

MELLITAH OIL & GAS B.V. JOINT PROJECTS TEAM

ENQUIRY FOR PREQUALIFICATION (NO. JPTPQ/008/12)
BASIC AND FRONT END ENGINEERING (FEED) CONTRACT

LIBYAN OFFSHORE – STRUCTURE “A” DEVELOPMENT
&
LIBYAN ONSHORE – MELLITAH COMPLEX UPGRADE

MELLITAH OIL & GAS B.V. (MOG) BEING THE LEADING OPERATIVE IN LIBYA, INTENDS TO AVAIL ITSELF OF THE COOPERATION OF A QUALIFIED AND EXPERIENCED ENGINEERING AND DESIGN CONTRACTOR FOR THE PROVISION OF THE BASIC AND FRONT END ENGINEERING DESIGN (FEED) SERVICES RELEVANT TO THE “A” STRUCTURE DEVELOPMENT & MELLITAH COMPLEX UPGRADE.

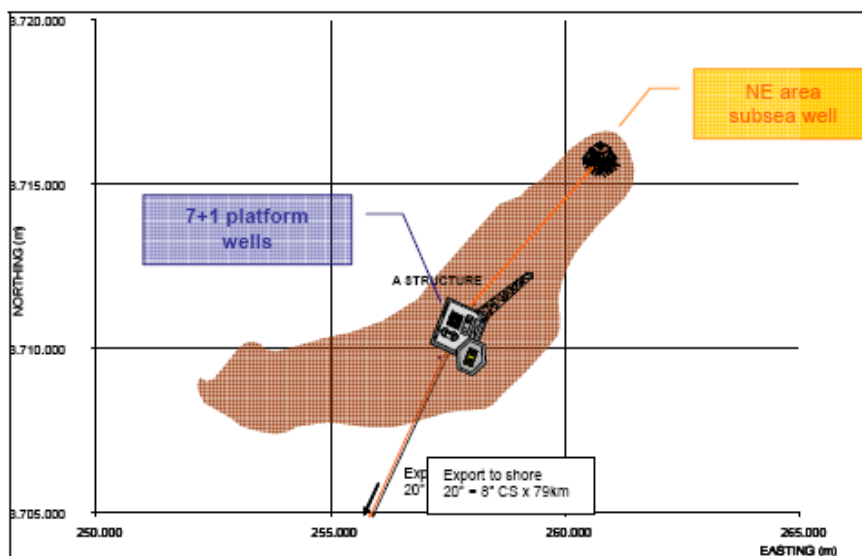
PROJECT DESCRIPTION

THE A STRUCTURE IS LOCATED IN THE CENTRAL PART OF BLOCK NC41, APPROXIMATELY 75 KM FROM THE LIBYAN COAST IN A WATER DEPTH RANGING FROM 93 TO 145 M.

THE A STRUCTURE DEVELOPMENT ENVISAGES THE EXPLOITATION OF THE GAS AND ASSOCIATED CONDENSATE THROUGH A WELLHEAD AND PRODUCTION PLATFORM LOCATED OFFSHORE IN 96 M WATER DEPTH AND A SUBSEA WELL. THE TOPSIDE FACILITIES WILL INCLUDE SEPARATION AND DEHYDRATION FACILITIES.

THE DEHYDRATED GAS AND PARTIALLY STABILIZED CONDENSATE WILL BE EXPORTED FROM THE PLATFORM TO MELLITAH COMPLEX BY MEANS OF TWO DEDICATED SEALINES.

SEALINES SHORE APPROACH ARRIVES TO THE EXISTING MELLITAH COMPLEX.





THE FLUIDS COMING FROM OFF-SHORE PLATFORM ARE SENT ONSHORE TO THE EXISTING MELLITAH PLANT FOR FINAL TREATMENT.

FEED SCOPE OF WORK

BASIC & FEED CONTRACTOR WILL BE REQUESTED TO PRODUCE ENGINEERING DOCUMENTS AND SCOPE OF WORK FOR THE "EPIC PHASE" TO PROVIDE COST-EFFECTIVE BIDS.

BASIC & FEED DELIVERABLES ALONG WITH UPDATED COST AND TIME-SCHEDULE, WILL ALLOW THE COMPANY TO TAKE A FINAL INVESTMENT DECISION FOR THE PROJECT.

OFFSHORE: A STRUCTURE PLATFORM, SUBSEA UNIT, FLOWLINE, SEALINES

PLATFORM SHALL BE DESIGNED FOR SEPARATION AND DEHYDRATION OF 160 MMSCFD OF THROUGHPUT.

THE SCOPE CAN BE SUMMARIZED AS FOLLOWS, BUT NOT LIMITED TO:

- REVIEW ALL DOCUMENTS ISSUED DURING CONCEPTUAL SELECTION PHASE (FEASIBILITY).
- PERFORM BASIC ENGINEERING AND FEED FOR OFF-SHORE PLATFORM TOP SIDE FACILITIES, LIVING QUARTER, HELIDECK AND RELEVANT FACILITIES.
- BASIC & FEED FOR GAS AND CONDENSATE SEALINES TO SHORE.
- PROVIDE ASSISTANCE FOR TECHNICAL EVALUATIONS OF THE "EPIC TENDERING" AND LLI'S BIDS.



ONSHORE: MELLITAH COMPLEX

LOCATED BETWEEN SABRATAH AND ZWARA CITIES, THE COMPLEX COVERS AN AREA ABOUT 360 HECTERS AND CONSISTS OF OIL AND GAS TREATMENT FACILITIES, CRUDE OIL AND PRODUCTS STORAGE TANKS, LPG AND SOLID SULFUR LOADING FACILITIES AND ALL REQUIRED UTILITIES INCLUDING GAS AND STEAM TURBINES FOR POWER GENERATION.

THE COMPLEX CONSISTS MAINLY OF TWO PLANTS, ONE FOR TREATING THE OIL AND CONDENSATE PRODUCTION FROM WAFA FIELD (WAFA COASTAL PLANT) WHEREAS THE OTHER PLANT TREATS THE GAS AND CONDENSATE COMING FROM SABRATHA OFFSHORE PLATFORM (MELLITAH PLANT).

WAFA COASTAL PLANT

THIS PLANT CONSISTS OF 2 TRAINS TO TREAT THE OIL AND NGL COMING FROM WAFA FIELD WITH A TOTAL DESIGN CAPACITY OF 76.300 BBLS PER DAY. THE PLANT INCLUDES ALSO ALL UTILITIES

MELLITAH PLANT:

THIS PLANT TREATS THE GAS AND CONDENSATE PRODUCTION ARRIVING FROM SABRATHA OFFSHORE PLATFORM. THE PLANT CONSISTS OF 3 TRAINS FOR GAS AND 2 TRAINS FOR CONDENSATE WITH A TOTAL CAPACITY OF 695 MMSCFD OF SALES GAS, 31.000 BBLS PER DAY OF LIQUIDS AND 450 METRIC TONS OF SOLID SULFUR.

MELLITAH COMPLEX UPGRADE

THE COMPLEX UPGRADE WHEN REALIZED SHALL RENDER THE PLANT CAPABLE OF PRODUCING AROUND 12 BSCMY OF SALES GAS.

THE SCOPE OF THE UPGRADE INCLUDES TWO ADDITIONAL TREATMENT TRAINS SIMILAR TO THE EXISTING ALL REQUIRED INTERFACES WITH THE EXISTING PLANT IN TERMS OF:

- SAFETY SYSTEMS
- PROCESS INTEGRATION
- UTILITIES
- AUTOMATION AND CONTROL
- STORAGE AND EXPORT FACILITIES
- LOGISTICS, ETC.

THE SCOPE CAN BE SUMMARIZED AS FOLLOWS, BUT NOT LIMITED TO:

- PREPARE/DEVELOP A TIE-INS EXECUTION PLAN, BASED ON THE PHILOSOPHY OF MINIMIZATION OF PRODUCTION SHUT-DOWN.
- PREPARE BASIC & FEED DESIGN FOR DE-BOTTLENECKING OF EXISTING UNITS.
- PREPARE BASIC & FEED DESIGN FOR NEW UNITS.



- AGREEMENT WITH SULPHUR REMOVAL UNIT (SRU) LICENSOR AND DEVELOPMENT OF SRU PROCESS DESIGN PACKAGE.
- AGREEMENT WITH LICENSORS FOR: GAS DEHYDRATION, GAS SWEETENING, LPG DEHYDRATION AND MERCAPTAN REMOVAL AND DEVELOPMENT OF RELEVANT PROCESS DESIGN PACKAGE.
- PERFORM HAZID, HAZOP, SIL ANALYSIS, DESIGN SAFETY CASE STUDY, QRA AND ANY REQUIRED ADDITIONAL SAFETY STUDY FOR THE ENTIRE MELLITAH COMPLEX.
- ANALYZE THE SIMOPS, IDENTIFY THE ACTIONS TO AVOID THE UNPLANNED SHUT DOWN OF MELLITAH COMPLEX AND PREPARE THE ITT DOCUMENTS FOR THE TIE INS TO BE IMPLEMENTED DURING THE PLANNED PLANT SHUT DOWNS.
- PROVIDE EIA FOR ENTIRE MELLITAH COMPLEX FACILITIES INCLUDING THE NEW AREA.



QUALIFICATIONS

ONLY QUALIFIED COMPANIES, CONSORTIA OR JV THAT HAVE PROVEN CAPABILITY AND RECENT EXPERIENCE OF FEED SERVICES WITH SPECIFIC EXPERTISE IN OFFSHORE HYDROCARBONS SIMILAR PROJECTS WILL BE CONSIDERED TO COMPETITIVELY TENDER FOR THE SCOPE OF WORK DESCRIBED ABOVE.

INTERESTED COMPANIES ARE REQUESTED TO PROVIDE THE INFORMATION AS SET FORTH IN THE INFORMATION AND DOCUMENTS FOR "CONTRACTOR EVALUATION" REQUEST, DETAILED IN PRE-QUALIFICATION QUESTIONNAIRE

THE PURPOSE OF THE INFORMATION AND DOCUMENTS REQUEST IS TO START A "QUALIFICATION ASSESSMENT" AND TO GIVE AN OPPORTUNITY TO THE SELECTED COMPANIES TO PROVIDE DETAILS OF ITS LEGAL STRUCTURE, ITS MANAGEMENT, ITS EXPERIENCE, ITS RESOURCES AND OVERALL CAPABILITY TO PERFORM THE WORK.

MOG MUST SATISFY ITSELF THAT EACH OF THE FINAL SELECTED COMPANIES HAVE THE RESOURCES, MANAGEMENT AND ALL THE CAPABILITY TO ACT AS A SINGLE LEGAL ENTITY (COMPANY) IN ORDER TO ACHIEVE THE REQUIRED TARGETS OF QUALITY, HSE, STANDARDS AND PROGRAMME. THE QUALIFICATION ASSESSMENT THEREFORE REQUIRES SPECIFIC INFORMATION REGARDING THE ESTABLISHMENT OF THE COMPANY, ITS INTERNAL ORGANISATION, OVERALL ORGANIZATION, ENGINEERING CRITERIA, THE METHOD OF APPROACHING AND PERFORMING THE WORK, AND THE RESOURCES AVAILABLE. MOG WOULD LIKE TO STRESS THE IMPORTANCE IT PLACES ON THIS PREQUALIFICATION DOCUMENT AND ASK THAT COMPANY SUBMIT ALL THE INFORMATION AS REQUESTED.

MOG HAS THE RIGHT TO EXCLUDE ANY FILE WHICH DOES NOT COVER AND MEET THE ABOVE STIPULATED REQUIREMENTS.

THE PRE QUALIFICATION REQUEST IS NOT AN INVITATION TO TENDER. MOG IS NEITHER COMMITTED NOR OBLIGATED TO UNDERTAKE THE WORK DESCRIBED ABOVE OR TO ISSUE ANY CALL FOR TENDER OR TO INCLUDE ANY RESPONDENT TO THIS INVITATION OR OTHER COMPANY ON ANY BIDDERS LIST OR TO AWARD ANY FORM OF CONTRACT.

THE INVITATION TO TENDER (ITT) AND FULL ITT PACKAGE WILL ONLY BE ISSUED TO PREQUALIFIED AND DULY APPROVED COMPANIES.

MOG WILL NOT BE RESPONSIBLE FOR WHATSOEVER COSTS INCURRED FOR PREPARATION AND SUBMISSION PRESENTED IN RESPONSE TO THIS NOTICE.

MOG SHALL DEAL ONLY WITH AUTHORIZED OFFICIALS OF THE BIDDING COMPANIES AND NOT THROUGH INDIVIDUALS OR AGENTS.

ALL RESPONSES ARE TO BE SUPPORTED BY SUCH NARRATIVE, ORGANISATION CHARTS, RESOURCE CHARTS AND OTHER INFORMATION WHICH THE COMPANY CONSIDERS NECESSARY TO SUBSTANTIATE THE INDIVIDUAL RESPONSES AND PROVIDE MOG WITH THE REQUIRED CONFIDENCE IN THE COMPANY'S CAPABILITIES AND EXPERIENCES.



RESPONSES

IF YOU INTEND TO BID, PLEASE:

1. CONFIRM YOUR AUTHORIZATION FOR A "QUALIFICATION ASSESSMENT" WHICH WILL BE CONDUCTED BY MOG REPRESENTATIVE AND WHICH MIGHT ALSO REQUIRE A VISIT TO YOUR PREMISES,
2. ADVISE THE ESTIMATED WORKLOAD (MAXIMUM, BUSY AND AVAILABLE) FOR THE PERIOD 2010-2011,
3. CONFIRM YOUR CAPABILITY AND AVAILABILITY TO MEET THE TIME SCHEDULE INDICATED IN THIS LETTER,

IF INTERESTED AND WITHOUT ANY OBLIGATION ON OUR PART YOU ARE KINDLY REQUESTED TO COMPLETE AND STAMP ALL PAGES WITH COMPANY SEAL THE ATTACHED PRE-QUALIFICATION QUESTIONNAIRE AND SUBMITT (BY HAND, BY COURIER MAIL OR BY FAX) YOUR REPLY NOT LATER THAN **14TH OF OCTOBER 2012** TO:

BASIC & FEED
PREQUALIFICATION (NO. JPTPQ/008/12)
JPT PRE-QUALIFICATION COMMITTEE, CHAIRMAN
MELLITAH OIL & GAS B.V.
DAT EL EMAD COMPLEX, TOWER 1, FLOOR 8, P.O. BOX 91651, TRIPOLI, LIBYA
TEL: +218.21.3350746-7-8 EXT. 61831 FAX: +218.21.3350628
E-mail: aomar@mellitahog.ly
aelgadi@mellitahog.ly

ADDITIONAL INFORMATION

PLEASE BE INFORMED THAT THE FEED CONTRACTOR SHALL NOT BE INVITED TO TENDER FOR THE FOLLOWING "EXECUTION PHASE".

THIS PRE-ENQUIRY SHALL NOT BE CONSIDERED AN INVITATION TO BID AND THEREFORE IT DOES NOT REPRESENT OR CONSTITUTE ANY PROMISE, OBLIGATION OR COMMITMENT OF ANY KIND ON THE PART OF MOG, TO ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH YOU OR WITH ANY COMPANY PARTICIPATING IN THIS PRE-ENQUIRY.

CONSEQUENTLY, ALL DATA AND INFORMATION PROVIDED BY YOU SHALL NOT BE CONSTRUED AS A COMMITMENT ON THE PART OF MOG, TO ENTER INTO ANY AGREEMENT OR ARRANGEMENT WITH YOU, NOR SHALL THEY ENTITLE YOUR COMPANY TO CLAIM ANY INDEMNITY FROM MOG.

ALL DATA AND INFORMATION PROVIDED PURSUANT TO THIS PRE-ENQUIRY WILL BE TREATED AS STRICTLY CONFIDENTIAL AND WILL NOT BE DISCLOSED OR COMMUNICATED TO NON-AUTHORIZED PERSONS OR COMPANIES EXCEPT MOG.

PLEASE CONFIRM THE RECEIPT OF THIS PRE-ENQUIRY AND KINDLY SUBMIT THE DATA/INFORMATION REQUESTED BY THE DATE INDICATED ABOVE.



INFORMATION AND DOCUMENTS FOR VENDOR EVALUATION

Notes for Contractors:

Applicable contract strategy entails that Basic & FEED contractor is ineligible to participate in the EPIC phase.

An opportunity to tender shall be given to only one of the companies which proved to be in 50% or more association/affiliation with each other. Please make sure that the response is received from one of those companies only.

The purpose of this questionnaire is to assist in deciding which contractors to short-list for invitation to tender.

In order to simplify the process, you don't need to provide supporting documents, for example, accounts, certificates, statements or policies with the questionnaire.

However, Mellitah Oil & Gas B.V. (MOG) may ask to see these documents at a later stage. You may also be asked to clarify your answers or provide more details.

Please answer every question. If the question does not apply to you please write **N/A**; if you don't know the answer please write **N/K**.

Consortia

If you are submitting a bid as a **consortium**, each partner organization must complete a **separate** form, however section 10 only needs to be completed by one bidder.

Are you bidding to provide this service as a consortium? Yes/No

If so please confirm the names of all organizations contributing to this bid:



PRE-QUALIFICATION QUESTIONNAIRE

1. Basic Details of Company Profile, Organization, Reference & Joint Venture Agreement.

1.1	Name of organization in whose name the tender would be submitted: If you are bidding as a consortium what are the names of your partner organizations?
1.2	Contact name for enquires about this bid:
	Home Office: Office in Libya:
1.3	Contact position (Job Title)
	Home Office: Office in Libya:
1.4	Main Address for Correspondence, including full Post Code:
	Home Office: Office in Libya:
1.5	Telephone number:
	Home Office: Office in Libya:
1.6	Fax number:
	Home Office: Office in Libya:
1.7	E-mail address:
	Home Office: Office in Libya:
1.8	Company website address (if any):
1.9	Company Registration number
1.10	Date of Registration
1.11	Registered address including full post code if different from 1.4 above
1.12	Name of (ultimate) parent company (if this applies)
1.13	Companies House Registration number of parent company (if this applies)
1.14	Company and Group Structure (if applicable) with the list of major Shareholders
1.15	Company Organization Chart
1.16	Resume of the Project Owner dedicated to the project



1.17	Overall number of Company's internal employees (with an indication of the last 3 years trend) and breakdown of resources dedicated to: Engineering, Project Management, Quality Control, Qualification, HR etc
1.18	Company Organization description, including processes (also outsourcing) interactions
1.19	Recent Company brochures
1.20	Certificate from the Chamber of Commerce and/or Company Registration in Country Register
1.21	List and details of major offshore Oil & Gas projects similar to Structure (A) Libyan Offshore (NC41) Development Project that completed over the last five years, with evidence of your client, your scope of work, country, date of award and total value
1.22	List all current or anticipated offshore Oil & Gas projects and estimate of the impact on resource levels available for Structure (A) Libyan Offshore (NC41) Development Project
1.23	List and details of major offshore Oil & Gas projects completed over the last five years, with evidence of Project Management Activities during execution phase
1.24	In case of "Joint Venture" (JV) the JV Agreement with indication of the organization, rules, list of technical and HSEQ procedures valid for JV you plan will be applied to the Structure (A) Libyan Offshore (NC41) Development Project



2. Economic and Financial Information

2.1	What was your turnover in the last two years (if this applies)	
	\$/£/€: _____ for year ended April 2012	\$/£/€: _____ for year ended April 2011
	If this does not apply, what year did you commence business? _____	
2.2	Has your organization met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes / No
2.3	If " No " what were the reasons, and what has been done to put things right?	
2.4	Has your organization met all its obligations to pay its creditors and staff during the past year?	Yes / No
2.5	If " No " please explain why not:	
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name: Branch: Contact details:
	If asked, would you be able to provide at least one of the following?	
	<i>A copy of your most recent audited accounts (for the last two years if this applies)</i>	Yes / No
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	Yes / No
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	Yes / No
2.7	Annual reports for the last fiscal year	
2.8	Financial Structure of the Company	
2.9	Indicate if a Parent Company or an Ultimate Holding Company Guarantee can be supplied if required	
2.10	Indicate if the Company can provide a Performance Bond	
2.11	Any additional information relevant to the financial stability and integrity of the Company	



3. Business & Engineering Activities

3.1	What are the main business activities of your organization?
3.2	How many staff does your organization have?
3.3	Engineering office location(s) for this project, if different from main office location(s)
3.4	Details of engineering management organisation
3.5	Details of capabilities and resources available to the engineering function, for each discipline (offshore, subsea, metallurgical, corrosion, civil, mechanical, piping, process, electrical, instrumentation, QA/QC, HSE, telecomm.), including (i) Lead engineers; (ii) Qualified engineers; (iii) Design draughtsmen; (iv) Other engineering and support staff
3.6	In case of Group of Companies the point 3. shall be detailed for each member and the proposed distribution of the work among them for Structure (A) Libyan Offshore (NC41) Development Project
3.7	Workload for 2011-2012 with evidence of: TOTAL/MAX PRODUCTION/WORK CAPACITY; BOOKING CAPACITY and SPARE CAPACITY
3.8	Evidence of the "project/engineering plan" regarding project similar to the Structure (A) Libyan Offshore (NC41) Development Project scope of work
3.9	Sample of a Risk Analysis model and a Risk Management model already applied to a project similar to Structure (A) Libyan Offshore (NC41) Development Project scope of work
3.10	Sample of a WBS (Work/Services Breakdown Structure) already applied on a project similar to Structure (A) Libyan Offshore (NC41) Development Project scope of work with evidence of outsourcing and/or Company's group deliverables
3.11	Sample of deliverables (doc. Register) to be produced during FEED activities
3.12	<p>Computer Aided Design (CAD)</p> <ul style="list-style-type: none"> • Company Philosophy: Describe the Company's philosophy towards the application of CAD 2D and 3D in engineering projects including data processing (DP) support. Summarise the experience available in employing CAD techniques directly in project related work. • Hardware: List the hardware and principal/peripheral equipment available to the Company for each of the CAD systems generally. • Software: Technical software to be utilised and status of the licenses;
	Sample of your standard Annual Production/Work Planning
	Qualified suppliers list for critical products/activities/services



4. Experience and References

Please provide details of three recent contracts that are relevant to the requirement. If you cannot provide three references, please explain why.				
		Reference 1	Reference 2	Reference 3
4.1	Customer Organization (name):			
4.2	Customer contact name and phone number:			
4.3	Date contract awarded:			
4.4	Contract reference and brief description:			
4.5	Value:			
4.6	Date contract was completed			
4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes / No		
4.8	If "Yes" please give details:			

5. Insurance

5.1	Please provide details of your current insurance cover:		
a)	Employers Liability	Value	
		\$/£/€ _____	
b)	Public Liability	Value	
		\$/£/€ _____	
c)	Other (please provide details particularly with respect to rendered Engineering Services)	Value	
		\$/£/€ _____	



6. Quality Assurance

6.1	Does your organization hold a recognized quality management certification for example BS/EN/ISO 9000:2000 or equivalent? If Yes please state name of certification _____.	Yes / No
6.2	If No , does your organization have a quality management system*? If you do not have quality certification or a quality management system, please explain why:	Yes / No
6.3	Quality Manual and list of procedures/instructions in use	
6.4	Quality Control Plan to be employed in projects similar to the Structure (A) Libyan Offshore (NC41) Development Project scope of work	

7. Health & Safety and Environment

7.1	Health & Safety Management System certification and/or documents proving the Company compliance with national/international H&S standards (e.g. ISO 18001);	
7.2	Does your organization have a written health and safe work policy? (see notes at end of questionnaire)	Yes / No
7.3	Does your organization have a health and safety at work system?	Yes / No
7.4	If " No ", to either of the above please explain why:	
7.5	Sample of typical HSE Management Plan for engineering used in project similar to Structure (A) Libyan Offshore (NC41) Development Project scope of work	
7.6	Environment Management System certification and/or documents proving the Company compliance with national/international Environmental standards (e.g. ISO 14001);	
7.7	Does your organization have an environment management system?	Yes / No
7.8	Does your organization have a sustainable procurement policy?	Yes / No
7.9	Evidence of compliance of your products/plant/supplies in order to international laws and standards applicable for environmental requirements	
7.10	Any additional information relevant to establish that Company has the necessary experience, capability and financial viability to undertake the activities in question safely and in an environmentally sound manner	



8. Equalities

8.1	Does your organization have a written equal opportunity policy, to avoid all types of discrimination?	Yes / No
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9. Professional and Business Standing

Do any of the following apply to your organization, or to (any of) the director(s) / partners / proprietor(s)?		
9.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
9.2	Has been convicted of a criminal offence related to business or professional conduct	Yes / No
9.3	Has committed an act of grave misconduct in the course of business	Yes / No
9.4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
9.5	Has not fulfilled obligations related to payment of taxes	Yes / No
9.6	Is guilty of serious misrepresentation in supplying information	Yes / No
9.7	Is not in possession of relevant licenses or membership of an appropriate organization where required by law.	Yes / No
9.8	If the answer to any of these questions is "Yes" please give brief details below, including what has been done to put things right.	

10. Requirement specific questions

10.1	Please provide evidence that your organization/consortia would be able to deliver a high standard of Engineering & Materials Procurement Activities and Project Management Services.	
10.2	Have you experience of providing a similar work to another organization? If so please provide details.	
10.3	What is your capacity to offer this work to others ?	
10.4	How you will ensure that your service will meet the objectives as set out in the specification document?	



11. DECLARATION

I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting modules) are correct. I understand that the information will be used in the evaluation process to assess the organization's suitability to be invited to tender for the requirement.

FORM COMPLETED BY	
Organization Name:	
Authorized Official:	
Position (Job Title):	
Date:	
Telephone number:	
Signature:	

*Notes:

Environmental management system means processes and procedures to ensure that environmental issues are properly managed and all legal requirements are met.

Health and Safety Policies

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.

A Health and Safety Policy usually consists of three distinct sections namely:

- General Policy Statement – a short statement outlining the organization's commitment to Health and Safety, signed and dated by the senior organization official (for example, the Managing Director).
- Organization – how the organization addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organization - this should be relatively straightforward for smaller organizations.
- Arrangements – the systems and procedures in place for ensuring employees' health and safety at work



Shipping Instruction:

1. All the documents should be recorded in a CD-ROM to be sent us in 2 (two) copies, with a consistent document list (on paper) attached;
2. MOG accepted file types are: *Acrobat Reader (.pdf), MS Word, MS Excel, MS PowerPoint, MS Project*;
3. Should the documents electronic storage be impossible, please ship them in hard copy by express courier;
4. Every file must be identified with an identification code and a short name (e.g.: A2 – organization chart.pdf);
5. In any envelope containing the CD ROMs (or the documents) please quote the references reported in the frame:

Company NAME
PRE-QUALIFICATION DOCUMENTATION FOR
BASIC & FEED FOR STRUCTURE (A) LIBYAN OFFSHORE DEVELOPMENT
AND
MELLITAH COMPLEX UPGRADE
