



**PRE-QUALIFICATION QUESTIONNAIRE
CONTRACTORS**

CONFIDENTIAL

**NC115 & NC186 DEVELOPMENT PROJECTS
Mechanical Modification of Production
Separator C1001 A&B**

<p>SERVICES DESCRIPTION:</p> <p>CONTRACTOR:</p> <p>DATE:</p>



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3.1 ORGANIZATION & FINANCIAL

3.1.1 Provide the following information.

Name and registered address of your proposed bidding and contracting entity

Persons to contact for further information (company proposed for the work):			
Name	Position	Direct Telephone No.	Direct Email Address

Persons to contact for further information (parent company):			
Name	Position	Direct Telephone No.	Direct Email Address

Persons to contact for further information (ultimate holding company):			
Name	Position	Direct Telephone No.	Direct Email Address

Name and registered address of your organization in Libya.
Provide the relevant details on your registration like registration document etc.

3.1.2 Please provide your two most recent annual AUDITED financial statement reports plus those of your parent and ultimate holding companies

3.1.3 State the value of the work undertaken for the past 3 years together with the projection for the year 2019, 2020. All in USD.

Year	Value of work in Libya	Value of the work international	Total value of work.
2016			
2017			
2018			
2019			
2020			



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3.2 EXPERIENCE AND WORKLOAD

Please complete the following in respect of your completed contracts within 3 years. Please priorities projects preferably similar to the scope of work required by AOO.

	1	2	3
Project Name			
Client Contact details			
Contract Type (Lump Sum, Reimbursable, other)			
Scope of Work by itself and /or its subcontractor.			
Work Site(s)			
Award Value (State currency)			
Final Value (Estimated) (State currency)			
Engineering Man-hours			
Total Contractor Man-hours			
Total Project Man-hours			
Award Date			
Project Duration in Months – Planned / Anticipated Actual			

Please provide a workload histogram for 2018, 2019 & 2020 with available capacity (man-hours) versus contracts committed and future work envisaged.

3.2.2. Provide details of your experience in Libya in oil and gas development projects and on-going projects.

	1	2	3
Client Contact details			
Contract Type (Lump Sum, Reimbursable, other)			
Scope of Work by itself and /or its subcontractor.			
Work Site(s)			
Award Value (State currency)			
Final Value (Estimated) (State currency)			
Total Project Man-hours			
Award Date			
Project Duration in Months – Planned / Anticipated Actual			



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3.3 HS&E

Please complete the following:

Policy and Strategic Objectives		
3.3.1	<p>Has contractor established, implemented and maintain an effective quality system? Does it comply with the requirements of ISO 14001 or Latest / OSAHS?</p> <p>If the answer is YES, please attach a copy of the accredited certificate including the scope of supply for which they have been assessed.</p>	
3.3.2.	<p>Does your company have an HSE policy document? If the answer is YES, please attach a copy.</p> <p>Who has overall and final responsibility for HSE in your organization?</p> <p>Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his employees are working? Provide name, title and experience.</p>	
Organization, Leadership, Responsibilities, Resources, Standards and Documentation		
3.2.1	<p>How is high management involved in HSE management?</p> <p>Provide your company organization chart and highlight evidence of commitment at all levels of the organization?</p> <p>How do you promote a positive culture towards HSE matters</p>	
3.2.2	<p>How is your company structured to manage and communicate HSE effectively?</p> <p>What provision does your company make for HSE communication meetings?</p>	
3.2.3	<p>Have the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal</p>	



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	<p>HSE training in their responsibilities with respect to conducting work to HSE requirements?</p> <p>If YES, please give details. (Where the training is given in-house, please describe the content and duration of courses.)</p>	
3.2.4	<p>How does your company ensure new employees have knowledge of basic industrial HSE, and keep this knowledge up to date?</p> <p>How does your company ensure new employees also have knowledge of your HSE system, policies and practices?</p> <p>How does your company ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities? What training do you provide to ensure that all employees are aware of company requirements?</p> <p>How does your company ensure job competency for those jobs involved in managing HSE hazards and risks?</p>	
Hazards and Effects Management		
3.2.5	<p>What techniques are used within your company for the identification, assessment, control and mitigation of hazards and effects?</p>	
Planning and Procedures		
3.2.6	<p>Do you have a company HSE manual (or Operations Manual with relevant sections on HSE) that describes in detail your company approved HSE working practices relating to your work activities?</p> <p>If the answer is YES, please attach a copy of supporting documentation.</p>	
Auditing and Review		



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3.2.7	<p>Do you have a written policy on HSE auditing?</p> <p>Do HSE Plans include schedules for auditing?</p> <p>What range of auditing is covered?</p>	
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3.4 QUALITY MANAGEMENT

Please complete the following:

Policy		
3.4.1	What is Contractor's quality policy and management commitment to quality?	
3.4.2	<p>Has contractor established, implemented and does it maintain an effective quality system? Does it comply with the requirements of ISO 9001:2000?</p> <p>If the answer is YES, please attach a copy of the accredited certificate including the scope of supply for which they have been assessed.</p>	
3.4.3	Please provide a copy of the most recent assessment body appraisal audit.	
3.4.4	Please provide a copy of the two most recent internal audit schedules.	
3.4.5	Please provide a copy of the table of contents of its Quality Manual along with a listing of its applicable procedures.	
3.4.6	Please provide a copy of a Project Quality Plan for a project previously undertaken of a similar nature.	

3.5 LITIGATIONS AND ARBITRATIONS

3.5.1	<p>Please provide details of arbitration/litigation proceedings involving the contractor which are pending, or which have been concluded in the last 5 years (advise name of project, parties involved in the proceedings, place of arbitration/legal proceedings and outcome).</p>	
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3.6 ENGINEERING

Please complete the following:

3.6.1	Provide an organization chart plus educational level, number, years of appropriate experience and years of employment with the contractor, of key members of the following engineering departments (or subcontractors): <ul style="list-style-type: none"> • Process • Mechanical • Piping • Instrumentation and control systems • Telecomms • Electrical • Civil and structural • Architectural 	
3.6.2	Provide details of your change control system.	
3.6.3	Please advise the location where the Engineering work is planned to be carried out and give an outline description of the available facilities.	
3.6.4	Provide details of software available with you and to be used during design, e.g. HYSIS, PDMS, In tools etc.	
3.6.5	Provide list of previous successful projects involving multidisciplinary Engineering and Design for the modification / repair, reinstatement or upgrade of production separators and other similar facilities.	

3.7 SCHEDULE AND COST MANAGEMENT

Please complete the following:

3.7.1	Is there a dedicated project controls department? If yes, provide organization chart plus educational level, number, years and kind of experience and years of employment with the contractor of key members of the project controls department.	
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3.7.2	What planning methods are in use e.g. bar charting, network scheduling (critical path analysis)?	
3.7.3	Is an integrated project control system used in respect of: <ul style="list-style-type: none"> • Cost Estimating; • Planning and Scheduling; • Cost Control; • Document Control; • Material Management; • Purchase Order Management; • Sub-contract Management; • Invoicing; • Reporting? • If so, please describe 	
3.7.4	Provide an example of Level 1 planning used on similar contracts	

3.8 PROCUREMENT

Please complete the following:

Procurement		
3.8.1	Provide organization chart plus number, years and kind of experience and years of employment with the Contractor of key members of the Procurement department.	
3.8.2	Attach material procurement procedure.	
3.8.3	Explain how you would manage logistics attached to this type of project.	
3.8.4	Provide details of project procurement experience; this shall include, as a minimum, project name, client identity, description of the work, total value (USD) and number of purchase orders issued.	
Subcontracting		
3.8.3	Advise which part(s), if any, of the scope of work would be subcontracted.	
3.8.4	Describe which parts and the extent of the work that would be carried out by Libyan subcontractors and your past experience in the use of these subcontractors.	



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3.8.5	<p>If subcontractors are already identified, provide a list of subcontracting experience relevant to this contract; the list shall include, as a minimum, project identity, client and a description of the work, total value (USD) and number of subcontracts issued.</p> <p>Otherwise, provide details on the minimum requirements of your prequalification of subcontractors.</p>	
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3.9 CONSTRUCTION, RESOURCES – MANPOWER AND EQUIPMENT

3.9.1 Expertise and personnel resources

3.9.1.1	<p>The present number of permanent employees on direct hire, who are responsible for, and who perform project management, engineering, project control, supervision and commissioning services is,</p>			
3.9.1.2	<p>Describe your typical organization chart relevant to medium size erection works.</p>			
3.9.1.2 Provide details of resources as detailed below.				
Ref	Designation or Discipline	Total permanent	Total on contract	Present in Libya
1	Project Managers & Senior Staff (includes Project Director, Project Managers, Engineering Managers, Construction Managers, Procurement and Contracts Managers, Commissioning Manager, HSE and QA/QC Managers)			
2	Contract Engineers / Administrators			
3	Project Engineers			
4	Process Engineers			
5	Process engineers			
6	Civil / structural engineers			
7	Mechanical/piping/equipment engineers			
8	Electrical Engineers			
9	Instrument Engineers			
10	Planners & Schedulers			
11	Estimators / cost controllers			
12	Procurement/warehouse/expeditors			
13	Safety and environmental staff			



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14	Materials engineer staff			
15	Construction supervisory staff			
16	Foreman's			
17	Commissioning specialist			
18	QA/ QC Engineers			
19	Cost Control.			

3.9.2 Equipments and facilities.

3.9.2.1	How do you cater to your requirement of construction machineries for the project? Do you have any your own major in-house construction equipment? If yes provide details of equipment and availability.	
3.9.3.2	Provide list of equipment availability / currently being mobilized in Libya, or how you manage your long terms plant and machineries requirement at remote sites in Libya.	
3.9.2.1	Provide details on how you intend to make available your site establishments (Accommodation, canteen and facilities) in the event of order. What is the normal mobility time required to establish in a remote site.	

3.9.3 Construction works and site establishments.

3.9.3.1	Provide procedures and systems in practice at site for CONTRACTORS materials and free issue materials controls and stores management.	
3.9.3.3	Provide details on your site management, communication networks, coordination between your home office and remote sites.	

3.10 MISCELLANEOUS

Please provide the following:

General		
3.10.1	Describe any experience the contractor has of working on Libyan contracts. Confirm that this will not place any restrictions on your participation in this project.	
3.10.2	Provide CVs of your candidates who may be proposed for your Project Manager and Lead Engineers.	



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3.10.3	Describe any experience the Contractor has of working with Libyan companies, broken down into engineering, fabricators, suppliers and installers.	
3.10.4	Does the Contractor have any on-going commercial relationship with any Libyan company or individual?	
3.10.5	Please describe what experience the Contractor has of arranging visas and travel for Libya; and travel and accommodation within Libya. If the Contractor has no such experience, how would it obtain these services?	