

Contractor's Prequalification Questionnaire

Company Name		
Office City	P.O. Box	Date Prequa Completed

Introduction

The Purchasing Prequalification Standard is developed in response to the market demand to enable the companies to provide their company details necessary for prequa. Hence it is a **MUST** that this questionnaire must be completed and certified as being accurate by one of the company's director (preferably the Finance Director or senior controlling partner in case of partnership) and stamped by the company's seal.

The Prequalification Process (Prequa)

This Prequalification Questionnaire (Prequa) is the first step of the Company Prequa process. The second step of this is for project-specific requirements. All companies participating or filling up this Prequa **MUST** adhere to the QNH Prequa format in answering the questions listed. No questions in the Prequa will be left unanswered or at least an explanation must be provided when certain questions cannot be fully answered.

Company Declaration

I, the undersigned, confirm that the information I have supplied in this prequa questionnaire is correct at the time of completion. Any changes relevant to this requirement will be notified to the Qatar National Hotels Co. (QNH) Purchasing Department without undue delay.

Signature	Date Submitted
Printed Name	Position/Designation
On Behalf of (in case of signatory is not the primary authorized person of the company)	Company Name

1. General information		
Company Name		1.1
Main Office Street Address		1.2
City		1.3
State/country		1.4
P.O. Box		1.5
Telephone Number		1.6
Facsimile		1.7
Contact name		1.8

Locations of other offices		1.9
Street Address		1.10
City		1.11
State/country		1.12
P.O. Box		1.13
Telephone Number		1.14
Facsimile		1.15

Address		
Registered address		
Street & Building #		
City		
Postal Code		
County/Region		
Country		
Telephone		
Facsimile		
Email address		
Company website (www)		

Order/tender address (if different from above)		
Street & Building #		
City		
Postal Code		
County/Region		
Country		
Telephone number		
Facsimile		
Order/tender email address		

Invoice address (if different from above)		
Street & Building #		
City		
Postal Code		
County/region		
Country		
Telephone		
Facsimile		
Invoice email address		

Company registration		
Company type (e.g. limited, w.l.l., etc.)		
Country of Registration		
Registration number		
Registration year		

2. Commercial information (Company)		
Type of business	<input type="checkbox"/> Manufacturer/Fabricator <input type="checkbox"/> Construction <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Others specify	2.1
Business specialization	<input type="checkbox"/> Consultancy & Design <input type="checkbox"/> Building Construction <input type="checkbox"/> Supply manufacturer/fabricator <input type="checkbox"/> Others specify	2.2
Contractor license (specify)		2.3
Number of years as Contractor	<input type="checkbox"/> Local _____ <input type="checkbox"/> Regional _____ <input type="checkbox"/> International _____	2.4

Number of years in the design and construction	<input type="checkbox"/> Local _____	2.5
	<input type="checkbox"/> Regional _____	
	<input type="checkbox"/> International _____	

Company owners		
List of national owners		
Company name & Address	Shareholding	2.6
		2.7
		2.8
		2.9
		2.10

List of international owners		
Company name & Address	Shareholding	2.11
		2.12
		2.13
		2.14
		2.15

Associate companies to be involved in the Project whether parent/subsidiary/other		
Company name & Address	Relationship	2.16
		2.17
		2.18
		2.19
		2.20

01. If the company is a subsidiary, what involvement, if any, will the parent company have in the project?

02. Manufacturing, fabrication facilities, or equipment yard locations (to be completed only if relevant to the Scope of Work).

03. Cost range interest in bidding:

QR. _____ to QR. _____

04. Can you furnish a Performance Guarantee of five percent (5%) of the Contract value?

Yes No.

If yes, please specify the following:

Surety: _____ Agent: _____ Phone No.: _____

05. Has your company ever been disqualified or terminated by default in any private or Government projects in Qatar? If yes, please provide the details below.

06. Indicate the work category you are licensed for and the area(s) (Country/State/City) in which you hold each Professional License. (Attached additional pages if necessary)

Type of License	Location	Type of License	Location
1.		1.	
2.		2.	
3.		3.	

07. Automation capability/resources:

07.1. CADD system _____

07.2. Database standards _____

07.3. Engineering Planning and Controls _____

07.4. Engineering Tools _____

07.5. Special Engineering Tools and programs including list of available software:

1. Electrical 2. Structural 3. Hydraulics
 4. Instrumentation 5. Civil

3. Business Organization								
Incorporated	Location of incorporation				Date of incorporation			3.1
Name of Parent Company								
Major Subsidiary/ies								3.2
Financial Statement								
Capital (QR.)								3.3
Authorizing Person	Name				Designation			3.4
Annual value of construction work undertaken for each of the past five (5) years and projected for current year.	Year	Current	2007	2006	2005	2004	2003	3.5
	Home							
	Abroad							
	Qatar							

01. Approximate value of work in hand _____

02. Please attach copies of the company's past three years accounts (profit & loss, assets/liabilities) and other financial data which you consider to be useful in assessing the financial strength of your organization.

03. Historical information (please fill out for past three full years. Do not reference financial statements):

Year	Annual Volume(QR)	Working Capital (Current Assets Less Current Liabilities) QR	Net Worth (QR)

Bankers		
Names	Address	

4. Personnel

Indicate total number of staff currently on payroll in the following areas:

Home Office		4.1
Discipline	Total	
SENIOR MANAGEMENT		4.1.2
ENGINEERING		4.1.3
Management		4.1.4
Architectural		4.1.5
Civil/structural		4.1.6
Mechanical/Piping		4.1.7
Mechanical/Rotating Equipment		4.1.8
Mechanical/HVAC		4.1.9
Electrical		4.1.10
Instrumentation and Control		4.1.11
Process		4.1.12
PROCUREMENT		4.1.13
Purchasing		4.1.14
Expediting		4.1.15
Inspection		4.1.16
Traffic and Logistics		4.1.17
CONSTRUCTION SUPPORT		4.1.18
QUALITY ASSURANCE/QUALITY CONTROL		4.1.19
PLANNING AND CONTROLS		4.1.20
Estimators		4.1.21
Planners/Schedulers		4.1.22
Cost Engineers		4.1.23
AUTOMATION/INFORMATION SYSTEMS		4.1.24
OTHER TECHNICAL (define)		4.1.25
ADMINISTRATIVE		4.1.26
SUBTOTAL – HOME OFFICE PERMANENT STAFF		4.1.27

Field Office				4.2
FIELD CONSTRUCTION	Superintendents	General Foremen & Foremen	Journeymen	Total
RESIDENT CONTRUCTION MANAGERS				
CRAFT PERSONNEL				
Carpenters				
Iron workers				
Structural Welders				
Millwrights				
Pipefitter/Welders				
Boilermakers				
Electricians				
Instrument Fitters				
Operating Engineers				
Other Crafts (specify)				
HIV Cable Splicers				
Testing & Commissioning Technicians				
FILED ENGINEERING				
Civil /Structural				
Mechanical/Rotating Equipment				
Mechanical/HVAC				
Electrical				
Instrumentation & Control				
SUBTOTAL FIELD CONSTR./ENGINEERING				
FIELD PROCUREMENT				
Purchasing				
Expediting				
Inspection				
Traffic & Logistics				
QUALITY ASSURANCE/CONTROL				
Estimators				
Planners/Schedulers				
Cost Engineers				
ADMINISTRATIVE				
AUTHOMATION/INFORMATION				
Others (please define)				
SUBTOTAL FIELD PROC,				

C&S & ADMIN.	
SUBTOTAL - HOME OFFICE (brought forward from 4.1 above)	
TOTAL CURRENT PERMANENT STAFF	

Personnel					
Key Personnel					
Name	Designation (directors/partners, etc)	Qualification	Years of experience in the company	Major works	

5. Experience

01. Summary of Countries in which work similar to the project has been undertaken and completed:

02. Summary of the company's experience in Qatar and/or GCC countries/states:

03. Summary of the company's experience of similar projects completed in Qatar and/or GCC countries/states

04. List and describe any current or pending litigation related or current projects.

05. List of major construction equipments considered by company to be necessary for understanding the projects and whether this equipments is already in company's ownership or will be purchased or rented:

Equipment	Company owned	Will Purchase	Will Rent

06. Range of Equipment manufactured and installed (if applicable)

Summary _____

Description _____

Location _____

Capacity _____

Annual Throughput _____

07. Ability to complete work on schedule and within budget

6. Schedule

Describe your proposed plan of execution to address the schedule requirements. Highlight any innovative actions you would propose in order to meet the schedule requirements of the contract. If a Manufacturer/Supplier, you should specifically address shop capacity to support the schedule requirements.

7. Subcontracting

If it is foreseen that any part of the contract will be subcontracted, state the type of work to be undertaken by the subcontractor(s) and, if known, give the name and address of the subcontractor(s) to be used.

8. Quality Assurance – Industry Certificates			
Does your company maintain a current:	Yes	No	8.1
Quality Assurance Program?			
ISO 9001			8.2
Other Certificates			8.3
Industry Accepted Quality Assurance Program?			8.4
What Industrial Codes and Authorization does your company hold?			8.5
ASME			8.6
API			8.7
IEEE			8.8
IES			8.9
SASO			8.10
Others (specify)			8.11

9. Health and Safety Program			
	Yes	No	
Do you have a current written safety program for field operations?			9.1
Does your company implement a Health and Safety Policy for all of its employees?			9.2
Does your company have a written Health and Safety Policy Statement?			9.3
If answers are yes, please provide a copy of the Policy statement			9.4
Does your company maintain records of all accidents and injuries sustained?			9.5

Fill in the Table: Health & Safety Performance on Construction Sites for the past three years			
	2007	2006	2005
Occurrences			
Injuries requiring first aid			
Injuries requiring hospitalization			
Injuries causing 1 day's absence			
Fatal injuries			
Total Man-hours worked on Sites			

10. Planning & Controls

01. What scheduling system/programs do you use?

02. What type of scheduling would you produce for this EPC Contract?

03. Describe the hierarchy of schedules you typically use on a project of this size.

04. What is the range of the number of activities you typically develop for a project of this size?

05. Describe the frequency with which you update your schedules for your own use.

06. Describe any special schedule reports you produce to monitor and control your work.

07. Schedules are normally processed:

On site _____ in home office _____ By outside sources _____

08. Describe your process for scope and change controls, including any computer systems used.

09. Describe your process for cost controls, including any computer systems used.

10. Describe the system you would use to measure progress or physical completion on a project such as this one.

11. Joint Venture