PREQUALIFICATION QUESTIONNAIRE FOR PMS Contractor

Prequalification No. XX

**PROJECT MANAGEMENT SERVICES (PMS)**

# This pre-qualification questionnaire, comprising six (6) Sections, is aimed to collect technical, commercial and organizational data on the Applicant for the purpose of a proper evaluation of the PMS Contractor to be included in the pre-qualified PMS Contractor’ List of Mellitah Oil & Gas BV

The questionnaire, duly completed, shall be returned together with the prequalification documents to Mellitah Oil & Gas BV.

All information provided will be treated as confidential and will not be disclosed to third parties, unless authorized in advance.

Instructions for the data / information entry:

# Detailed information on Partners, affiliates, etc. shall be specified with appropriate attachments.

1. Sections not applicable should be annotated “N/A”.
2. Duplicate if necessary and attach any additional information, data sheets, catalogues, brochures, etc., as appropriate.

“Applicant” means your Company or Company Group; “Unit” means any Subsidiary, Branch, Division, Department, Section of your Company.

# For any clarifications please contact:

JPT Pre-Qualification Committee Mellitah Oil & Gas B.V.

Dat El Emad Complex, Tower 1, Floor 9, P.O. Box 91651, Tripoli, LIBYA Tel: +218.21.3350746-7-8 Fax: +218.21.3350628

[JPT.PRQ@MellitahOG.LY](mailto:JPT.PRQ@MellitahOG.LY)

PERSON(S) INVOLVED IN THIS QUESTIONNAIRE COMPILATION:

COMPILER OF THE QUESTIONNAIRE AND AUTHORIZED CONTACT FOR FOLLOW-UP:

NAME: ..................................................... UNIT/DEPARTMENT:................................... POSITION: :...................................

TELEPHONE N0: ................................................. TELEFAX N0:. ............................................ .............. Email : ...................... .............. ..................

1. Profile of the Applicant

1.1 Structure of the Applicant Company - General Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMPANY NAME** |  | LEGAL STATUS | |  | |
| PRIVATE OR STATE-OWNED |  | FISCAL CODE | |  | |
| REGISTERED ADDRESS |  |  | |  | |
| TOWN |  | COUNTRY | |  | |
| HEAD OFFICE | | | | | |
| REGISTERED ADDRESS |  | | | | |
| TOWN |  | COUNTRY | |  | |
| TELEPHONE NO. |  |  | |  | |
| TELEFAX NO. |  | TELEX NO. | |  | |
| **REGISTRATION, AUTHORIZATIONS** | | | | | |
| Fully Libyan Company | | | yes | | no |
| Foreign Company Officially Registered in Libya | | | yes | | no |
| If YES, indicate No. of Certificate and Date of Registration | | |  | |  |
| Company certification with Libya NOC (national oil cooperation) | | |  | |  |
| If YES, indicate No. of certificate and date of Registration | | |  | |  |
| Previous Experience with Eni Gas | | | yes | | no |
| Previous Experience in Libya | | | yes | | no |
| Permanent Organization in Libya | | | yes | | no |

Attach the organization chart of the Applicant Company.

If the Company is part of a group of Companies, provide an organization chart indicating the relevant position.

Group of Companies

|  |  |  |
| --- | --- | --- |
| Company name: ...................................................... | status within the group | 1 Holding |
| ......................................................... |  | 2 Associated Co. |
| ......................................................... |  | 3 Controlled Co. |
| ......................................................... |  | 4 Subsidiary Co. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Shareholder** | **s:** Names of Shareholders | ................................................ shares | % |
|  |  | ................................................ shares | % |
|  |  | ................................................ shares | % |
|  |  | ................................................ shares | % |
| Notes: .... | .............................................................................................................................................................. | | |

* 1. Financial Data and Assets Liabilities

|  |  |  |
| --- | --- | --- |
| **Company’s capital** | ............................................................. | |
| **Turnover of the company**: year | 2020 | ............................................ |
|  | 2019 | ............................................ |
|  | 2018 | ............................................ |
|  | 2017 | ............................................ |
| **Turnover of the group**: year | 2020 | ............................................ |
|  | 2019 | ............................................ |
|  | 2018 | ............................................ |
|  | 2017 | ............................................ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BANK REFERENCES** | Bank | Head office | Phone No. | Fax No. | Contact |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please attach:

1. copy of the last 2 (two) deposited balance sheets.
2. written authorization to contact the bank indicated, for verification of references.
3. declaration that no arbitration and/or litigation with client or supplier(s) exist.
4. Relevant Experience
   1. Applicant to advise on executed Upstream Oil & Gas FEED contracts including both Onshore and Offshore scope where completion was within the past 10 years.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Two independently executed projects | yes | no |
| 2 | Total Installed Cost of each project equal or over US$ 300 Million | yes | no |
| 3 | Executed by the Applicant at its Permanent Office | yes | no |
|  | or |  |  |
| 4 | One independently executed project | yes | no |
| 5 | Total Installed Cost of each project equal or over US$ 600 Million | yes | no |
| 6 | Executed by the Applicant at its Permanent Office | yes | no |

* 1. Applicant to advise on executed Upstream Oil & Gas Engineering Procurement and Construction (EPC) or Project Management Consultancy Services (PMS) contracts including both Onshore and Offshore scope covering design, procurement, construction, and commissioning and handover stages where completion was within the past 10 years.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | One independently executed EPC project | yes | no |
| 2 | Total Installed Cost of project equal or over US$ 500 Million | yes | no |
|  | and |  |  |
| 3 | Two independently performed PMS projects | yes | no |
| 4 | Total Installed Cost of each project equal or over US$ 500 Million | yes | no |
|  | or (if unable to reply ‘yes’ to 3 & 4 above) |  |  |
| 5 | One independently performed PMS project | yes | no |
| 6 | Total Installed Cost of project equal or over US$ 1 Billion | yes | no |

* 1. Relevant experience as specified above should be evidenced as follows with summary details provided in the table under 2.4:
     1. Supporting documents for FEED Projects:
        1. Copy of signed Memorandum of Agreement (MOA) with Applicant which clearly showing Project Name, Client’s Name, Description of Awarded Work, Project’s Duration & Scope of Work.
        2. FEED Completion Certificate certified by Client.
        3. Copy of Drawings (P&IDs, List of Drawings, Plot Plans, Major Equipment List etc. as samples) for respective projects certified by Client, OR certified letter from Client stating that the Applicant completed the Engineering activities.
        4. Applicant shall submit supporting document for each submitted FEED project explaining that the project has been completed within the budget and as per proposed schedule. If not, justification to be given.
     2. Supporting documents for EPC /PMC Projects:
        1. Copy of signed Memorandum of Agreement (MOA) with Applicant which clearly shows Project Name, Client’s Name, Description Of Awarded Work, Project’s Duration& Scope Of work, Applicant’s fees and Project’s EPC Value
        2. Copy of Drawings (P&IDs, List of Drawings, Plot Plans, etc. as samples) for respective projects certified by Client, OR certified letter from Client stated that the Applicant executed the Engineering activities.
        3. Copy of Completion Certificate or Provisional or Final Acceptance Certificate or Turnover Certificate of submitted EPC Project.
        4. Or Certified letter from Client stating that project is completed. (For EPC and PMC)
  2. In the following Table format state the details of the relevant experience. Clearly indicate the type of contract- FEED/ EPC/ PMS separately for each project:

|  |  |  |
| --- | --- | --- |
| REF | REQUIRED DETAILS | RESPONCE |
| 1 | Name of Client, contact information. |  |
| 2 | Title, location, and type of project. |  |
| 3 | Scope of work executed by the Applicant (by itself and/or its subcontractors) with all supporting documentation from the Client. |  |
| 4 | Name, Location of Applicants permanent Office where Design activities & Engineering works for project been performed. |  |
| 5 | In case of project type; FEED/ EPC/ PMC: Initial & Final Project Value as EPC with all supporting documentation from the Client. |  |
| 6 | Commencement and Completion Dates of the Projects. |  |
| 7 | Liquidated Damages have been applied or not.  If yes, please indicate total delays and value of Liquidated Damages. |  |
| 8 | Total value of material & equipment for each contract purchased by the Applicant (as applicable). |  |
| 9 | If works are part of a larger project, what is their percentage (dollar wise) of that project? |  |

1. Staff & Resources
   1. In the following Table format state number of direct hire personnel maintained by Applicant for the last two (2) years:

|  |  |  |
| --- | --- | --- |
| REF | DESIGNATION/DISCIPLINE | Numbers |
| 1 | Senior Management:  Project Director / Project(s) Manager/ Projects Engineering Manager / Projects Construction Manager/ Project Control Manager/ Project Administration Manager / Project Contracts Manager / Projects Q&HSE Manager.  (Minimum 10 Nos. With 15 years minimum relevant experience) |  |
| 2 | Engineering Staff:  Senior/Lead Design Engineers/ Design Engineers (Architectural, Interior design, Civil, Structural, HVAC, Mechanical, Rotating equipment, Piping, Electrical, Process &Technical Safety, Pipeline, Material, Utilities, Control &instrumentation, IT, Telecom, QA specification writers, inspection, HSE  (Minimum 30 Nos With 7 years minimum relevant experience for Senior/Lead Engineers & 5 years relevant experience for Engineers)  Senior Draughtsman/ Draughtsman (Architecture, structure, civil, Process, mechanical, electrical, utility, HVAC, Control & instrumentation, IT, Telecom, transportation, infrastructure, and surveyors)  (Minimum 50 Nos With 8 years minimum relevant experience) |  |
| 3 | Specialists and Advisors (All disciplines);  (Minimum 5 Nos With 15 years minimum relevant experience) |  |
| 4 | Construction/ Field staff:  Senior Engineers / Engineers (Civil, Architecture, Piping, Civil & Structural, Process, Mechanical, Welding inspection, Corrosion, Electrical, Utility, HVAC, Control & instrumentation, IT, Telecom, Quality control/ inspector, HSE / safety, commissioning,)  (Minimum 50 Nos With 8 years minimum relevant experience for Senior Engineers & 5 years relevant experience for Engineers)  Construction supporting staff:  Site Foremen/Supervisors (Civil, Architecture, Structural, Mechanical, Piping, Electrical, HVAC, Control & instrumentation, IT, Telecom, land surveyor, quantity surveyor, inspection & Utility)  (Minimum 75 Nos With 10 years minimum relevant experience) |  |
| 5 | Project Control Staff:  Senior Engineers/ Engineers (planning, costing, estimation)  (Minimum 25 Nos With 8 years minimum relevant experience for Senior Engineers & 5 years relevant experience for Engineers) |  |
| 6 | Contracts Staff:  Senior Contracts Administrators / Contracts Administrators, Procurement, Logistics, Materials, Quantity Surveying  (Minimum 20 Nos With 8 years minimum relevant experience for Seniors & 5 years relevant experience for Engineers) |  |
| 7 | Admin Support Staff:  (Senior Accountant, Accountant, HR, Payroll, Document Controller, Technical Assistant, admin officer, clerks/ and Secretary)  (Minimum 25 Nos With 10 years minimum relevant experience) |  |
| 8 | Overall direct, full-time employees, including admin, support, and clerical staff {from 1 to 8 above}. |  |
| 9 | Applicant minimum manpower resources at the Permanent Office |  |

* 1. Applicant to advise if its normal practice is to utilize Sub-contract or Agency personnel to supplement its permanent engineering, drafting, and shop inspection or construction management work force through Secondment.
  2. How many sub-contract or agency personnel are currently working for the Applicant, in addition to the permanent employees listed above?
  3. In the past ten years, what was the maximum number of personnel carried on Applicant's direct hire, and in which year?
  4. In the past ten years, what was the maximum number of sub-contract or agency personnel that worked for the Applicant at any one time, and in which year was this? Provide name of client and project.
  5. State the total number of project managers currently on the Applicant's direct hire who have successfully managed at least one project valued US$ 150 Million or above.
  6. Does Applicant maintain a regular construction group down to supervisor level?
  7. Is Applicant’s office equipped with a fully integrated computerized project control and scheduling system capable of indicating periodical progress and performance in design, specifications, purchasing and project construction, including analysis of the overall project progress?

1. Capability
   1. Applicant to confirm full capability to execute and perform each activity as tabulated herein below in Table format with in house resources and without using sub-contractor:

|  |  |  |
| --- | --- | --- |
| REF | SUBJECT | Check |
| 1 | Provision of concepts and clear descriptions of the project’s objective and to assess Feasibility and provision methods, techniques to manage each stage of the project life cycle. |  |
| 2 | Front End Engineering Design (FEED) including preparation of Scope of work, technical specifications, datasheets, drawings, and preparation of tender documents for the execution of work. |  |
| 3 | Monitoring / Supervision of Procurement activities including preparation of bid packages for supply of materials and equipment. |  |
| 4 | Project management activities including project scheduling, cost estimation, coordination, progress monitoring, reviews and reporting, identification of the project / risks/ opportunities and constrains. |  |
| 5 | Contracts Management including services for prequalification exercises and evaluation of tenders technically and commercially and handling claims related and/or in connection of performing of the Services. |  |
| 6 | An adequately staffed, resourced, and equipped office complete with licensed software and office equipment for performing design and engineering, review of contractor submittals, drafting and printing of drawings and documents, etc. (After successful award of Contract as applicable)  PMC personnel shall also be required to be stationed in EPC Contractor’s and vendor’s offices as per project requirements. |  |
| 7 | Construction Supervision. |  |
| 8 | Pre-commissioning and commissioning support. |  |
| 9 | Arrangement and Management of HSE studies: HAZID, ESIA, HAZOP, QRA, SIL, Project Health Safety Environmental Review (PHSER), etc. |  |
| 10 | Quality Assurance & Quality Control (QA/QC) related deliverables and services |  |
| 11 | Training, Mentoring & Knowledge Transfer. |  |
| 12 | Availability of Specialized software packages for process simulation (Hysis, Pro II, Pipe Phase, PipeSim, etc.) STAAD Pro, 3DModeling software, ETAP, Instrucalc, PVELITE, Primavera, etc. |  |
| 13 | Availability of document management & control system |  |

* 1. Applicant to indicate the number of years in the PMC for Oil and Gas business.

1. **Current Workload**
   1. Provide as Attachment to this Section, a listing of all Project Management Consultancy Services / Engineering Services Oil and Gas/ Refining/ Petro-Chemical projects under progress that have an estimated value equal or over US$ 300 Million in the Applicants Head office and its Permanent Office. The information for each project listed in Attachment as stated in the Table format below; shall be included. If any contracts are for part of a project, (such as the Engineering Portion only) this must also be clearly indicated.

|  |  |  |
| --- | --- | --- |
| REF | REQUIRED DETAILS | RESPONCE |
| 1 | Name of Client, contact information. |  |
| 2 | Title, location, and type of project. |  |
| 3 | Applicant's scope of work |  |
| 4 | Name, Location of Applicants permanent Office where Design activities & Engineering works for project been performed. |  |
| 5 | Contract price for the works executed by the Applicant |  |
| 6 | Percentage of Engineering completed to date versus originally planned based on S-curve. |  |
| 7 | Percentage construction completed to date versus originally planned based on S-curve. |  |
| 8 | Total planned man-hours |  |
| 9 | Man-hours expended to date  FEED / Contract action / Detail engineering / Procurement  Construction & Commissioning / Financial closure |  |
| 10 | Date of commencement |  |
| 11 | Due date for completion |  |
| 12 | Percentage and nature of any the Applicant’s work sub-contracted |  |
| 13 | If Works are part of a larger project, what is Applicant’s percentage of the project |  |

* 1. For contracts not listed in response to items above, the Applicant shall separately provide the value of any other work in hand, the number of man-hours required until completion and the total monthly man-hour expenditure.
  2. Provide as Attachment to this Section, separate charts for Total Engineering and Total Construction resources versus present and forecast workload for next 12 months.

1. Safety and Environmental Policy
   1. Describe the Safety Management System implemented by the Applicant:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Company HSE Management Plan | yes | no |
| 2 | Subsea Safety Management System | yes | no |
| 3 | If ‘’yes’’, specify if there is an implementation program for ensuring compliance |  |  |
| 4 | Specific Company’s training programme in respect of safety | yes | no |
| 5 | Formal method of accident reporting | yes | no |
| 6 | If ‘’yes’’ submit safety statistics of accidents during last three years |  |  |
| 7 | Safety supervisor | yes | no |

1. Quality System
   1. Describe the Quality Management System implemented by the Applicant:

Please attach the organization chart of the Applicant

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Quality System in place | yes | no |
| 2 | System described in a proper manual | yes | no |
| 3 | Manual conformity to the family ISO 9000 standard | yes | no |
| 4 | Procedure in place in respect of possible accidents | yes | no |
| 5 | System certified by third party certification body | yes | no |

Please attach:

* one copy of available certificate
* one copy of the Quality Manual.

NOTE: TO BE PREPARED ON APPLICANT’S LETTERHEAD

**“FORM A - Declaration Template”**

**To: Chairman, JPT-Pre-Qualification Committee**

Dear Sir,

We have examined the Prequalification questionnaire and replied to all its enquiries/questions accurately and truthfully and our representative's signature here below testifies to this effect.

We wish to be considered for inclusion in the list of bidders for the subject tender as Contractor and assure of our competence and resources to execute fully the works to the highest ethical and professional standards and as per requirements of Mellitah Oil and Gas B.V Company.

We acknowledge and accept that to satisfactorily evaluate our submittal, Mellitah Oil and Gas B.V Company shall have the right at its own option, to visit our offices, project sites and works in progress, with a view to audit and verify our financial, technical and other resources. We assure to make available to Mellitah Oil and Gas B.V Company representatives all facilities required for this purpose.

Further, we acknowledge and accept that Mellitah Oil and Gas B.V Company shall have the right at its own option, to communicate with our client(s) directly where similar Contract(s) have been completed and/or are being executed as well as to communicate with our banker(s) and auditor(s).

We confirm that all charges related to the preparation of Pre-qualification document shall be borne by us.

Information submitted by us in response to the requirements of this Prequalification Document is true and correct in every detail and we take full responsibility to its authenticity.

We acknowledge fully that Mellitah Oil and Gas B.V Company has absolute discretion in the selection of Bidders for their various works and that Mellitah Oil and Gas B.V Company shall not be obligated nor required in any manner whatsoever to assign a reason for refusing the issue of Bid Documents to us or to enter into any correspondence concerning the selection of Bidders.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature for and on behalf \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant's Company Seal

**INSTRUCTIONS TO APPLICANT**

1. **Before attending the application:** 
   1. Applicant should be capable and prepared to undertake Project Management Services (PMS) projects for oil and gas facilities, from Front End Engineering Design stage to successful completion including commissioning and performance testing of these facilities.
   2. Mellitah Oil and Gas B.V Company will solely determine whether the prequalification information submitted by the applicant is acceptable or not and therefore whether the applicant is approved or not. It is totally up to the Mellitah Oil and Gas B.V Company to pursue or not unclear application submission.
   3. If Applicant performs work on regional basis (thru affiliate(s)/subsidiary(s)), experience of the regional office where work will be administered and managed shall be proven. Financial, administrative, supportive ties shall be proven established as well between the parent and the subsidiary.
   4. Applicant agrees -without reservation- upon the submission of the application, that the Mellitah Oil and Gas B.V Company has the full right to contact any of the references provided in the application.
   5. Applicant shall understand that the described duties (or Scope of Work) is for prequalification purposes only, and that this application is not an Invitation to Bid.
   6. Applications –and if any further replies- shall be treated as strictly confidential. Submitted application forms will be retained in the Mellitah Oil and Gas B.V Company records.
   7. Application is designed to allow most of the answers to be filled in directly on the Questionnaire form and as attachments. It is recommended to read the instructions and questions carefully and to be brief and complete with the answers.
   8. General leaflets that give an impression of the activities and organizational structure of the applicant are welcomed.
2. **Important Requirements for evaluation:** 
   1. A Record of completed projects for the Applicant as described in this document, as a Project Management Contractor fully responsible for the entire project. The record must show at least three projects in accordance with the Prequalification Document.
   2. Current workload to prove the Applicant is coincidentally active in in PMS activities. Present workload is consistent with applicant’s resources, manpower and financial standing. Any work awarded by the company would not burden the Applicant’s current capability dealing with current workload.
   3. Applicant is employing adequate resources of manpower and expertise to cope with current workload and has access to additional resources if required in the event of award of Works by the company.
   4. Applicants should clearly type the answers to all questions in English language.
   5. Applicant should provide proof to its statements as necessary with regard to its financial stability, engineering capabilities, organizational structure, experienced personnel, equipment, expertise in relevant types of oil and gas facility construction and familiarity with Libyan laws and environmental regulations.
   6. The Applicant shall attest that all information which has been submitted are accurate and, in that effect, shall fill, sign and stamp document "Declaration For Prequalification".
   7. It is important that all requested information be provided (without blanks/emptiness) and presented clearly and in an orderly manner using the formats attached to this application document. Failing to do so may render the application void.
   8. Ensure application includes relevant attachments listed in the different Sections.
   9. Additional pages if needed should be inserted where applicable for replying to the questions. Any additional information that the applicant want to offer should be clearly separated from specific required responses of the application.
3. **Post qualification:**

Invitation to bid process is subject to the laws of the state of Libya particularly public tendering law

* 1. The selected (qualified applicant) contractor shall be responsible for the performance of the Works carried by itself and/or the associated Engineering Contractor/Sub -Contractor, if any and the Guarantees thereof. Sub-contracting of project management is not acceptable.
  2. Foreign Applicant, through its Libyan Local Agent, accepts full responsibility to act as a sponsor for its employees according to relevant Libyan laws, all that in case it is first qualified and later on awarded a contract for executing -for the Company- a scope of work relevant to the works applied for.

* 1. All qualified companies are susceptible to removal from Approved List if one or more of the following conditions occurs:
     + - No response to invitation to bid on three consecutive occasions without adequate explanation.
       - Pre-Qualification data is 5 years old.
       - Low performance to Company’s requirements in undertaking a service contract.
       - Major violation to Company HSE policies and regulations.
       - Failure to submit updated details/information as and when requested by Company.