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REV:
C1

Pre-Qualification Questionnaire Template



Document Review Cycle

REVIEW PERIOD	NEXT REVIEW	DOCUMENT OWNER
N/A	N/A	Contracts Manager

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Pre-Qualification Questionnaire Template

Revision History

YYYY	MMM	DD	Issued By	Rev	Detail
2018	JAN	08	C. Taylor	C1	First issue on BMS

Revision Change Notices

Rev	Location of Changes	Brief Description of Changes

Sent by Email

Dear Sirs

EnQuest Heather Limited
Prequalification for [enter goods/service name]
RFI/CXXXXX

EnQuest Heather Limited (“EnQuest”) intends to issue an invitation to tender during [enter time frame] for the [enter goods/service name] to support its UKCS operated installations for the contract duration.

In order to establish the tender list, it is EnQuest’s intention to source interest from and screen the capability of several potential contractors, the listing of which was generated via **First Point Assessment**. The purpose of the prequalification is also to provide potential tenderers with an opportunity to recommend its best service and equipment solutions.

Accordingly we request your company (“Tenderer”) to provide details of your capacity to perform the outlined service and to complete the information request attached hereto. The scope of services includes a summary of all the [enter goods/service name] that may be required by EnQuest over the duration of this contract.

Part A: Proposed Scope of Work
Part B: Information Request
Part C: Additional Information to be provided by Tenderer
Part D: Confidentiality Undertaking

Please advise within three (2) working days of receipt if your company does not intend to submit a prequalification response.

Your formal submission is required by [enter time and date] and should be sent (i) by email to *. *@enquest.com and (ii) in hard copy to the following address:

EnQuest Heather Limited
5th Floor, Consort House
Stell Road
Aberdeen
AB11 5QR

Ref: [enter RFI/prequel number]
FAO [enter to be issued to]

Failure to adhere to the stipulated date and time may result in your Company being precluded from any further part of this tender exercise.

Yours faithfully
For and on behalf of EnQuest Heather Limited

PART A

SUMMARY SCOPE OF SERVICE

PART A – SUMMARY SCOPE OF SERVICE

1. Purpose

The purpose of this prequalification is to establish the services supplied by the Tenderer.

The minimum services specified by the Company in this prequalification are listed in item 2 below. These services are what the Tenderer must supply and any additional services the Tenderer feel would benefit Company shall be submitted on a separate document along with Tenderer submission of this prequalification.

2. The Work compromises of the following services;

[enter scope requirements – may be few simple bullets, or a multi-page multi-level outline]

PART B
INFORMATION REQUEST

PART B – INFORMATION REQUEST

After reviewing and considering Part A, Tenderer is requested to provide the following information. **If any of the requested information is available in FPAL simply state “Available in FPAL”.** Tenderers response should be as per the numbering system and bullet point sequence below:

1. General

- Name of Organisation
- Company registration number and country of registration
- Year of registration
- Registered address
- Main contact
- Main business address
- Telephone number
- Email address
- Website
- Ownership

2. First Point Assessment Limited

- Please quote your FPAL registered number
- Please quote the service capability service codes you are registered against in FPAL
- Please advise if you are VERIFIED in FPAL, Yes/No
- Is your company a signatory to the Industry Mutual Hold Harmless Deed (IMHH) Yes/No

3. Health, Safety, Environmental

- Provide health and safety statistics for the previous 12 months and previous calendar year, along with LTIF and TRIF figures, clearly stating any units of measurement used (e.g. per 100,000 man-hours)
- Health, safety or environmental initiatives or programmes currently in operation with Tenderer.

4. Quality Assurance / Quality Control

- A copy of your Quality Assurance Statement
- A copy of the index only to your Quality Manual
- Confirmation with brief details as to whether you are certified to any recognised certification body, eg ISO 9001 or equivalent
- A summary of your Quality Management System

5. Capability Assessment

- Comment on the Tenderer's ability to provide the items contained within the summary scope of services, as set out above.
- Provide details at which geographical locations the following services would be carried out;
 - [enter any specific scope items]
 - [enter any specific scope items]
 - [enter any specific scope items]
- Comment on Tenderer's capabilities to provide offshore engineering services to [enter any specific scope items].
- List of any sub-contractors that Tenderer would engage to provide any services which Tenderer is not able to provide. Tenderer to list the services the sub-contractor provides and the number of personnel provided.

6. Workload/Capacity

- Please provide a list of other clients that Tenderer currently provides a similar range of good/services to, providing outline detail of the scope and size of the work. Please detail if and how this may infringe on the scope within this pre-qualification (if at all)

7. Experience

- Please indicate your **experience** of providing the following services by ticking the appropriate column. Tenderers can provide a short additional response to each question.

Area of Experience	Have experience	Strong experience	Core experience

- Provide actual examples (3+) where the services have been carried out for a client by way of case studies and/or testimonials from existing clients. Where a sub-contractor has been used, this must be covered in the case study or testimony

8. Competency Standards

Competency is a key focus of the Company. Tenderers must have a robust competency management system implemented within their organisation which will ensure that the services are completed safely and to the correct standards.

- Provide evidence of competency management system in place
- Detail the competency management process, how competency is assured, how gaps are identified and remedied and how ongoing assured is managed.
- Certification of, or internationally recognised standards awarded in recognition of such competency system, c/w documentary evidence (e.g. copies of certificates)

9. Financial Information

- A copy of the Tenderer's most recent audited accounts that cover the last two years of trading or for the period that is available if trading for less than two years.

10. Litigation

- Please provide details, including the outcome, of any litigation the Tenderer may have been engaged with in the last 5 years, or is currently ongoing.

11. Compliance

- Please provide details of any circumstance, event, act or omission which might give rise to the assertion that the Tenderer or any of its officers, agents or employees have done or omitted to do **any act or omission which is or could be in contravention or breach of or the subject of inquiry, investigation or proceedings under the provisions of any statute, order or regulation made in any relevant jurisdiction giving rise to any fine, penalty, default, proceedings or other liability.**
- EnQuest condemns corruption in all its forms and we will not tolerate it in our business or in those we do business with. We behave fairly and ethically and expect the highest standard of ethical conduct from anyone that we do business with. **Please provide detailed evidence of ethical business conduct including specifics of how you address corruption and modern slavery risk.**
- Please provide details of any **embargoes, trade restrictions, sanctions** that are applicable to the Tenderer.
- Please provide details of risk management processes, including monitoring and evaluation measures.

- Please provide details of any business-level grievance mechanisms (i.e. “speak-up” or “whistleblowing” line).

12. Modern Slavery

- Is your company required by section 54 of the Modern Slavery Act to produce an annual statement setting out the steps that have been taken to ensure your company and supply chains are slavery free?

Yes No

- Does your company have a policy on modern slavery and human trafficking? (this may form part of your company’s wider CSR policy)

Yes No

- Does your company carry out documented risk assessments of its business and supply chain to ensure continuous compliance with relevant statutory requirements?

Yes No

Comments: _____

[enter any other relevant items]

PART C

ADDITIONAL INFORMATION TO BE PROVIDED BY TENDERER

PART C – ADDITIONAL INFORMATION TO BE PROVIDED BY TENDERER

In addition to information requested in Part A & B, Tenderer is requested to respond to the following demonstrating its ability to meet the Service requirement. Tenderer is requested to utilise the same numbering system for clarity:

- 1.) In addition to any products or services used to carry out the scope of services listed about, Tenderers are encouraged to provide information on;
 - a. Any new/proprietary equipment that could provide safety or efficiency improvements
 - b. Any new/proprietary services or way of working that could provide safety or efficiency improvements
 - c. Areas of the scope of services that could be carried out by multi-skilled crew to increase efficiency
 - d. Any other suggestions that may improve efficiency and reduce NPT

PART D
CONFIDENTIALITY UNDERTAKING

PART D – CONFIDENTIALITY UNDERTAKING

I,, the undersigned, hereby undertake to keep strictly confidential and not to disclose to any third party in any manner whatsoever without the prior written consent of EnQuest Heather Limited (“EnQuest”) any information, documents or data of whatsoever nature or any notes, conclusions, calculations, copies or documents prepared on the basis thereof in connection with the data, reports and material (hereinafter referred to as the “Information”) which is supplied to me by or which I may otherwise acquire as a result of my association with EnQuest or its affiliates. Furthermore, I undertake neither to enter into any relationship with, nor to provide advice or services to, any third party in connection with the Information.

I understand that dealing in shares of EnQuest plc whilst in possession of unpublished price-sensitive information is a criminal offence.

This undertaking shall not apply to any part of the Information which becomes public knowledge or for any other reason ceases to be confidential otherwise than through a breach of this undertaking. The extent to which any information, documents or data is supplied hereunder shall be at the sole discretion of EnQuest.

Signed:

Dated:.....

Address:

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