



الشركة العمانية للغاز الطبيعي المسال ش.م.م

Oman LNG L.L.C.

Pre-Qualification of Tenderers

**NGP-10-581:- CONSULTANCY SERVICES FOR SOCIAL INVESTMENT
PROGRAMMES**

GUIDELINES

Response to this questionnaire shall be completed in English by a senior member of your company. The requirements of each question shall be addressed comprehensively, with all supporting documentation duly provided, to enable Oman LNG evaluate thoroughly against the requirements for this Service.

Responses to the understated address shall be submitted on or before **25th January 2011**, and shall be as follows:

SUBJECT: PREQUALIFICATION SUBMISSION FOR TENDER REF: NGP-10-581

TO: CONTRACTS ENGINEER (NGF/52B)

Oman LNG LLC

P.O. Box 888, Sur

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Sultanate of Oman

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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 form. 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.

1.0 INTRODUCTION

Oman LNG LLC (hereinafter referred to as ‘the COMPANY’) intends shortly to issue a tender for Consultancy Services for Social Investment Programmes Projects. The COMPANY wishes to pre-qualify potential Consultants capable of managing and executing this service, and hereby invites you to submit pre-qualification documentation as required. Further details are given below.

1.1 BACKGROUND

The COMPANY finances projects for communities in different Regions throughout the Sultanate. Private sector contractors are appointed to execute the projects and most of them will be under the supervision of government/non-government organisations. However, to fully satisfy itself, the

COMPANY wishes to appoint independent CONSULTANT to assess report and certify progress of these projects.

The COMPANY requires the services of professional CONSULTANT with architectural/Engineering design experience to act as liaison between the project owner, contractor and The Company, advising on technical issues and material specifications together with reporting about work progress and certifying payments.

2.0 BRIEF DESCRIPTION OF SCOPE

The intended Consultancy Services for Social Investment Programmes Projects (SIPP) contract is based on conditional competent Consultant’s personnel carrying out architectural/engineering consultancy, design and project monitoring services both in the CONTRACTOR’s office and on site. The CONTRACTOR shall be required to provide various design and project support services which shall be specified on a case-by-case basis for the duration of the Contract, and be able to maintain IT-based communications between the COMPANY representative and contractors’ Home Office.

3.0 OBJECTIVE OF PRE-QUALIFICATION

The objective of this exercise is to invite and identify potential capable service providers who shall indicate their interest in tendering for the provision of Consultancy Services for Social Investment Programmes Projects consisting of:

- Project Pre-Planning & Design Services i.e. Feasibility Studies, Data Gathering, Architectural Design, Basic Design and Engineering Packages, Detailed Engineering Packages, Engineering Drawings, Preparation of Tender Documents, Materials Listing, Quantity surveying, Projects Cost Estimation, Projects Resource Planning, etc
- Project Monitoring Services i.e. Project Management, Planning of Critical Activities, Interface Management, Claims Advisory Services, Projects Documentation & Records Keeping, Progress Reporting, Projects Close-out.
- Project Supervision Services i.e. Site Visits, QHSE Implementation, Progress Reporting, Valuation Services etc.

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- Additional works and services as specified in the detailed scope of work.

Tenderers shall be pre-qualified based on information submitted that demonstrate capability in the performance and management of Consultancy Services in accordance with Omani Government Standards & Procedures, and standard HSE requirements.

Should you wish to be included (if pre-qualified) on the bidders list, kindly indicate that you have firm intension of bidding by providing the following:

3.1 GENERAL COMMERCIAL INFORMATION

3.1.1 Registration:

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

3.1.2 Financial:

- Submit a copy of your last 2-years Audited Annual Reports and most recent published Accounts.
- Approximate Turnover.
- Total Capitalization

3.1.3 Current Structure of Tenderers organization listing:

- Numbers of personnel directly employed by your company
- Number of personnel and personnel working in the field that are involved in consultancy and design services (give job description of each person)
- Available resources, with specific details of offices, facilities and technical support. Also list if sister companies will be involved in back-up support & how?

3.1.4 IT systems and licensed current architectural/engineering/costing/planning software of which experienced staff is available; utilized engineering software such as Microstation VER.7 with PDS 2D , INTOOLS, AUTO CAD , etc and also utilized specifications for Engineering Standard.

3.1.5 Key Personnel

Submit CV's of the key personnel such as project director, general manager, contract manager, project manager, QA& HSE manager, discipline heads for architectural, civil, mechanical/piping, electrical, instrumentation, tele-communication, and draughtsman.

3.1.6 Existence:

State below the number of years you have been established as an Engineering Consultancy Services company:

- a) In Oman _____ Years
- b) In the Middle East _____ Years
- c) Elsewhere _____ Years

3.2 EXPERIENCE

3.2.1 Experience in projects

Provide details of your recent experience and last 5 years similar projects for which you
Provided consultancy services in social and/ infrastructural projects, stating the exact
nature of services you provided in each instance cited .

Sr. No.	Project Title & description	Client Name	Location	Value of contract (Budget/Actual)	Name of the contracting Party	Scope of work	Contract duration	Type of contract	Total man-Months	Government or other Standard (yes/no)	Reference of verification
	Note 1				Note 2	Note 3	Note 4	Note 5		Note 6	Note 7

Note 1. Project title and description, including size /units/capacities

Note 2. Name of the contracting party: if a consortium or joint operation, the names of the other participants and their role on the project

Note 3. Scope of work undertaken directly by the contractor being proposed for this project. State the names of other parties involved (such as main contractor and contractor undertaking other parts of the project) and their scope of work.

Note 4. Contract duration (scheduled /actual, starting/finishing date, date of contract award)

Note 5. Type of contract, e.g . . . Lump-sum, etc

Note 6. Government or other Standard/Specifications (Applied: yes, not applied :no)

Note 7. Reference of Verification (contact person name, designation, address, phone number, fax, email, etc)

3.3 HEALTH, SAFETY & ENVIRONMENT (HSE) INFORMATION

Health, Safety and Environment information as follows:

3.3.1 HSE Policy:

- What is your company's Policy on HSE?
- If your Company's HSE policy exists as a formal document please submit a copy.
- Submit copy of your organization chart. Identify who has the HSE role / responsibility and briefly describe their HSE related job / works.
- If no policy exists, explain how you intend to deal with HSE-related issues.

3.3.2 HSE Training

Submit list of training programmes and records of HSE training attended by your staff and clearly indicate if these staff(s) will be working on this project.

3.3.3 Safety Records

Submit 2 examples of your safety records for the last 5 years

3.4 QUALITY ASSURANCE

Submit one copy of the following. If none issued, clearly state so:

- Quality policy, endorsed by your Managing Director/CEO
- Corporate quality manual and index of your procedures
- Quality assurance system (e.g. ISO 9000)
- Quality audit reports of your quality assurance system carried out by third parties in the last 5 years
- Organisation chart detailing the functional responsibility of quality