PREQUALIFICATION QUESTIONNAIRE FOR DRILLING CONTRACTOR

Prequalification No. PRQ/JPT/024/22 Provision offshore Drilling services to drill eight (8) wells in Structure “A” Block NC41.

# This pre-qualification questionnaire, comprising six (6) Sections, is aimed to collect technical, commercial and organizational data for participants contractors on prequalify for foreign Contractors of International reputation and for Local Contractors who have the capability and experience for provision of Jack-Up Rig services, the purpose of this evaluation and pre - qualification is to select suitable, qualified, and eligible companies to be included in the Mellitah Oil & Gas BV Bidders List to participate in the tender for the Provision Of Juck-Up Rig Service for “A” Structure.

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, and 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 : ...................... .............. ..................

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1. PROFILE OF THE COMPANY

## **Structure of the 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. | |  | | |
| WORKSHOP | | | | | | |
| 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 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. |  |

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

## **Technical References**

## 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 |  |

## 

## Financial Data and Assets Liabilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company’s capital** | ............................................................. | | |  |
| **Turnover of the company**: year | | 2021 | ............................................ | |
|  | | 2020 | ............................................ | |
|  | | 2019 | ............................................ | |
|  | | 2018 | ............................................ | |
| **Turnover of the group**: year | | 2021 | ............................................ | |
|  | | 2020 | ............................................ | |
|  | | 2019 | ............................................ | |
|  | | 2018 | ............................................ | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.

## **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.) | ...... |

Description of activities carried out directly by your Company:

..........................................................................................................................................................................................................................................................................................................................................................................................

## **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 |  |

## **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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## **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. CORPORATE QUALITY SYSTEM

## **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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1. CONTRACT MANAGEMENT PLAN

## 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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1. PROCUREMENT UNIT

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

## 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

**....................................................................................................................................................................**

**.....................................................................................................................................................................**

1. QC, INSPECTION AND TESTS

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

## **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:

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## 

1. LOGISTICS & facilities

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

NOTE: TO BE PREPARED ON APPLICANT’S LETTERHEAD

**“FORM A - Declaration Template”**

**Reference: PRQ/JPT/024/22**\_ Provision offshore Drilling services to drill eight) 8) wells in Structure “A” Block NC41.

**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. 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.
   2. 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.
   3. 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.
   4. 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.
   5. 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.
   6. 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.
   7. 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 offshore drilling 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 offshore drilling Services 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.