



مليته للنفط والغاز  
Mellitah Oil & Gas

CONTRACTORS/SUPPLIERS QUALIFICATION SYSTEM  
PRQ/JPT/012/21 Rev 1

Provision of Drilling & Rig Waste Collection, Handling, Transportation, Treatment & Disposal Services for the Drilling campaign for Structures A and E Development Project

**PREQUALIFICATION QUESTIONNAIRE FOR SUPPLIERS OF SERVICES AND/OR GOODS**

This pre-qualification questionnaire, comprising six (6) Sections, is aimed to collect technical, commercial and organizational data on the Suppliers of services and/or products for the purpose of a proper evaluation of the Suppliers to be included in the pre-qualified Suppliers' 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:**

1. Detailed information on Partners, affiliates, etc. shall be specified with appropriate attachments.
2. Sections not applicable should be annotated "N/A".
3. Duplicate if necessary and attach any additional information, data sheets, catalogues, brochures, etc., as appropriate.

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

4. 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 No: ..... TELEFAX No: ..... Email : .....



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PROFILE OF THE APPLICANT COMPANY

1.1 Structure of the Company - General Information

<b>COMPANY NAME</b>		LEGAL STATUS	
PRIVATE OR STATE-OWNED		FISCAL CODE	
REGISTERED ADDRESS			
TOWN		COUNTRY	
<b>HEAD OFFICE</b>			
REGISTERED ADDRESS			
TOWN		COUNTRY	
TELEPHONE No.			
TELEFAX No.		TELEX No.	
<b>WORKSHOP</b>			
REGISTERED ADDRESS			
TOWN		COUNTRY	
TELEPHONE No.			
TELEFAX No.		TELEX No.	
<b>REGISTRATION, AUTHORIZATIONS</b>			
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:

- Declaration, on Applicant Company's Letterhead, addressed to the JPT-Pre-Qualification Committee Chairman, as per Annex 1 "Declaration Template" enclosed hereto;
- Organization chart of the Applicant Company.
- If the Applicant Company is part of a group of Companies, organizational chart with the indication of the relevant position.



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Group of Companies

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

<b>Shareholders:</b>	Names of Shareholders .....	shares	%
	.....	shares	%
	.....	shares	%
	.....	shares	%

Notes: .....

- 1.1.1 Provide Applicant's Information including name, type of business, address and contact details, legal status.
- 1.1.2 The Applicant's PQ submittal shall determine the country where the company was formed and registered. This country shall be known as the "Country of Control" for the Applicant.  
Provide Name and title of Applicant's authorized signatory allowed to enter into correspondence regarding this prequalification application. Please attach an authorization of the designated individual.
- 1.1.3 Where the Applicant is wholly owned or a subsidiary of a parent company, the applicant shall provide the required details for the parent company. If there is a tier of such parent companies, Applicant shall complete for each company up to and including the ultimate parent company.
- 1.1.4 Where the Applicant is a subsidiary of two or more holding companies, the Applicant shall provide details, for each of the holding companies involved. If any of the holding companies are themselves wholly or jointly owned subsidiaries of other companies, please complete for each company up to and including the ultimate parent company.
- 1.1.5 Provide the Applicant's Company Organization Chart from the upper hierarchy level to Managers level.
- 1.1.6 Provide the Applicant's Parent/Holding Company Organization Chart; including the ultimate holding company, if any. Explain relationship during execution of the subject service work.

Required attachments:

- Applicant's Information
- Parent Company's Details
- Holding/Subsidiary Company(s) and/ or Branch Office Details
- Organization Chart of your Company (including names of key personnel)



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1.2

1.2 Technical References

1.2.1 List the main technical references of the Company (documentary evidence, if any, should be attached to the questionnaire), as follows.

Give detail of any services provided for Mellitah Oil & Gas BV within the last 3 years.

Provide statements of satisfactory performance, obtained from the clients mentioned.

Client		Client	
Scope of the contract		Scope of the contract	
Estimated Value of the contract		Estimated Value of the contract	
Year of delivery or Commence. Date		Year of delivery or Commence. Date	
Contract per. / validity		Contract per. / validity	
Description of activities carried out directly		Description of activities carried out directly	
Works sub-contracted		Works sub-contracted	
Client		Client	
Scope of the contract		Scope of the contract	
Estimated Value of the contract		Estimated Value of the contract	
Year of delivery or Commence. Date		Year of delivery or Commence. Date	
Contract per. / validity		Contract per. / validity	
Description of activities carried out directly		Description of activities carried out directly	
Works sub-contracted		Works sub-contracted	

1.2.2 Provide details of Applicant's prequalification status for Waste Management works in Libyan Oil/Gas Sector Companies and Companies in the Mediterranean region, if any.

1.2.3 Claims and Suits

Applicant to provide information if failed to complete Works awarded, if there are any judgments, claims, arbitration proceedings or suits against your company or its officers and if filed any law suits or requested arbitration with regards to construction Contracts within the last 5 years and to provide description and details.

1.2.3 Joint Venture/ Alliances / Libya Operation

If the Applicant operates in Joint Venture, Alliances and/ or operates in Libya, provide the relevant information.



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Required attachments:

- Details of Rig Waste Management Service Projects as required in item 1.2.1;
- Provide attachment as per the requirements of item 1.2.2 of this section;
- Provide attachment as per the requirements of item 1.2.3 of this section;
- Provide attachment as per the requirements of item 1.2.4 of this section;

1.3 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.



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PREQUALIFICATION QUESTIONNAIRE FOR SUPPLIERS OF SERVICES AND/OR GOODS

- 1.3.1 Applicant is requested to provide audited copies of its complete annual reports for the last three years, including Statement of Financial Position & Income Statement after final auditing. All Values to be given in US. \$).
- 1.3.2 Applicant is to indicate if there have been any significant changes in its balance sheet for this current year with reference to last year's audited balance sheet.
- 1.3.3 Applicant is requested to provide copies of any financial statements released to its shareholders or to the public subsequent to the publication of the latest audited accounts.
- 1.3.4 Applicant is requested to provide the name(s) and address(es) of its bank(s).
- 1.3.5 Applicant is requested to specify the amount(s) (in US. \$) of Tender and Performance Bond(s) of its current undertaken projects.
- 1.3.6 Applicant to provide current bonding capacity.
- 1.3.7 Applicant is requested to provide the name and address of its external auditors used by it during the past three (3) years.

**Required attachments:**

- Provide attachment as per the requirements of item 1.3.1 of this section.
- Provide attachment as per the requirements of item 1.3.2 of this section.
- Provide attachment as per the requirements of item 1.3.3 of this section.
- Provide attachment as per the requirements of item 1.3.4 of this section.
- Provide attachment as per the requirements of item 1.3.5 of this section.
- Provide attachment as per the requirements of item 1.3.6 of this section
- Provide attachment as per the requirements of item 1.3.7 of this section.

**Overall Operational Capacities - Services, work performed -**

Operational capacity / year (hours)	.....	Years of experience (no.)	...	Workload undertaken (hours)	.....	Workload expected (hours)	.....	Man-days lost because of strike (no.)	.....
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Description of activities carried out directly by your Company:

.....  
.....

**1.4 Overall Operational Capacities - Goods/products manufactured -**

Operational capacity / year (hours)	.....	Years of experience (no.)	...	Workload undertaken (hours)	.....	Workload expected (hours)	.....	Man-days lost because of strike (no.)	.....
-------------------------------------	-------	---------------------------	-----	-----------------------------	-------	---------------------------	-------	---------------------------------------	-------

Goods manufactured directly by the Company:

1		5				9			
2		6				10			
3		7				11			
4		8				12			



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1.5 Overall Operational Capacities - -

If the Company neither manufactures goods/products nor provides services directly, list the following data, as per table below:

Goods/products/services resold/represented:			
Manufacturer's Company name			
Type of business relation with the Manufacturer.:	Associated	Represented	
Activity carried out by the Company	Company capable of handling the commercial aspects of the supply only.	Company capable of handling a part of the technical aspects (certificates, tests, ...)	Company capable of providing other related services, such as: delivery, technical assistance)
Goods/products/services resold/represented:			
Manufacturer's Company name			
Type of business relation with the Manufacturer.:	Associated	Represented	
Activity carried out by the Company	Company capable of handling the commercial aspects of the supply only.	Company capable of handling a part of the technical aspects (certificates, tests, etc.)	Company capable of providing other related services, such as: delivery, technical assistance)

In addition, please provide the following details of information in respect to:

- Location, surface, personnel employed at the points of sale
- Management, inspection and monitoring resources
- Means of transportation
- Products/materials storage, identification and traceability systems

Notes:

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1.6 Safety and Environmental Policy

Describe the Safety Management System implemented by the Company:

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

Please attach any relevant documentation (manual, procedures, etc.)

Notes:

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- 1.6.1 Applicant is requested to provide a copy of its Safety Program and Procedures that it follows during execution of Rig Waste Management Services at site activities.
- 1.6.2 Applicant is requested to elaborate on what type of first-aid and other facilities it offers to its employees and workers on a working site.
- 1.6.3 Applicant is requested to provide a copy of its safety training program for its employees and workers assigned to work sites and describe how the requirements of its policy are published and communicated to inform its personnel on health and safety matters.
- 1.6.4 Applicant is requested to submit details of its safety, health, and environment performance - Applicant Safety Performance.
- 1.6.4 Applicant is requested to elaborate on whether it carried out PHA, HAZID, ENVID or HAZOP studies in the past on any Petrochemical, Refinery or Oil & Gas Projects, and if so, provide details and copy of such studies and the procedures being followed by the Applicant for such studies and the methodology (arrangement) between the Applicant, Technology Licensor and Owner.

**Required attachments:**

- Provide attachment as per the requirements of item 1.7.1 of this section.
- Provide attachment as per the requirements of item 1.7.2 of this section.
- Provide attachment as per the requirements of item 1.7.3 of this section.
- Provide attachment as per the requirements of item 1.7.4 of this section.
- Provide attachment as per the requirements of item 1.7.5 of this section.

**2. CORPORATE QUALITY SYSTEM**

**2.1 Structure of the Unit - QA Manual**

Please attach the organization chart of the Unit

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



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5	System certified by third party certification body	yes	no
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Please attach:

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

Notes:

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.....

QA/QC SYSTEM (QUALITY MANAGEMENT) requirements:

- 2.1.1 Applicant is requested to state which Quality Management system it is accredited to and provide certified copy of such accreditation.
- 2.1.2 Does your quality management system accredited by international agencies also cover Rig Waste Management and Project Execution? Submit proof of the same along with the management systems, procedures and methodologies used.
- 2.1.3 Applicant is requested to provide its organization chart for Quality Assurance/Quality Control.
- 2.1.4 Applicant is requested to state when their last audit was done and to submit a copy of the audit report of the Quality Assurance System carried out by third party.
- 2.1.5 Applicant is requested to submit a copy of its latest Quality Plan implemented for Rig Waste Management or similar in type and category applied for.
- 2.1.6 Applicant is requested to describe its Procurement and Material Management System and how tracking delivery, projections, slippages and initiating expediting actions are carried out and explain also how it plans to ensure timely delivery of both out of the State of Libya and within the State of Libya purchases.

#### Required attachments:

- Provide attachment as per the requirements of item 2.2 of this section.
- Provide attachment as per the requirements of item 2.3 of this section.
- Provide attachment as per the requirements of item 2.4 of this section.
- Provide attachment as per the requirements of item 2.5 of this section.
- Provide attachment as per the requirements of item 2.6 of this section.
- Provide attachment as per the requirements of item 2.7 of this section

### 3. CONTRACT MANAGEMENT PLAN

#### 3.1 Activities Planning System and Time/Cost Management

Provide description of the available project management system, with respect to:

- time management and cost control
- construction/production management
- productivity control
- material management

Attach a typical Project Execution Plan with description of the following activities: Engineering, Procurement, Construction, Quality Assurance, Project Control.



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Notes:

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.....

4. PROCUREMENT UNIT

Submit detailed information on the capacities, the structure and human resources assigned to the procurement activities.

4.1 Structure of the Unit - Resources Assigned

Submit organization chart of the Unit, with evidence of human resources assigned  
List the specific experience/references related to procurement activities within your Company

.....  
.....

5. QC, INSPECTION AND TESTS

Detailed information on the capacities, structure, equipment and facilities, human resources employed in the quality control activities.

5.1 Testing Equipment/Facilities/Instruments

State whether the periodical calibration of the instruments is effected; in the affirmative, specify the Unit concerned and whether such Unit is within or outside the company

	Description of the instrument	Characteristics	Quantity
1			
2			
3			
4			
5			

Notes:

.....  
.....

6. LOGISTICS & FACILITIES

Detailed information on the structure and management of the logistics and facilities within your company.

**[on Applicant's letterhead]**

**Annex 1 "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

**[on Applicant's letterhead]**

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