Manufacturer Pre- Qualification Questionnaire

General Data:

Relevant Oil Company (ROC):

Subject of Contract (If exist):

Contract No.:

Delivery Period:

Manufacturer Information:

Company Name: .....

Postal Address: .....

Country / Town: .....

Postcode/P.O. Box. .....

Telephone: .....

Fax: .....

Web Page: .....

Email: .....

Contact person (s): .....

Country of Registration: .....

Registered Office: .....

Registration No.: .....

Date Established: .....

1. Administrative, Financial and Legal Aspects:

1.1. The amount (in USD) of the largest contracts in the last 3 years?
If yes, please specify. Yes ☐ No ☐

1.2. Provide in details the highest valued project ever conducted and 3 of major current contracts.

1.3. Financial statement for the last fiscal year.

1.4. Is the company's paid-up capital existing? Yes ☐ No ☐

1.5. Is the government owned organization or entity wholly or partially owner or shareholder of the company? If so, please provide the related documents.
Yes ☐ No ☐

1.6. Is a governmental employee wholly or partially owner or shareholder of the company? If so, please provide the related documents. Yes ☐ No ☐

1.7. Please give in details of any legal proceedings / arbitration proceeding done in last 5 years.

1.8. Are there any court order, claims or suits pending or outstanding against your company? If so, please provide the related documents. Yes ☐ No ☐

1.9. Have your company been listed in the Iraqi black list? Yes ☐ No ☐

1.10. Have your company any confiscation on movable and immovable money before? Yes ☐ No ☐

1.11. Is the applicant planning to do business with the ministry of oil and its state companies directly or through an agent (extra score will be granted if the applicant plans to do business directly).
If so, please specify. Yes ☐ No ☐

2. Organization and Manpower

2.1. Availability of organization chart related to the manufacturing activity including key personnel (quality, HSE, technical, regional /local aftersales support, etc.). Yes ☐ No ☐

2.2. Roles, responsibilities and authorities of personnel are defined and documented, evidence provided. Yes ☐ No ☐

2.3. Competence and qualification requirements for personnel are defined and documented, evidence provided. Yes ☐ No ☐

3. Category of Supply:

3.1. Product ☐ Please specify .....

3.2. Core business:

3.3. Orders executed in the last three years with reputed oil and gas clients.
If so, please specify: Yes ☐ No ☐

3.4. Availability of references in supplying materials to oil and gas clients related to listed products (applied for pre-qualification).
If yes, please specify: Yes ☐ No ☐

3.5. Are your products typically subject to export restrictions?
If yes, please specify: Yes ☐ No ☐

3.6. Are your products in petroleum industry approved vendor list?
If yes, please specify: Yes ☐ No ☐

3.7. Is the contractual article implemented at the parent manufacturer company?
If No, please specify: Yes ☐ No ☐
The manufacturing factory .....
City / Town .....

3.8. Current workload in percentage of total capacity. %

3.9. Anticipated workload in percentage of total capacity based on current and forthcoming commitments for next 12 months. %

Technical Aspect

4. Manufacturer Capability

4.1. Availability of manufacturer warranty policy for the last 3 years.
If yes, please specify: Yes ☐ No ☐

4.2. Availability of spare parts policy (where applicable) for commitment to provide long term supply of spare parts.
If yes, please specify: Yes ☐ No ☐

4.3. Availability of e-commerce/web capabilities/computerized management system. If yes, please specify: Yes ☐ No ☐

4.4. Availability of required equipment in satisfactory general condition verified through site survey (vibration, leaks, cleanness, noise ... etc.). Yes ☐ No ☐

4.5. Availability of licensed service workshops, or local manufacturing/service facility in middle east and/or Iraq.
If yes, please specify: Yes ☐ No ☐

Notes: extra score will be granted if the applicant owned in- house research and development center.

5. Quality Control

5.1. Availability of documented statements of quality policy and quality objectives.
Yes ☐ No ☐

5.2. Availability of approved quality manual and quality procedures.
Yes ☐ No ☐

5.3. Availability of applied typical inspection and test plan for the Product.
Yes ☐ No ☐

5.4. Internal audits conducted, quality audit plan, auditing procedure and audit reports are available. Yes ☐ No ☐

5.5. Availability of in-house testing facilities or laboratories.
If yes, please specify: Yes ☐ No ☐

6. Applicable Codes and Standards

6.1. Availability of industry licenses, compliance with relevant international standards, codes and recommended practices, where applicable.
If yes, please specify: Yes ☐ No ☐

6.2. Tick applicable codes and standards or specify if other.

ASME ☐ API ☐ ASTM ☐ ANSI ☐ EN/BS ☐ Other ☐

6.3. Copies of relevant approved certificates shall be provided. Yes ☐ No ☐

Health, Safety and Environment (HSE) and Quality Management Aspect

7. Management Systems for HSE and Quality

7.1. Quality Management System.	Yes ☐ No ☐	Yes ☐ ISO-9001:2015 Certification No ☐
7.2. Environmental Management System.	Yes ☐ No ☐	Yes ☐ ISO-14001:2015 Certification. No ☐
7.3. Health & safety Management System.	Yes ☐ No ☐	Yes ☐ OHSAS-18001:2007 or ISO-45001:2018 Certification No ☐
7.4. Other certifications please specify.		
7.5. Integrated Management System.	Yes ☐ No ☐	Please specify the applied standard

7.6. Availability of documented HSE policy and procedures. Yes ☐ No ☐

7.7. Are health and safety risk assessments carried out?
If yes, please specify the evidence. Yes ☐ No ☐

7.8. HSE statistics are maintained and analyzed, evidence provided.
Yes ☐ No ☐

8. <u>Supported Documents (Copies attached to this questionnaire)</u>

8.1. Vendor company brochure or presentation. Yes ☐ No ☐

8.2. Company registration documented evidence

(e.g. chamber of commerce registration …etc.) Yes ☐ No ☐

8.3. List of orders executed in the last three years with reputed oil and gas industry clients. Yes ☐ No ☐

8.4. References in supplying materials to oil and gas industry clients related to listed products (applied for pre-qualification). Yes ☐ No ☐

8.5. Certificates or industry licenses to verify compliance with relevant international standards, codes and recommended practices, where applicable. Yes ☐ No ☐

8.6. Organization chart related to the manufacturing activity including key personnel (quality, HSE, technical, regional/local aftersales support … etc.).

Yes ☐ No ☐

8.7. Evidence to verify that roles, responsibilities and authorities of personnel are defined and documented. Yes ☐ No ☐

8.8. Evidence to verify that competence & qualification requirements for personnel are defined and documented. Yes ☐ No ☐

8.9. Evidence of valid ISO-9001:2015 certification availability. Yes ☐ No ☐

8.10. Evidence of valid ISO-14001:2015 certification availability. Yes ☐ No ☐

8.11. Evidence of valid OHSAS-18001:2007 or ISO-45001:2018 certification availability. Yes ☐ No ☐

8.12. Quality manual index and a list quality procedures. Yes ☐ No ☐

8.13. Applied typical inspection and test plan for the product. Yes ☐ No ☐

8.14. Evidence that Health and safety risk are identified and risk assessments are carried out. Yes ☐ No ☐

Evaluation Summary (to be completed by Relevant Oil Company (ROC))

No.	subject	Weight (%)	Score
1	Administrative, Financial and Legal Aspects	20	
2	Organization and Manpower	8	
3	Category of Supply	14	
4	Manufacturer Capability	13	
5	Quality Control	22	
6	Applicable Codes and Standards	15	
7	Management Systems for HSE	8	
8	Supported Documents	Mandatory	
		Result	

Evaluation Date:
Assessor Name / Signature
Assessor Job Title
Assessor Organization

The objective of the current questionnaire is to build a Shortlist consisting of the most qualified competitive companies to be qualified.

- **General notes:-**

1- Pre-questionnaire evaluation shall be considered on the basis of Pass/Fail, the applicant must score at least 80% in each object.

2- Current pre-questionnaire is not considered as obligation for the end-user to award the contract to the applicant.

3- The pre-questionnaire refers to the required product (only) by the Relevant Oil Company.

4- Applicant shall answer all the fields mentioned in the questionnaire, in-addition to provide all the documents which are listed in paragraph 8, otherwise the pre-qualification for the applicant will be disqualification.

5- Any incorrect / incomplete information provided from the applicant will lead to disqualification.

6- Ministry oil companies do not have any financial or legal obligations when filling out the questionnaire by the Manufacturer competitors and they have the authorities to check the credibility of supplied information.

7- All pages of the pre-questionnaire should be stamped and signed by the Manufacturer.

8- Any "Yes" answer not supported by documents, cannot be evaluated and may result in disqualification.

9- All answers may be subject to further verification efforts by Relevant Oil Company.

All documents submitted must be packed in such a way as to facilitate the ease of review and evaluation of the contents.