



الشركة العمانية للغاز الطبيعي المسال ش.م.م

Oman LNG LLC

Pre-Qualification Questionnaire

GA-19-997

**PROVISION OF GENERAL OFFICE SERVICES IN
MUSCAT**

1. GUIDELINES

Response to this questionnaire shall be completed in English by a senior member of your company.

All interested companies who specialize and have proven experience in providing and managing this type of contracts, are required to respond to the questions stipulated below.

All documentation required shall be attached as specified.

Responses shall be submitted on or before **12:00 hours, Wednesday, 25-March-2020** to:

Email: OLNGSuppliersPre-Qualification@Omanlng.co.om

[Note: maximum size of attachment per email is 10MB]

or

Hard copies to: Oman LNG LLC
Tender Box located at the Security Office of the Qalhat Plant Site,
Sur, Sultanate of Oman
marked as **“Prequalification for GA-19-997”**

For inquiries, please contact:

Contracts Engineer, CPL/22
Tel. No.: +968 25547629
Email: JoelRivera@OMANLNG.CO.OM

All information submitted with this questionnaire shall be treated in strictest confidence by Oman LNG. Oman LNG reserves the right to verify any and all information contained in responses to this questionnaire. Oman LNG shall be advised immediately should there be any significant change in the information provided in this document. It should be noted that this document is solely for the Pre-qualification evaluation of the company, for the purposes of inclusion on Oman LNG Tenderers Lists for the stipulated requirements. Submission does not guarantee that the contractor will be invited to Tender.

2. BRIEF DESCRIPTION OF SCOPE

CONTRACTOR shall provide the following services at the COMPANY Head Office in Airport Heights, Muscat:

- a. Beverage services to COMPANY staff and visitors.
- b. Mail distribution services including provision of mail boys.
- c. Provision of PRO (Public Relations Officer) services including provision of PRO's.
- d. Provision of Telephone Operators.

3. PRE-QUALIFICATION QUESTIONS

3.1 EXPERIENCE

3.1.1 Does your company have a minimum of **5 years'** experience in the particular field being Tendered?

No

Yes,

If Yes, please submit a list of completed/on-going services/contracts undertaken by your Company in the last **5 years**. As a minimum, include the following detailed information: *[use separate sheet as necessary]*

Client name & country	Description of Client's core business	Number of users (or staff) employed in the client's organisation	Type of contract: management, lump sum, unit rates, direct hire manpower, etc.	Are you Main Contractor or Subcontractor	Contract value (OMR)	Duration of contract [start and completion date]

If Yes, please list below the services offered by your Company with references of where they have carried out similar works: *[use separate sheet as necessary]*

No.	Name Specific Services	No. of Years' Experience

3.2 RESOURCES

3.2.1 Does your company have sufficient resources of manpower, equipment and materials to execute the described scope?

No

Yes,

If Yes, please states the employment classification/position titles of **manpower** to be engaged on the Oman LNG site and an estimate of numbers to be engaged for each classification. *[use separate sheet as necessary]*

Classification/Position Title (e.g. Cleaner , Supervisors, etc.)	No. of employees

If Yes, please list below all **equipment** and **materials**/systems owned by your company and will be used for the project. *[use separate sheet as necessary]*

Description	Size	Number

3.3 HEALTH, SAFETY & ENVIRONMENT (HSE)

HSE Policy:

3.3.1 Does your company have a formal/signed HSE Policy document?

- No, please** answer questions 3.3.2 and 3.3.3 below.
- Yes**, please submit a copy [dated & signed by your company top management].

3.3.2 What is your company’s HSE Policy?

3.3.3 If no HSE Policy exists, explain how you intend to deal with HSE-related issues.

3.3.4 Submit copy of your company’s Organization Chart for this project with HSE Positions included in it.

HSE Training:

3.3.5 Submit HSE Training Matrix containing list of training programmes for this project / contract and targeted attendees.

3.3.6 Submit sample records of HSE Training attended by your staff and clearly indicate if these staff(s) will be working on this project.

HSE Records:

3.3.7 Submit your company’s HSE Performance Reports (2 Sample Reports from last 2 years).

3.4 QUALITY ASSURANCE

3.4.1 Does your company have Quality Management System that is certified to ISO 9001-2000 or equivalent?

- No**
- Yes**, please submit one copy of the certificate for Quality Management System or equivalent.

3.5 FINANCIAL STATEMENT

3.5.1 Please submit copy of the last two years **audited** Financial Statement of your company and complete the information required in the table below.

Year of Account	2018	2019
Current Asset		
Total Asset		
Current Liabilities		
Total Liabilities		
Inventory (Stocks), if applicable		

3.6 COMPANY REGISTRATION DOCUMENTS

3.6.1 Is your Company registered with JSRS?

- No, please** refer to 3.6.2 below.
- Yes**, please submit a copy of your JSRS Certificate.

3.6.2 Provide the following:

- Submit copies of commercial registration in Oman
- Give the name of the Owner(s) and their percentage of ownership.
- Give the name(s) and position(s) of your authorized representatives.
- Address and contacts numbers.

NOTE: Failure to submit any required documents specified above (especially HSE) may result in disqualification in the Pre-Qualification.