



إحدى شركات مؤسسة البترول الكويتية  
A Subsidiary of Kuwait Petroleum Corporation

**PRE-QUALIFICATION**

**FOR**

**CATEGORY 12**

PROVISION OF OFFSHORE SUPPORT SERVICES

**PRE-QUALIFICATION**  
**- FOR -**

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

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**A. INVITATION TO PRE-QUALIFY**

**1. INTRODUCTION**

- 1.1 The Kuwait Oil Company (K.S.C.) (the Company) is a State owned company which is responsible for extracting Kuwait's crude oil resources from Kuwait's oil fields and for the export of that crude oil through its marine terminals.
- 1.2 The Company intends to pre-qualify companies for diving and maintenance of offshore facilities. The offshore facilities include SPM CALM buoy terminals, PLEM's, 48-inch crude pipelines at maximum depth of 45 meters, 20-inch bunker pipeline, offshore surges platforms, back flushing facilities, submarine cables, and marine hoses, SCADA system and all associated infrastructure facilities. Tanker Mooring System in addition to the Mooring of ships at the SPM Terminals and the underwater survey and Maintenance to Company Tugs, Craft, Barges and Navigational Aids.
- 1.3 Accordingly, the Company is seeking to pre-qualify companies (Applicants) with proven capabilities and experience in the services of all such facilities stated in 1.2 above and it is a member of the International Marine Contractors Association (IMCA) and now invites interested Applicants to submit full details of their experience in accordance with the attached questionnaire.
- 1.4 The result of this pre-qualification exercise will be the development of list of companies to whom Invitation to Tender will be issued.

**2. GUIDELINES FOR PRE-QUALIFICATION**

Subject to the provision that the Company is under no obligation to pre-qualify any Applicant or to give reasons for acceptance or rejection of any Applicant. Applicants shall be pre-qualified if they satisfactorily demonstrate the following to the Company:-

- 2.1 The Applicant is presently capable of taking, and is prepared to take, full responsibility for Maintaining of Offshore Crude Oil Export Facilities (as issued by the Company) to the successful completion of the project.
  - 2.2 The Applicant has a proven record of completing projects as described herein, as the prime contractor with full responsibility for the entire project. The Applicant must have completed at least two (2) projects, and that the Applicant has a record of relevant work over the past seven (7) years.
  - 2.3 The Applicant has a current workload which shows that the Applicant is now active in the maintenance industry related to offshore projects and that this workload is consistent with its current resources, manpower and financial standing, and that additional work of the magnitude being considered by the Company would not stretch the Applicants capabilities.
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**A. INVITATION TO PREQUALIFY**

**2. GUIDELINES FOR PRE-QUALIFICATION (Cont'd)**

2.4 The Applicant is currently employing personnel and resources which are its own, and which are of appropriate quantity and expertise for a major company active in the maintenance industry related to offshore projects. The Applicant will also need to show that it has access to additional personnel and resources if required to boost the Applicant's capability, if necessary, in the event of award of work by the Company.

**3. INSTRUCTIONS TO APPLICANTS**

3.1 The Applicant must complete all parts of the questionnaire and provide the information required in English.

3.2 The Applicant must answer every question in this questionnaire.

3.3 Answers to questions and information supplied must be accurate and unambiguous. Additional pages should be inserted in the event additional space is needed for replying to the questions. Any additional information that the Applicant wishes to offer should be clearly separated from specific responses within the single bound document to be submitted. Please do not include company reports or other handouts of an advertising nature unless they contain relevant and specific information requested in the questionnaire.

3.4 The Applicant must adhere to the form and layout of the questionnaire and should all be contained in one single bound volume.

3.5 The Applicant's submittal must be in duplicate, **one (1) set in Hard copy and one (1) set in CD copy**. The submittal must be marked as follows:-

<b>To:</b>	<b><u>Team Leader Supplier Relationship Management</u></b> <b>Kuwait Oil Company (K.S.C.)</b> Building B-1, KOC Office Complex, AHMADI, Kuwait.
<b>Subject:</b>	<b><u>CATEGORY 12</u></b> <b><u>PRE-QUALIFICATION FOR PROVISION OF OFFSHORE SUPPORT SERVICES</u></b>

3.6 The Applicant must deliver its submittal to the Supplier Relationship Management Team on or before **2:30 p.m.** of Company's normal working days (Sunday thru Thursday), along with a non-refundable fee of 100 KWD or 350 USD.

The above fees shall be paid as a deposited in the Company's Account No. (1001058663) of the National Bank of Kuwait – Ahmadi Branch, Kuwait, Swift Code (NBOKKWKW) - **IBAN NO. KW77NBOK 000000000001001058663.**

Formal receipt showing the above payment shall be enclosed/scanned with the submitted Application.

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**A. INVITATION TO PREQUALIFY**

**3. INSTRUCTIONS TO APPLICANTS (Cont'd)**

3.7 The questionnaire is divided into seven (7) sections as follows:-

- Section 1 - Mandatory questions. **IF THE APPLICANT CANNOT ANSWER AFFIRMATIVELY TO ALL QUESTIONS IN THIS SECTION THEN THE APPLICANT'S SUBMISSION WILL BE REJECTED.**
- Section 2 - Applicant Company's organization and structure.
- Section 3 - Applicant's previous experience.
- Section 4 - Applicant's current workload.
- Section 5 - Applicant's resources (manpower and facilities).
- Section 6 - Applicant's HSE management system (HSEMS).
- Section 7 - Applicant's financial status.

In addition to the above, the Applicant is required to provide a letter of submittal in the format specified in page 7 to 8 of 25 under the Applicant's authorized signature and on Applicant's letterhead.

- 3.8 Only established companies which are single corporate bodies can be pre-qualified.
- 3.9 The Applicant must apply on its own behalf only. Information provided in the questionnaire must be true and correct for the Applicant itself. Information which incorporates data regarding parent, associate, or subsidiary companies, or subcontractors, or companies to whom the Applicant was subcontracted, must be clearly identified as pertaining to such companies.
- 3.10 If the company applying is a wholly owned, subsidiary company or part of a group of companies, then the application must be for the company who shall actually perform any work awarded and in the location where that work will be performed. To clarify, if the Group's head office is in America, but the work would be controlled and performed at the London, England, office, then the application should be in the name of and using information about the English company.
- 3.11 Pre-qualification shall be granted for the Applicant's company only and shall not include pre-qualification of any parent or sister or subsidiary companies.
- 3.12 By submittal of an application, the Applicant permits the Company to:-
  - a) Take any steps which the Company considers necessary to audit or verify the information contained in the application, and;

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**A. INVITATION TO PREQUALIFY**

- b) Subject to prior notification, visit the Applicant's offices and facilities wherever they may be located.

**4.0 EVALUATION PROCESS**

4.1 The PQ Application shall be evaluated as follows:

- Commercial Evaluation
- Technical Evaluation
- Financial Evaluation
- HSE Evaluation

4.2 The Applicant shall be approved under all above areas in order to be considered as approved/qualified for the related PQ services; any rejection under one of the above areas shall lead to rejection of the Applicant.

4.3 During evaluation, clarification process may be conducted, in order to clarify/requesting for any missing documents or information, the Applicant is requested to response on any clarification within the period specified through the clarification facsimile/e-mail, failure of response shall lead to rejection of the PQ Application.

4.4 Applicant shall allow KOC to visit Applicant's offices and facilities wherever they may be located (if required).

**5. GENERAL**

5.1 Subject to 3.12 above, the Company will treat all replies in the strictest confidentiality.

5.2 The Company will retain all documents submitted by the Applicant for its records.

5.3 **THE COMPANY IS UNDER NO OBLIGATION TO PRE-QUALIFY ANY APPLICANT OR TO GIVE REASONS EITHER FOR PRE-QUALIFYING OR DISQUALIFYING ANY APPLICANT. NOR IS THE COMPANY OBLIGED TO INCLUDE ANY PRE-QUALIFIED CONTRACTOR ON THE LIST OF APPROVED TENDERERS FOR ANY OTHER PARTICULAR PROJECT OR CONTRACT.**

**6. DISCLAIMER**

THE APPLICANT IS AWARE AND AGREES THAT DOCUMENTS (BEING IN SOFT OR HARD COPY) SUBMITTED FOR THE SUBJECT PQ FOR THE COMPANY'S CONSIDERATION SHALL BECOME THE SOLE PROPERTY OF THE COMPANY AND SHALL BE RETAINED IN THE COMPANY'S CUSTODY. ANY PROTEST OR RESERVATION ON THE FINAL RESULTS SHALL BE WITHIN A MAXIMUM OF SIX (6) MONTHS FROM THE DATE THE RESULTS BEEN ANNOUNCED. FAILURE TO COMPLY THEREWITH, THE APPLICANT THEREAFTER SHALL HAVE NO RIGHT TO SERVE ANY RESERVATION OR

**KUWAIT OIL COMPANY (K.S.C.)**  
(REGISTER OF COMMERCE – 21835)

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**A. INVITATION TO PREQUALIFY**

PROTEST TO THE COMPANY AND THE COMPANY SHALL HAVE ABSOLUTE RIGHT TO DISPOSE AND GET RID OF SUCH DOCUMENTS.

**LETTER OF SUBMITTAL**

**TO: TEAM LEADER CONTRACTS SERVICES**

**KUWAIT OIL COMPANY (K.S.C.)  
Ahmadi, Kuwait**

Dear Sirs,

**Subject: PRE-QUALIFICATION FOR CATEGORY 12  
PROVISION OF OFFSHORE SUPPORT SERVICES**

1. We, ..... is a company incorporated in ..... during the year of ....., under the Law of ..... would like to participate in the Subject Pre-qualification Exercise and submit our completed pre-qualification questionnaire along with the additional information required therein and request to be included in the Company's list of bidders for the subject project.
2. We acknowledge that the Company has absolute discretion in the selection of bidders and that the Company is not required to provide any reason should the Company decide not to include our company on the above referred list.
3. We consent to Company's representatives visiting our offices, facilities and works in progress as the Company considers necessary to satisfactorily evaluate our application. In the event of such visits taking place, we shall provide whatever assistance necessary to the Company's representatives to assist them in the evaluation of our application.
4. We hereby, authorize Kuwait Oil Company representatives to seek opinion and inquire about us from previous and current clients (stated as references herein) for the purposes of prequalification. By this, we authorize referenced clients to divulge required information to Kuwait Oil Company.
5. We, the Applicant understand that, only established companies that are single corporate bodies can be pre-qualified.
6. Our company's head office is located in .....
7. We understand that, Kuwait Oil Company does not accept a submittal by a (none incorporated/unregistered) business unit nor an application filled by an agent on behalf of our company. The information provided in the questionnaire is true and pertain to ourselves in order to assess our company's capability. Information which incorporates details regarding parent, associate, or subsidiary companies, or subcontractors, or companies to whom the Applicant was subcontracted, shall be ignored / rejected for the purpose of evaluation.

**LETTER OF SUBMITTAL**

- 8. We understand that, the application shall be filled by the Applicant who wish to prequalify and if approved by Kuwait Oil Company, the name of the Applicant's company shall be included in the approved list of contractors whom to be invited for future tenders and consequently enter into a contract with Kuwait Oil Company if the relevant tender awarded to the Applicant.
- 9. We understand that approval to our company should not be considered as an approval to any parent, sister or subsidiary company within our group of companies.
- 10. We are attaching herewith the following documents which are complementary to our application and essential for Kuwait Oil Company to accept evaluating our application:-
  - a. An Organization chart indicating parent, sister or subsidiary companies within our group of companies indicating nationality of each entity. (as applicable)
  - b. A copy of the Memorandum/Articles of Association of our company with a certified extract from the register of firms from our Country where the Contractors are registered (such as "Ministry of Commerce" / "Chamber of Commerce", etc.).

**Name** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Title of Authorized Signatory** : \_\_\_\_\_

**Telephone No.** : \_\_\_\_\_

**Fax Number** : \_\_\_\_\_

**E-mail and Website** : \_\_\_\_\_

**Applicant's Company Name** : \_\_\_\_\_

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 1 – MANDATORY QUESTION**

The Applicant must respond to all questions in this questionnaire using the following format. The response to each question must refer specifically to the Applicant's office for which qualification is being sought.

1. Has the Applicant independently completed at least two (2) contracts of similar nature in the oil export industry which individually has a value in excess of US\$ 3,000,000.00 and where the commissioning dates were within the past seven (7) years and a contract period of not less than 2 years.

Please Check One.      Yes \_\_\_\_\_      No \_\_\_\_\_

Details of the contracts which enable the Applicant to answer affirmatively must be provided in Section 3 of this questionnaire.

2. Has the Applicant's Purchasing Department executed purchase orders for offshore oil/gas project materials within the past seven (7) years of a total value in excess of US\$ 1,000,000 and an overall procurement period not exceeding eighteen (18) months?

Please Check One.      Yes \_\_\_\_\_      No \_\_\_\_\_

Applicant is requested to submit, in an attachment to Section 3 of this questionnaire, details of such Purchase Orders executed with dates including values, material description, procurement period and continents/countries from which materials were purchased.

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 1 – MANDATORY QUESTION**

3. Is Applicant's Maintenance Crew staffed with numbers of personnel not less than of those listed below:

- a) Offshore Engineer - 2 (B.Sc. Engineering with 10 years maintenance experience related to SPM Terminals).
- b) Diving Supervisor - 2 (CSWIP 3.1U & 3.2U) HSE Part I and NDT Diving Inspector Grade II.
- c) Divers - 12 (CSWIP 3.1U) NDT Diving inspector Grade I
- d) Welder / Fabricator - 2 (Class 6G Lloyds)
- e) Bosun - 6
- f) Offshore Crane Operator - 2
- g) Tug Master - 2 (Master Marine Foreign going class I)
- h) Chief Engineer - 2 (Marine Engineer Certificate of competency class II)

Please Check One. Yes \_\_\_\_\_ No \_\_\_\_\_

4. Is Applicant in a position to submit a tender for this Service within ten (10) weeks period of receiving the invitation to bid?

Please Check One. Yes \_\_\_\_\_ No \_\_\_\_\_

5. Has the Applicant been in the international offshore services business for not less than 10 years?

Please Check One. Yes \_\_\_\_\_ No \_\_\_\_\_

6. Can the Applicant confirm that its organization is a member of the International Marine Contractors Association (IMCA).

Please Check One. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, copy of valid membership to be submitted.

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 1 – MANDATORY QUESTION**

7. Can the Applicant confirm that he owns vessels in accordance with the latest IMO regulations to accommodate the maintenance crew listed in item 3 of this section 1.

Please Check One.      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, Applicant is requested to submit, in an attachment to Section 6 (Equipment and Facilities) of the questionnaire, details of such vessels showing the following:

- |                             |  |
|-----------------------------|--|
| a) Age of vessel,           | i) Fuel tank capacity,                             |
| b) Length overall,          | j) Fresh water capacity,                           |
| c) Breadth,                 | k) Foam tank capacity,                             |
| d) Open free deck length,   | l) Bollard Pull,                                   |
| e) Depth,                   | m) Accommodation,                                  |
| f) Loaded draft,            | n) Fixed Positioning,                              |
| g) Bow thruster horsepower, | o) Deck Machinery,                                 |
| h) Speed                    | p) Vessel's navigation and communication Equipment |

Copies of Ship Registry book to be submitted.

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Authorized signatory for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

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(REGISTER OF COMMERCE – 21835)

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**B. PRE-QUALIFICATION QUESTIONNAIRE**



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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION – 2: APPLICANT’S ENTITY ORGANIZATION STRUCTURE:**

Applicant must complete all portions of the following to clearly indicate its organisation and structure. (Repeat if necessary & write “Not Applicable” or “NIL” as applicable).

- **Contact Details**

1. a) Full (legal/official) Name of Applicant’s company “as per the memorandum and article of association”:

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b) Acronym:

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c) Type of company (Private limited liability, public limited liability, etc.)

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d) Registration Number mentioned in the certificate of registration issued by the concerned body of companies in your country (Ministry of Commerce, Ministry of Justice, Chambers of Commerce and the like)

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2. Country of Incorporation and date of establishment:

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3. Address of the registered office:

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4. Address of head office if different than 3 above:

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

5. Contact Address to be considered under this PQ Application:

- a. Name and title of Applicant Company's personnel authorized to enter into correspondence regarding this pre-qualification application. (Please attach an authorization of the individual designated to execute contract binding the corporation).

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- b. Telephone number (including international code)

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- c. Facsimile number (including international code)

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- d. E-mail address / Website

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6. The name of the higher ranked personnel in the Applicant's entity (the President, CEO, GM ...etc.)

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7. State the nature of the Applicant's core business as indicated by its articles of incorporation and as shown by Applicant's contracting history detailed in Section three (3) of this questionnaire.

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

8. Main Shareholders (owners)

Name	Percentage of Equity

9. Stock Exchange(s) where Applicant is listed (if any).

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10. Authorized Capital (state currency)

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11. Issued and paid up Capital. (State currency)

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12. The present total number of permanent employees on Applicant's payroll is:

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13. Provide the following details of the Local Agent (if any)

Name of the local Agent in Kuwait: \_\_\_\_\_

Type of Business : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

Fax : \_\_\_\_\_

14. As attachment to this section, to provide the organization structure diagram of the Applicant's entity key personnel/positions.

15. As Attachment to this section, to provide the structure diagram showing the relationship between the Applicant's entity and its parent/subsidiaries & sisters entities (if Applicable).

Signed :

Name :

In the capacity of :

Date :

**Applicant's  
Company  
Stamp**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 3 – APPLICANT'S PREVIOUS EXPERIENCE**

1. Attach (as Attachment 1 to this Section 3) a listing of all maintenance contracts related to Offshore Oil Industry completed over the past seven (7) years from the Applicant's own operational office. Only contracts which were awarded in the Applicant's own name should be listed. Where the contract awarded was a subcontract for a larger project, or was for a portion of work related to a larger project, then the relationship and scope of the work performed by the Applicant must be clearly defined so that it is clear that the Applicant was not the prime contractor for the entire project.

The following information must be provided for each project listed:-

- a) Name of Client,
  - b) Title, Location and Type of Project,
  - c) Name of Project Manager responsible for supervision,
  - d) Applicant's scope of work
  - e) Contract Price (approximate)
  - f) Date of Commencement
  - g) Date of Completion (planned vs. actual)
  - h) Percentage of contract subcontracted out, and the nature of the work subcontracted.
  - i) If this contract was part of a larger project, state percentage of the larger project which this contract represented.
2. Provide (as Attachment 2 to this Section 3) detailed information for each contract which enable the Applicant to answer affirmatively to Section 1, Mandatory Questions.

Applicant is advised that the minimum possible number of contracts to be detailed is two. The Applicant is invited to submit further examples of contracts complying with the mandatory questions up to a maximum of 10 examples.

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 3 – APPLICANT'S PREVIOUS EXPERIENCE**

3. Applicant is requested to submit (as attachment 3 to this Section 3) brief work procedures for the following:
  - 3.1 Daily/Weekly/Monthly and Quarterly inspection, cleaning and maintenance of SPM terminals.
  - 3.2 Inspection of anode corrosion feeder cables on terminals and offshore structures.
  - 3.3 Inspection and taking photographs or videos of underwater areas.
  - 3.4 Emergency repairs and welding of underwater.
  - 3.5 Changing of SPM terminal hoses, mooring arrangements and their accessories.
  - 3.6 Lifting and repairing of the navigational buoys for maintenance purposes,

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Authorized signatory for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 4 – APPLICANT'S CURRENT WORKLOAD**

1. Attach (As Attachment 1 to this Section 4) a listing of all maintenance contracts related to Offshore Oil Industry presently under progress in the Applicant's operational office, including the following information:
  - a) Name of Client,
  - b) Title, Location and Type of Project,
  - c) Name of Project Manager responsible for supervision,
  - d) Applicant's scope of work,
  - e) Contract Price (approximate),
  - f) Percentage of engineering completed to date.
  - g) Percentage procurement completed to date,
  - h) Percentage of contract construction completed to date,
  - i) Approximate total contract man-hours planned,
  - j) Man-hours expended by Applicant to date,
  - k) Date of Commencement,
  - l) Due date for Completion,
  - m) Percentage of contract subcontracted out: the nature of the work subcontracted; and names of subcontractors,
  - n) If this contract was part of a larger project, state percentage of the larger project which this contract represented.
  
2. Attach (as Attachment 2 to this Section 4) a listing of the total number of contract presently in the proposal stage in the Applicant's operational office, along with the forecasted approximate total installed cost. It is not necessary to list these projects individually or give specifics of each, but merely combine in summary form for the overall total.

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Authorized signatory for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 5 – APPLICANT'S RESOURCES**

**1. EXPERTISE AND PERSONNEL RESOURCES**

1.1 The present number of permanent employees on Applicant's payroll at the office which is responsible for and which performs maintenance services management, procurement and other services is \_\_\_\_\_.

Provide breakdown of the stated numbers as follows. (Please do not list the same individual in more than one category):

<b><u>Engineering/Procurement/Maintenance</u></b>	<b><u>No. of Personnel</u></b>
a) Project Managers & Senior Staff	_____
b) Offshore Engineer	_____
c) Tug Masters	_____
d) Diving Supervisor	_____
e) Welders/Fabricators	_____
f) Divers	_____
g) Seaman	_____
h) Mechanical and Piping Engineers	_____
i) Mechanical Foreman	_____
j) Electrical Engineers/Foreman	_____
k) Instrument Engineers/Foreman	_____
l) Boat Operators	_____

<b><u>Services and Miscellaneous</u></b>	<b><u>No. of Personnel</u></b>
a) Accountants	_____
b) Legal Personnel	_____
c) Computer (IT) Specialists	_____
d) Audit Personnel	_____
e) Secretarial Personnel	_____
f) Others	_____

**GRAND TOTAL** \_\_\_\_\_

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 5 – APPLICANT'S RESOURCES**

**1. EXPERTISE AND PERSONNEL RESOURCES (Cont'd)**

1.2 How many sub-contract or agency personnel are currently working for the Applicant, in addition to the direct payroll listed in 1 above?

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1.3 What was the largest number of personnel ever carried on Applicant's direct payroll, and in what year was this maximum payroll?

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1.4 What was the largest number of subcontract or agency personnel to ever work for the Applicant at any one time, and in what year was this? Name of client and project.

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1.5 Attach (as attachment 1 to Section 5) detailed resumes of the personnel listed in section 2 (the personnel detailed must currently be on the Applicant's direct payroll):

- |                                       |                       |
|---------------------------------------|-----------------------|
| a) Project Managers                   | i) Bosun              |
| b) Offshore Engineer                  | j) Foreman Mechanical |
| c) Diving Supervisor                  | k) Crew Operator      |
| d) Divers                             | l) Tug Master         |
| e) Tankers Mooring Personnel (Seaman) | m) Asst. Tug Master   |
| f) Riggers (Seaman)                   | n) Chief Engineer     |
| g) Welder/Fabricator                  | o) Second Engineer    |
| h) Instrument Foreman                 | p) Boat Operators     |

1.6 Attach (as Attachment 2 to this Section 5) a concise description of the Applicant's project control procedures and QA/QC procedures together with systems used, and details accredited international quality standards.

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 5 – APPLICANT'S RESOURCES**

**2. EQUIPMENT AND FACILITIES**

2.1 Describe (as Attachment 3 to this Section 5) list of marine equipment and support facilities owned by the Applicant including capacity, age, number, tonnage and other relevant details.

2.2 State which parts of the contract the Applicant would normally expect to subcontract.

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Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Authorized signatory for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

**PRE-QUALIFICATION**  
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**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 6 – HSE MANAGEMENT SYSTEM (HSEMS)**

*The applicant shall provide the following documentary evidence to substantiate the respective elements of the HSE Management System related to onshore as well as offshore operations/services. Each document supporting the respective section is to be clearly segregated, organized with a proper index and submitted.*

**1. Leadership, Commitment & Accountability**

- 1.1. Provide a copy of your organization's HSE policy.
- 1.2. Provide evidence on how your senior management is involved in HSE performance monitoring.
- 1.3. Provide the methodology of ensuring commitment at all levels within your organization to be responsible and comply with the pertinent HSE requirements.
- 1.4. Provide the system to demonstrate that your organization's HSE Management System ensures compliance with all applicable International and local regulations as well as the client's contractual HSE requirements.

**2. Organization, Roles & Responsibilities**

- 2.1. Provide a copy of your HSE organization structure showing its relation to senior management.
- 2.2. Provide your system of identifying resources to meet the HSE requirements.
- 2.3. Provide the HSE roles and responsibilities identified for all levels of job functions for the implementation of the HSE management system and addressing HSE issues.
- 2.4. Provide the methodology in place to interact and communicate the HSE policy, guidelines and requirements, including changes, to all the employees.

**3. HSE Procedures & Safety Work Practices**

- 3.1. Provide your procedure for developing well documented HSE plans.
  - 3.2. Provide a list of all safe work procedures/practices that are established for all critical onshore activities/tasks.
  - 3.3. Provide a list of all safe work procedures/practices that are established for all critical offshore activities/tasks including diving.
  - 3.4. Show how your procedures and standards are regularly revised, updated and document control ensured.
  - 3.5. Provide your procedure for managing and maintaining HSE records.
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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**4. Competency Assurance**

- 4.1. Provide your system for selection and placement of competent and qualified personnel to manage and perform HSE requirements related to onshore and offshore activities.
- 4.2. Provide your training program in place for ensuring appropriate level of training, generic HSE as well as job specific, is given for all the employees along with sample training records.
- 4.3. Show how the training needs assessments are carried out to verify the effectiveness of the training provided as well as to ensure knowledge update.

**5. Hazard/Risk Management**

- 5.1. Provide your established procedure for hazard/risk recognition and assessment.
- 5.2. Provide your system for identifying and applying appropriate risk control measures.
- 5.3. Submit your methodology for conducting HSE studies for onshore as well as offshore operations.
- 5.4. Provide your system in place for developing onshore as well as offshore emergency response and personnel evacuation plans.
- 5.5. Provide your procedure for managing changes.

**6. Occupational Health Management**

- 6.1. Provide your organization's occupational health program in place to inform/advise all employees and monitor the possible health hazards/risks that may be encountered during the works/services.

**7. Environment Management**

- 7.1. Provide the system in place for evaluating and monitoring the environmental impact due to your work activities and the steps taken to minimize the negative impact so as to protect the environment, including marine as well as coastal environment.
- 7.2. Provide your system in place to identify, segregate and effectively manage all types of wastes generated during the onshore as well as offshore activities in an environment-friendly manner.
- 7.3. Provide your system for sewage management during offshore activities in an environment-friendly manner including sample records.

**8. Equipment & Journey Management**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

- 8.1. Provide your procedure to ensure that the equipment utilized for the works/services are appropriately certified, controlled and maintained in safe working condition
- 8.2. Provide your established system in place for the provision and maintenance of protective equipment and clothing.
- 8.3. Provide your system for ensuring safety of your personnel while driving.
- 8.4. Provide your system to ensure your vehicles are road worthy and maintained in good condition.
- 8.5. Provide your established system in place to ensure that the vessels are classified according to recognized classification society and concerned local authorities by third party.

**9. Incident Reporting & Investigation**

- 9.1. Provide your organization's established procedure for accident/injury reporting and investigation.
- 9.2. Submit sample records of your accidents investigations and recommendations management.
- 9.3. Show the arrangements in place to ensure lessons learnt, including near-misses, are captured and effectively utilized.

**10. Sub-contractor Management**

- 10.1. Provide your HSE criteria for the selection of subcontractors for onshore as well as offshore works.
- 10.2. Provide the established practice in place to verify sub-contractor's compliance to your Organization's and the Client's HSE requirements, as well as, the local and international regulations.
- 10.3. Show how you monitor and assess the performance of your sub-contractors.

**11. Continuous Improvement**

- 11.1. Provide your procedure for the self assessments, audits and measurement process for continuous HSE improvement.
- 11.2. Show the process in place for reviewing and evaluating your HSE performance, and, verifying the effectiveness of your HSE Management System.
- 11.3. Provide the system in place for monitoring non-compliance and effecting timely implementation of the preventive and corrective actions.

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**12. HSE Performance Data**

Provide details of your HSE performance for the last three years with respect to the following (Frequency rates shall be as per OSHA guide lines):-

- 12.1. Fatalities (Number)
- 12.2. Lost time injuries (In frequency rate)
- 12.3. Motor vehicle/vessel accidents (Number)
- 12.4. Environmental incidents (Number)
- 12.5. HSE awards/ Clients' HSE achievement certificates
- 12.6. International certifications, including for offshore activities, from recognized bodies

Signed : \_\_\_\_\_

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Authorized signatory for and on behalf of : \_\_\_\_\_

Date : \_\_\_\_\_

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**SECTION 7 - APPLICANT'S FINANCIAL RESSOURCES AND STATUS**

- The Applicant is required to provide the following requirements in order to conduct the necessary financial evaluation.

*(Please note that, these requirements considered as a Mandatory Requirements, if for any reasons the Applicant are unable to provide part of theses Mandatory Requirements, this shall lead to reject the whole application.)*

**A- Financial Submittals based on the financial information for the Applicant itself:**

A 1. The Audit Financial Statement for the recent 3 years.

A 1.1 The Applicant shall provide copies of the **recent three (3) years audited financial statements**, which shall be issued and audited (**signed & sealed**) by an Independent Auditor, taking into consideration that financial information which are issued for specific purposes such as tax declaration, financial analysis ..etc. **are not accepted.**

A 1.2 The **recent three (3) years audited financial statements**, shall pertain to the Applicant itself, and the entity name mentioned in the audited reports shall be in accordance with the name stated in PQ Letter of Submittal and section two – company organization structure. In the event the name of the Applicant is changed recently (due to organization changes, acquisition/merging process and the like), accordingly a documented evidence shall be submitted stating such changes.

A 1.3 The **recent three (3) years audited financial statements** shall include the following as minimum in order to be considered for evaluation:

- ✓ Independent Auditor's Report
- ✓ **Audited** Balance Sheet Statement
- ✓ **Audited** Profit and Loss Account
- ✓ **Audited** Cash Flows Statement
- ✓ Notes to the Accounts

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

Please note that all the above are Mandatory to be included under the financial statement for **each fiscal year**, if for any reasons, any of the above is missed, this shall lead to Reject the whole PQ application.

- A 1.4 The **recent three (3) years audited financial statements** including all the above items under A 1.3 shall be submitted in **English or Arabic Language**.

**Note:**

If the audited financial statements are translated from other language to English language, consequently the translated version of the audited financial statements shall be signed and sealed by the independent auditor.

- A 1.5 The **recent three (3) years audited financial statements** shall be provided also in electronic format (**PDF files only**) along with the original submittal.

- A 2. The Applicant is required to submit the Financial Excel sheet/template, which is available along with PQ documents in the Company's web site, this Excel sheet shall be filled with the required financial information, reflecting the recent three years audited financial statements. The financial Excel sheet/template shall be submitted as a soft copy using Excel formatting file (submitting the soft copy other than Excel formatting file **is not accepted**)

- A 2.1 The Applicant to assure filling all the information required under Financial Excel sheet/template such as The Applicant's name, Applicant's industry code..etc.

- A 3. The Applicant is required to submit The Certification of Authenticity of Financial Statement in accordance with specimen available under attachment 2 to this section.

**PRE-QUALIFICATION**  
- FOR -

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**B- Financial Submittals based on the financial information for Applicant's Parent Company:**

In the event the Applicant wishes to rely on their Parent Company financial credential, consequently the Applicant shall submit the following:

- B 1. The Applicant to define the reasons for such reliance.
- B 2. The evidence of ownership between the Parent Company and the Applicant, such evidence shall be issued by the concerned body from the country where the Applicant is registered (such as Ministry of Justice/Commerce or any other equivalent) stating clearly the percentage of share for the owners of the Applicant.
- B 3. In order to consider the submittal from a parent company, the parent company shall own a percentage of more than 50% of the Applicants shares, if such condition is not satisfied, then the reliance on the Parent Company financial submittals/credentials **shall not be accepted.**
- B 4. The Parent Company shall submit their Financial Submittals in accordance with items **A1, A2 & A3**, however all submittals are required to be **under the Parent Company's name.**
- B 5. The Parent Company to provide the Parent Company Guarantee (PCG) in accordance with specimen available under Attachment 3 to this section. Please note that the PCG as per the referred specimen (without any changes), is a mandatory to accept the reliance on the Parent Company financial submittals/credentials, if for any reasons, the PCG is not submitted, then the financial evaluation shall not be conducted for the Parent Company financial submittal.
  - B 5.1 The names of the entities reflected in the PCG shall be in accordance with the name mentioned in the Parent Company's audited financial statements and the Applicant's entity name in accordance with PQ Letter of Submittal and Section 2 – Company's organization Structure, whereby the **both shall sign & seal the PCG**, deference in names shall lead to reject the PCG

**C. Financial Submittal Checklist:**

- C 1. The Applicant is required to fill the Financial Submittal checklist under attachment 1 to this section.
-

**KUWAIT OIL COMPANY (K.S.C.)**  
(REGISTER OF COMMERCE – 21835)

**PRE-QUALIFICATION**  
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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**ATTACHMENT 1**

**FINANCIAL SUBMITTAL**

**CHECKLIST**

**PRE-QUALIFICATION**  
- FOR -

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

**B. PRE-QUALIFICATION QUESTIONNAIRE**

**FINANCIAL SUBMITTAL CHECKLIST**

1- The financial submittals are pertaining (please tick):

The Applicant itself

Please define the name of the Applicant:  
(Full name, not the Acronym)

\_\_\_\_\_

\_\_\_\_\_

The Parent Company

Please define the name of the Parent Company:  
(Full name, not the Acronym)

\_\_\_\_\_

\_\_\_\_\_

No.	Description	Submitted	
		Yes	No
1.	<b><u>The recent three (3) years audited financial statements</u></b> , issued and audited (signed & sealed) by an Independent Auditor		
	<b><u>1.1</u></b> Independent Auditor's Report		
	<b><u>1.2</u></b> <b>Audited</b> Balance Sheet Statement		
	<b><u>1.3</u></b> <b>Audited</b> Profit and Loss Account		
	<b><u>1.4</u></b> <b>Audited</b> Cash Flows Statement		
	<b><u>1.5</u></b> Notes to the Accounts		
	<b><u>1.6</u></b> All the three years financial statements are audited.		
2.	Soft copy of the recent three (3) years audited financial statements covers all the above items (PDF files only)		
3.	The Financial Excel sheet/template as a soft copy using Excel file formatting (submitting the soft copy other than Excel file formatting <b>is not accepted</b> )		

**PRE-QUALIFICATION**  
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**B. PRE-QUALIFICATION QUESTIONNAIRE**

4.	The Certification of Authenticity of Financial Statement in accordance with specimen available under attachment 2 to this section.		
5.	The reasons for reliance on a Parent company Financial Credentials. <b><u>(Only if the Applicant is relying on a Parent Company Financial Credentials)</u></b>		
6.	The evidence of ownership between the Parent Company and the Applicant stating the percentage of share of ownership. <b><u>(Only if the Applicant is relying on a Parent Company Financial Credentials)</u></b>		
7.	The Parent Company Guarantee (PCG) in accordance with specimen available under Attachment 3 to this section. <b><u>(Only if the Applicant is relying on a Parent Company Financial Credentials)</u></b>		

**KUWAIT OIL COMPANY (K.S.C.)**  
(REGISTER OF COMMERCE – 21835)

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

**ATTACHMENT 2**

**CERTIFICATION OF**

**AUTHENTICITY OF FINANCIAL**

**STATEMENT**

**PRE-QUALIFICATION**  
- FOR -

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

**B. PRE-QUALIFICATION QUESTIONNAIRE**

**Certification of authenticity of financial statement template**

Authenticity of financial statement template

Personal/Confidential

<Name>

Chief Financial Officer

<Applicant company name>

<Street>

<CITY>

<COUNTRY>

*Please, to be completed and  
printed on a company letter  
head*

<Date>

**Re: Certification of Authenticity of Financial Statement submitted for Pre-qualification**

Dear Sirs,

I, <Name>, in my capacity as Chief Financial Officer of <Applicant Company Name> confirm that the financial information included in the questionnaire submitted by <Applicant Company Name> on <Date of submission of questionnaire>, in order to be pre-qualified as an authorized vender/supplier for Kuwait Oil Company, is correct and truly reflects the financial statement of <Applicant Company Name>.

I am at your disposal for any additional questions or to clarify any discrepancies that might be identified.

Sincerely,

<Name>

Chief Financial Officer

**Note: Company Stamp is required**

**KUWAIT OIL COMPANY (K.S.C.)**  
(REGISTER OF COMMERCE – 21835)

**PRE-QUALIFICATION**  
- FOR -

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

## **ATTACHMENT 3**

# **PARENT COMPANY GUARANTEE**

**(PCG)**

**PRE-QUALIFICATION**  
- FOR -

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

Note: This Guarantee to be executed in Parent Company Letterhead.

**M/s Kuwait Oil Company (K.S.C.)**  
**Ahmadi, Kuwait**

**Subject: CATEGORY OF WORK: (Define the category of work or PQ number)**  
**PRE-QUALIFICATION FOR (Define the title of the exercise)**

**PARENT COMPANY GUARANTEE**

THIS GUARANTEE is made on (*Define the date*)

We, (*please type the Parent Company's name*) a company incorporated in (*define the country of incorporation*) having its registered office at (*define the address*) (Hereinafter called the "Guarantor" and may also be referred as "Parent Company")

and

(*please type the Applicant entity's name*) a company incorporated in (*define the country of incorporation*) having its registered office at (*define the address*) (Hereinafter called the "Contractor" and may be also referred as the "Subsidiary")

WHEREAS

- A. The Kuwait Oil Company ("Company") may enter into a contract for the execution of (Insert Title of the Works/Services here). In this connection the Company has conducted a pre-qualification exercise and invited international contractors with the required experience to participate in a pre-qualification exercise for possible inclusion in the Company's approved list of contractors to be invited for bidding for the above said Works/Services. (select as appropriate)
- B. The Contractor being a contractor specialized in the required Works/Services (select as appropriate) has applied to be pre-qualified and listed on the Company's approved list of contractors for the Works/Services. (select as appropriate)
- C. The Guarantor being the Parent Company of the Contractor, has agreed that it shall to the extent hereinafter set forth unconditionally and irrevocably guarantee the due performance by the Contractor of all its obligations under the contract with the Company to provide the Works/Services (select as appropriate) if entered into between the Contractor and the Company.

**PRE-QUALIFICATION**  
- FOR -

**CATEGORY 12: PROVISION OF OFFSHORE SUPPORT SERVICES**

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**B. PRE-QUALIFICATION QUESTIONNAIRE**

NOW THEREFORE it is hereby agreed:

1. The Guarantor unconditionally and irrevocably guarantees the due and proper performance and observance by the Contractor of all of the Contractor's obligations under the contract that may be entered into with the Company to perform the required Works/Services.
2. The Guarantor shall indemnify the Company against all losses, damage, costs and expenses which Company may incur by reason of such breach by the Contractor except that in no event shall the Guarantor have a greater liability in relation to such breach than the Contractor.
3. That on being directed to do so by the Company by notice in writing the Guarantor shall perform or take whatever steps may be necessary to procure/provide the performance of the obligations of the Contractor under the contract for the Works/Services (select as appropriate) and shall from the date of such notice assume jointly and severally with the Contractor all the rights and obligations under the contract in every way as if the Guarantor were a party to the Contract.
4. The Guarantor shall not be discharged or released from his Guarantee by any arrangement made between the Contractor and the Company under any contract or by any forbearance such as payment, extension of time for any amendment to the contract, performance, or otherwise even though such arrangement, alteration or forbearance may be without the assent of the Guarantor.
5. This Guarantee shall be construed and governed in accordance with the laws of State of Kuwait.
6. This Guarantee has no time period, it shall continue until all of the obligations of the Contractor under the contract entered into between the Company and the Contractor has been completely performed to the satisfaction of the Company, and the Guarantor shall not be released of any obligation or liability until any outstanding claim by the Company against the Contractor under the related contract has been settled in full.
7. This Guarantee shall be construed in accordance with the normal usage of English Language.

**SIGNED** by "Name" : \_\_\_\_\_  
**Capacity** : \_\_\_\_\_  
for and on behalf of : \_\_\_\_\_

Note: Parent company Stamp is required

**"Guarantor"**

**SIGNED** by "Name" : \_\_\_\_\_  
**Capacity** : \_\_\_\_\_  
for and on behalf of : \_\_\_\_\_

Note: Applicant Stamp is required

**"Contractor"**