



Request for Qualification (RFQ) of Consultants

Subject: Public Tender 96-11
Tender for Appointing the Consultant
Implementing Process Safety Management System
JAM Petrochemical Complex

Main Point: In addition to printed version, the electronic file of completed survey and documents requested in PDF format and on a CD must be delivered to employer.

1- Object of Tender

Tender No 96-11 called as appointing the consultant for **Implementing Process Safety management System** JAM Petrochemical Complex

2- Estimation of Tender

Estimated cost for implementing process safety management system equals to 7,000,000,000 RIs.

3- Domicile of Tenderer (Employer)

Employer: JAM Petrochemical Company

Address: No. 27, 4th floor, Trading Commission Office, NezamiGanjavi St., TAVAMIR Ave., Tehran,
Tel: 021-88652978 Fax: 021-88193485

4- Necessary Documentations

- a- Completed forms of Quality Assessment Documents
- b- Documents mentioned in any table of quality assessment document

5- Main Notes

Note 1- Failing to provide above documents and related documents, the statements provided in quality assessment forms is not valid.

Note 2- Tenderer must provide original or certified copy of documents as mentioned in above values; otherwise, the documents sent by tenderers should not be reviewed in Technical-Commercial Committee of tender holder.

Note 3- All Assessment Documents must be signed by signatories of company and sealed by company's stamp.

Note 4- Besides printed version and certified copy of documents, the e-file of all documents in PDF format must be also sent.

6-Measures for Quality Assessment and their Points

Minimum point acceptable for quality assessment is 60.

1. Similar works and job experiences include consulting services for designing, implementing, auditing and training of Process Safety Management System in printed version together with soft copy in PDF format (50 points)

1.1. Similar works and job experiences include consulting services for designing Process Safety Management System in Gas & Oil/ Petrochemical Industry. (10 points)

1.2. Similar works and job experiences include consulting services for Implementation of Process Safety Management System in Gas & Oil/ Petrochemical I Industry. (10 points)

1.3. Similar works and job experiences include consulting services for auditing of Process Safety Management System in chemical Industry. (10 points)

1.4. Similar works and job experiences include consulting services for designing and implementation of Process Safety Management System in Olefin or polymer plants.(5 Points)

1.5. Any training services for designing, implementing and auditing of Process Safety Management System based on OSHA Standard. (5 points)

1.6. Minimum Job experiences 10 years in technical and specific process safety division (Each year Takes One Credit). (10 Points)

2. Organizational chart of consultant and members of process safety management team. (10 points)

3. Resume and job experiences of each key personnel of process safety management team based on related Organizational chart of consultant. (15 points)

4. Result of consultant technical proposal quality assessment (this parts will be performed and confirmed by JAM HSE department). (25 points)

Measures of quality assessment and point of any measure detailed as below table:

Item	Assessment measure			Maximum point	Point obtained
1	Similar works and job experiences include consulting services for designing, implementing, auditing and training of Process Safety Management System	1.1	Similar works and job experiences include consulting services for designing Process Safety Management System in Gas & Oil/ Petrochemical Industry	10	
		1.2	Similar works and job experiences include consulting services for Implementation of Process Safety Management System in Gas & Oil/ Petrochemical Industry	10	
		1.3	Similar works and job experiences include consulting services for auditing of Process Safety Management System in chemical Industry	10	
		1.4	Similar works and job experiences include consulting services for designing and implementation of Process Safety Management System in Olefin or polymerization plants	5	
		1.5	Any training services for designing, implementing and auditing of Process Safety Management System based on OSHA Standard	5	
		1.6	Minimum Job experiences 10 years in technical and specific process safety division	10	
2	Organizational chart of consultant and members of process safety management team			10	
3	Resume and job experiences of each key personnel of process safety management team based on related Organizational chart of consultant			15	
4	Result of consultant technical proposal quality assessment (this parts will be performed and confirmed by JAM HSE department)			25	
5	Total			100	

Full name and authorized and binding signature (Consultant)

Part One

General Information of Consultants

10-Bid Management System Certificate of Tenderer

Item	Title of certificate	Subject of certificate	Issuing authority	Issuance date	Validity date	Remarks
1						
2						
3						
4						
5						
6						

Signed and sealed by applying
company

Part Two

Consultants Assessment Table

Table 1- Experience (Executive Records during five last years)

Item	Subject of contract	Type of contract	Total cost	Place of project	Employer	Full name and position of employer's representative	Organizational call contact of employer's representative	Point obtained
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total points								

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Remarks for Table No. 1

Item	Title	Point
1	Any contract provisionally delivered similar to the subject of tender with the value of contract equal to or more than financial estimation of present tender (maximum 5 contracts)/ Similar works and job experiences include consulting services for designing, implementing, auditing and training of Process Safety Management System in printed version together with soft copy in PDF format. Each Related work experiences takes 2 scores.	10
2	Maximum point	50
3	In contracts with their value less than financial estimation of present tender, the experience point will be reduced proportionally.	
4	In contracts that a part of it is similar to the subject of tender, the value of related part will be considered for assessment.	
5	Similar works include consulting services for designing, implementing and training Process Safety Management System based on OSHA Standard in Petrochemical Industry	
6	In addition to printed version, e-file of table No. 1 must be sent in PDF format.	
7	Copy of all certified contracts in addition to printed version, its e-file in PDF format must be enclosed. (Copy of main parts of contract such as specifications of employer and consultant, subject of contract, cost of contract, duration of Contract, ... must be sent). In contracts that a part of it is similar to the subject of tender, besides mentioned documents, the description of services provided by consultant must be also sent in related part.	
8	It is necessary to provide certificates for cancelling related contracts (or minute for provisional delivery of contracts)	
9	Incomplete documents should not be reviewed and no objection will be accepted.	

Table 2- Assessment of previous Employers (Good Performance Records)

Item	Subject of contract	Cost of contract	Employer	Point for assessment of previous employers
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Point for assessment of good performance of consultant				

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Remarks for Table 2

Item	Title	Point
1	Any good performance certificate in similar projects during 10 last years with assessment point of 100 (maximum 5 certificates)/ Resume and job experiences of each key personnel of process safety management team based on related Organizational chart of consultant. Each related performance certificate takes 1 score.	5
2	Maximum point	15
3	In good performance certificates with assessment point of excellent/ very good/ good, the assessment point of 100/85/70 will be considered respectively.	
4	In good performance certificates with contents of general satisfaction, assessment point of 70 is considered	
5	Similar works include consulting services for designing, implementing and training Process Safety Management System based on OSHA Standard in Petrochemical Industry	
6	In addition to printed version, e-file of table No. 2 must be sent in PDF format.	
7	Certified copy of informed consent of previous employers in printed version together with soft copy in PDF format must be sent.	
8	Incomplete documents should not be reviewed and no objection will be accepted.	

Table 3- Organizational Structure of Consultant

Item	Full Name	Organizational position	Last educational certificate	Place of graduation	Suitable experience (Yr.)		Point
					Total	In this company	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
Score of organizational structure of consultant							

Signature and seal of applying company

Remarks for Table 3

Item	Title	Point
1	Project manager with minimum degree of bachelor of chemical/ mechanical engineering with minimum 15 suitable years of experience	5
2	Experts of process with minimum degree of bachelor of chemical engineering with minimum 10 suitable years of experience (5 experts)	5
	Maximum point	10
3	In addition to printed version, e-file of table No. 3 must be sent in PDF format.	
4	Organizational chart of consultant, merely for implementing this project , as well as experiences of key personnel must be enclosed.	
5	Maximum point for assessment of organizational structure will be applied for personnel of consultant who have minimum suitable years of experience as determined by tender holder	
6	In addition to hard copy, soft copy of certified education degrees, resume and certificate of training courses for key personnel of consultant must be sent in PDF format.	
7	Incomplete documents should not be reviewed and no objection will be accepted.	

Remarks for Table 3

Item	Title	Point
1	Result of consultant technical proposal quality assessment (this parts will be performed and confirmed by JAM HSE department)	10
	Maximum point	25
2	In addition to printed version, e-file of table No. 3 must be sent in PDF format.	
3	In addition to hard copy, soft copy of consultant technical proposal must be sent in PDF format.	
4	Incomplete documents should not be reviewed and no objection will be accepted.	