

Pak-Arab Pipeline Company Limited (PAPCO) invites applications for Pre-Qualification from well-established NGO's or non-profit organizations having National Tax Number (NTN) for running a Public Awareness Campaign along the ROW (Right of Way) of Pak Arab Pipeline Company.

Following Documents are attached:

- Instructions to Applicant
- Format of Letter of Application
- Scope of Work
- Application Form with mandatory requirement and documents

 29/1/20  
Manager Materials

 29/1/2020  
R. Hussain  
29/1/2020



## 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.6. 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 Pipeline Company Limited**  
Corporate Headquarters,  
Korangi Creek Road,  
P.O. Box No. 12243  
Karachi-75190, Pakistan

2. 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. Documents with English translation super imposed on other language shall not be accepted.

3. Each sheet to be duly stamped & signed by the applicant.
4. All documents submitted by the applicant will be treated as confidential and will not be returned.
5. PAPCO will only inform the successful applicants of the result of their application. PAPCO reserves the right to reject or accept any application and to annul the pre-qualification process and reject all applications without assigning any reason.
6. Documents received after the due date will not be considered and will be returned unopened. All application forms must be delivered by or before **17:00 hours on March 12, 2020**. Application forms received later than the specified date and time shall not be entertained. PAPCO 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.
7. Applicants are advised to review the entire documents and fully familiarize themselves with PAPCO's requirements and ask for clarification in writing on any ambiguity or discrepancy, which they may find. Such clarifications should reach by five working days prior applications submission date.



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.

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

For further Queries, Contact on:

**E.mail:**

[amnashaikh@parco.com.pk](mailto:amnashaikh@parco.com.pk)

**Telephone:** 0213 35090619

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

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

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

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

To:  
The Manager Materials,  
**Pak-Arab Pipeline Company Limited**  
Corporate Headquarters,  
Korangi Creek Road,  
P.O. Box No. 12243  
Karachi-75190, Pakistan

**Prequalification of NGO or Non-Profit Organization**

Dear Sir,

We hereby apply to be qualified with Pak-Arab Pipeline Company Limited as working partner for running the Public Awareness Campaign along with ROW (Right of Way) of Pak Arab Pipeline Company. We authorize PAPCO 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.

Yours sincerely,

(Authorized representative of applicant)

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

Designation \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Company Seal



## Scope of Work

### **The Primary Objective**

Engagement of local NGO for a period of one year to run a Public Awareness Campaign in remote areas of Sindh and Punjab along the Pipeline route of 786 kms and adjacent areas of locations mentioned below from Port Qasim Karachi to Mahmoodkot, near Multan.

### **Task Locations of Engagement**

<b>Town / City / Province</b>	<b>Languages of Campaign</b>
Port Qasim, Karachi	Urdu
Bubak, near Sehwan, Sindh	Urdu / Sindhi
Shikarpur, Sindh	Urdu / Sindhi
Fazilpur, Punjab	Urdu / Seraiki / Punjabi
Mahmoodkot, Punjab	Urdu / Seraiki / Punjabi

### **The scope of work includes:**

- HSE (Health, Safety, Security and Environmental) compliance campaigns at all locations close to Pipeline route of 786 kms from Port Qasim to Mahmoodkot
- Public Awareness Campaigns in the communities located close to above locations using all mediums i.e print, audio and video
- Proper record keeping of all activities for the above campaign at all locations
- Routine training of staff located at these locations on how to involve communities in spreading public awareness about pipeline and communities' safety.
- Formation, strengthening and engagement of community management committees
- Maintaining signage at all locations including awareness raising material through posters and flyers in national language Urdu, and regional languages of Sindhi, Seraiki and Punjabi

### **Deliverables**

- Fortnightly Report on Community Engagement outcome, information on usage of communication material by the communities
- Periodic feedback from community and recommendations for actions

### **Engagement**

- Fortnightly Reports for the first three months and then Monthly reports to be shared with PAPCO team
- Monthly meetings with PAPCO team to raise challenges, request for additional support or provide progress update
- Discuss community feedback and recommendations

# Pre-Qualification Application Form

**Instructions:**

- Kindly fill the check boxes
- Select only one option against each field

## General Information

Name of Organization:

Registered Address:

Telephone#

## Mandatory requirements

- Turnkey Solution Provider (Company agrees to comply to the brief Scope of Work given).
- Audited accounts for the last five years.
- Tax Exemption Certificate / Registration with FBR or tax authorities as NGO or non-profit organization
- Certificate of Litigation/Arbitration cases / Financial Default if any.
- Confirmation that the Company has managed atleast 3 social mobilization projects / community development programs in Sindh and Punjab both with any Renowned International Donor Agency e.g UN, USAID, UKAID, UNHCR etc with satisfaction of the client agency during the last five years.

**Note:** Above are Mandatory Requirements. If mandatory requirements are not met, the NGO will be disqualified without further evaluation.

## Documents to be submitted along with the application

- NTN Certificate
- Tax Exemption Certificate
- Certificate of Legal Status
- Certificate of Type of Business / Registration Certificate as NGO or non-profit organization
- Certificate of Litigation/Arbitration cases / Financial Default

 27/11/2020



- Reference letters showing prior experience with UN agencies (IUCN, UNHCR etc.) or any other Renowned International Donor Agency e.g USAID, UKAID etc.
- List of Clients (attach proof of experience such as work completion certificate and/or reference letters)
- Details of work experience along with size of campaigns and projects handled during last five years
- List of permanent employees with designations
- Audited Financial Statements of last five years
- Confirmation that the Company has managed atleast 3 social mobilization projects / community development programs in Sindh and Punjab both with any Renowned International Donor Agency e.g UN, USAID, UKAID, UNHCR etc with satisfaction of the client agency during the last five years.

**Pre-Qualification Criteria**

S.no	Corporate	14 Marks
		<b>Check Box</b>
<b>1</b>	<b>Legal Status</b>	<b>3 marks</b>
	Sole ownership / Partnership	
	Private Company	
	working under a Trust / Board of Trustees	
	NGO	
<b>2</b>	<b>Years of Establishment</b>	<b>4 marks</b>
	1-5 Years	
	5 -10 Years	
	more than 10 years	
<b>3</b>	<b>No. of Permanent Employees</b>	<b>4 marks</b>
	≥ 30	
	15 - 30	
	Upto 15	





4	<b>Litigation / Arbitration History</b>	<b>3 marks</b>
	No arbitration / litigation history	
	Arbitration / litigation history with claims decided in favor of company	
	Arbitration / litigation history with claims decided against the company	
<b>Financials</b>		<b>6 marks</b>
5	<b>Average Annual Donations / cost of Social Mobilization Projects implemented (Rs. Million Per annum)for last 5 years</b>	<b>4 marks</b>
	>=50	
	>=35 to <=50	
	>=20 to <=35	
	< 20	
6	<b>Methodology to meet Project cash flow</b>	<b>2 marks</b>
	Cash flow plan submitted	
	Not submitted	
<b>Experience and Presentation</b>		<b>60 Marks</b>
7	<b>List of Clients (Satisfaction/Appreciation Letters from donors / clients)</b>	<b>15 marks</b>
	Multinationals and Large National companies and Government Departments	
	Multinationals and/or Large National companies and Govt Departments	
	Multinationals and/or Large National companies	
	Involving Government Departments only	

8	<b>Size of social mobilization / community engagement campaigns handled in last five years with print, audio, video support</b>	<b>15 marks</b>
	Above 10,000 villages / communities	
	10,000-5,000 villages / communities	
	4,999-1,000 villages / communities	
	999-500 villages / communities	
	Less than 500	
9	<b>Good working experience of atleast five projects with UN agencies (IUCN, UNDP, UNHCR etc.) or any other Renowned International Donor Agency during the last 5-10 years e.g USAID, WWF, UKAID etc.</b>	<b>20 marks</b>
	successful implementation of 3 -5 projects with UN or any Renowned International donor agency	
	successful implementation of more than 5-10 projects with UN or any Renowned International donor agency	
10	<b>Number of Campaigns per year covering Sindh and Punjab areas both</b>	<b>10 marks</b>
	Above 5	
	4 to 5	
	Between 1 to 3	
<b>Presentation to PAPCO Management</b>		
11	<b>Reporting to the Sponsor / feedback to partner organization ( a presentation would be given on this to evaluation committee) marks for presentation are broken off as following:</b>	<b>20 Marks</b>
	Experience	
	Clientele	
	Resources	
	Reach	
<p><b>NOTE:</b> The NGOs who will obtain 80% (64 marks) or above in Sr. Nos. 1-10 of the Criteria will be invited to give <b>presentation</b> to Evaluation Committee. Minimum sixteen marks (80%) are required to be obtained in the Presentation to Pre-qualify.</p>		
<b>Total Marks:</b>		<b>100</b>
<b>Passing Marks:</b>		<b>80</b>

~~11/1/2020~~