

CONTRACTORS/SUPPLIERS QUALIFICATION SYSTEM

PREQUALIFICATION QUESTIONNAIRE FOR EPIC CONTRACTORS

This Pre-Qualification questionnaire, comprising six (6) Sections, is aimed to to prequalify foreign Contractors of International reputation and Local Contractors who have the capability and experience for undertaking various Engineering, Procurement, Construction, Installation, Commissioning and Start-up (EPIC) Project for the purpose of a proper evaluation and selection of the potential applicants in order to be included in the pre-qualified Bidder's 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, and 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

**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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1. PROFILE OF THE 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	

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**Attach** the organization chart of the 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.

<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)
- Organization Chart of Parent Company (including names of key personnel)
- Example organization chart for typical EPIC project.

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1.2 Technical References

List the main similar projects performed and any outstanding achievements including the technical references of the Company (documentary evidence, if any, should be attached to the questionnaire).

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.

Complete the below table:

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	
<b>Client</b>		<b>Client</b>	
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	

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

1.2.2 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.

**Required attachments:**

- Details of EPIC Projects as required in item 1.2.1, please include project name, location, SOW, main Contractor, cost estimate
- 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.

1.3 Financial Data and Assets Liabilities

<b>Company's capital</b>	.....
<b>Turnover of the company:</b> year	2020 .....
	2019 .....
	2018 .....
	2017 .....
<b>Turnover of the group:</b> 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.

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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.

- 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.

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1.4 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.)	.....
-------------------------------------	-------	---------------------------	-----	-----------------------------	-------	---------------------------	-------	---------------------------------------	-------

1.4.1 Description of activities carried out directly by your Company:

.....  
 .....

1.4.2 Applicant is requested to provide as Attachment, a typical staffing plan for the EPIC services and manpower deployment chart for its largest performed project, indicating manpower loading versus time.

1.4.3 Applicant is requested to provide details of the number of engagements that it is currently committed to and/or bidding for and its work load graph (manpower Loading Chart/Histogram) projected through the next 6 years showing available manpower versus committed and projected .

1.5 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.)	.....
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Goods manufactured directly by the Company:

1. ....
2. ....
3. ....
4. ....

1.6 Overall Operational Capacities-Goods/products resold:

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

Goods/products/services			
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			



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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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**1.7 Safety and Environmental Policy**

Describe the Safety Management System implemented by the Company:

1	Company HSE Management Plan	yes	no
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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1.7.1 Applicant is requested to provide a copy of its Safety Program and Procedures that it follows during execution of EPIC projects at site activities.

1.7.2 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.

1.7.3 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.

1.7.4 Applicant is requested to submit details of its safety, health, and environment performance - **Applicant Safety Performance**.

1.7.5 Applicant is requested to elaborate on whether it carried out PHA, HAZID, ENVID or HAZOP studies in the past on any EPIC 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.

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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
5	System certified by third party certification body	yes	no

Please attach:

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

Notes:

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.....

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**2.2 QA/QC SYSTEM (QUALITY MANAGEMENT) requirements:**

- 2.2.1 Applicant is requested to state which Quality Management system it is accredited to and provide certified copy of such accreditation.
- 2.2.2 Does your quality management system accredited by international agencies also cover Project Management, Engineering, Procurement and Project Execution? Submit proof of the same along with the management systems, procedures and methodologies used.
- 2.2.3 Applicant is requested to provide its organization chart for Quality Assurance/Quality Control.
- 2.2.4 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.
- 2.2.5 Applicant is requested to submit a copy of its latest Quality Plan implemented for EPIC project similar in type and category applied for.
- 2.2.6 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 2.2.1 of this section.
- Provide attachment as per the requirements of item 2.2.2 of this section.
- Provide attachment as per the requirements of item 2.2.3 of this section.
- Provide attachment as per the requirements of item 2.2.4 of this section.
- Provide attachment as per the requirements of item 2.2.5 of this section.
- Provide attachment as per the requirements of item 2.2.6 of this section.

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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.

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	Characterist	Quantity	
1			
2			
3			
4			
5			

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Notes:

.....  
.....

**6. LOGISTICS & FACILITIES**

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

**[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

**[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



## **INSTRUCTIONS TO APPLICANT**

### **1. Before attending the application:**

- 1.1.** Only applicants that had successfully executed **EPIC** Contracts on a turnkey basis and/or commissioned grass-root projects over the past ten (10) years shall be considered.
- 1.1.** Applicant should be capable and prepared to undertake Engineering, Procurement and Construction (EPC) projects for oil and gas facilities, from Front End Engineering Design stage to successful completion including commissioning and performance testing of these facilities.
- 1.2.** It is solely up to the Company's to 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 Company to pursue or not unclear application submission.
- 1.3.** 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.
- 1.4.** Applicant agrees -without reservation- upon the submission of the application, that the Company has the full right to contact any of the references provided in the application.
- 1.5.** 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.
- 1.6.** Applications –and if any further replies- shall be treated as strictly confidential. Submitted application forms will be retained in the Company's records.
- 1.7.** Application is designed to allow most of the answers to be filled in directly on the Questionnaire form. It is recommended to read the instructions and questions carefully and to be brief and complete with the answers.
- 1.8.** General leaflets that give an impression of the activities and organizational structure of the applicant are welcomed.

## **2. Important Requirements for evaluation:**

- 2.1.** A Record of completed projects for the Applicant as described in this document, as a main contractor fully responsible for the entire project. The record must show at least three projects in accordance with the Prequalification Document.
- 2.2.** Current workload to prove the Applicant is coincidentally active in EPIC activities. Present workload has to be 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.
- 2.3.** Applicant is employing adequate resources of manpower and expertise to cope with current workload, and has an access to additional resources if required in the event of award of Works by the company.
- 2.4.** Applicants should clearly type the answers to all questions in English language.
- 2.5.** 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.
- 2.6.** 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".
- 2.7.** 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.
- 2.8.** Ensure application includes relevant attachments listed in the different Sections.
- 2.9.** 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

**3.1** 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.

**3.2** 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.

**3.3** 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.