**QUESTIONNAIRE**

***Note:***

* It may be rejected if your answer is “Yes” but not provided with enough information/details.
* (\*)If you interested in this package, please send email to: [thu.ht2@nsrp.com.vn](mailto:thu.ht2@nsrp.com.vn) to have the summarized description in Scope of Work

Please submit the following qualification information and data in full in the same sequence as set out hereafter, which may be surveyed if it is required.

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| **I** | **REFERENCE INFORMATION** |
| General Information | NGHI SON REFINERY AND PETROCHEMICAL COMPANY (“NSRP”) is currently planning to procure the service of *Pitstop in August 2021* to replace 20 bundle Air Fin Fans, replace trays of Column, rectify Heater vibration and reweld the welding defect (detail as the Attachment 1 – Work list for Pitstop).  This Prequalification Questionnaire shall not be deemed to be an invitation to tender. NSRP shall have the right and sole discretion to determine the bidders for any tender. This questionnaire serves solely for the purpose of obtaining market information and shall not in any way be construed as to create any legal obligation on the parties responding to the questionnaire with NSRP, or vice versa. Expenses incurred by any party in connection to this shall be borne by them. |
| **II** | **DECLARATION** |
| Supplier / Contractor Declaration | Are you willing to tender for the supply / works / services for which brief details are given above?  Yes ☐ No ☐  **I hereby declare that the information provided herein is accurate and correct.**  Screening Questionnaire ***Fully*** Answered: Yes  / No  Attachment: Product Catalogue, Company Profile,……………………….(list others)  **SUPPLIER / CONTRACTOR AUTHORISED REPRESENTATIVE**  Full name: ............................... Signature: ........................  Title: ....................................... Date: ..................... Phone: ……………………  Note:  Irrespective of whether or not you wish to tender and if you do not wish to complete this questionnaire you are required to sign the above declaration. Your signature will be deemed to confirm your undertaking not to divulge any of the details of the project referred to above to any third party other than your joint venture partners (if any) and provided always that they will also be deemed to have given such an undertaking. |

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| **III** | **SCREENING QUESTIONNAIRE** | |  |
| **A** | **GENERAL** | |  |
| 1 | **Name of Company:** …………………………………...………… | |  |
| 2 | **Registered Office of Company** | |  |
|  | Address: | |
|  | ……………………………………………………………………………………………….…………………………... | |
|  | Tel No.: ……………………………………………... | |
|  | Fax No.: ……………………………………………... | |
|  | Contact Person / Position Held: ……………………………………… / ……………………………………. | |
|  | E-Mail Address : ………………………………………………………………….. | |
| 3 | **Year Established**  Branch Office(s) in Vietnam (if any) / Elsewhere (state location)  Main Business of Company : …………………………………………………… | | |
| 4 | Does the organization have business licenses / permits for its business?   * Yes ☐ No   ***If ‘Yes’, please attach relevant certificates*** | |  |
| 5 | Areas of Operation  Please indicate below which are the countries where your Company operates:  a. Vietnam ☐ b. Korea ☐ c. Japan ☐  d. Malaysia ☐ e. Indonesia ☐ f. Thailand ☐  g. Philippines ☐ h. Singapore ☐ i. Others ☐  Please state ‘Others’ ………………………………………………………………… | |  |
| **B** | **FINANCIAL** | |  |
| 1 | Does your company have financial statements audited by a 3rd party?   * Yes ☐ No   ***If ‘Yes’, please attach reports for the last three years (2017,2018 and 2019), if ‘No’ please attach internal accounts*** | | |
| 2 | Has your company failed to complete any work it was awarded during the past three years?   * + Yes ☐ No   ***If ‘Yes’, please provide further details.*** | | |
| **C** | **COMPANY EXPERIENCE AND RESOURCES** | |  |
| 1 | Please provide a current Organization Chart for your company, indicating, but not limited to, management personnel and reporting relationships. Please also identify where the management personnel are presently located. | | |
| 2 | Please provide an overview of your company’s capabilities. In addition, please ensure that you provide a description of your company’s specific capabilities as they relate to the subject services being requested in petrochemical or industrial plant.  – Support this by filling in the record of recent relevant experience as per ***Attachment 1***  ***(Please provide in detail your previous experience in similar scope of work in East Asia and the world)*** | | |
| 3 | Please provide organization chart indicates key personnel (including names, positions) and Number of staff will be working on our project (Permanent and temporary) complete with their comprehensive CVs and position as per ***Attachment 2.***  Please also identify where these individuals are located geographically and the Manpower mobilization plan | | |
| 4 | Would your company need to recruit additional resources to undertake these works?   * Yes ☐ No   ***If ‘Yes’, please provide further details*** | |  |
| **D** | **METHODOLOGY** | |  |
| 1 | Please provide general approach or methodology which you intend to do to carry out NSRP’s projects | | |
| **E** | **QUALITY MANAGEMENT** | | |
| 1 | Is your company certified to ISO certification of 9000 Series?   * Yes ☐ No   If yes: Please attach current certificate | | |
| 2 | Does your company provide technical training and or certification for your work force?   * ☐ Yes ☐ No   If ‘Yes’, please attach evidence | | |
| 3 | Does your company provide job specific Quality training to your employees?  ☐ Yes ☐ No  If ‘Yes’, please attach evidence | | |
| 4 | Does your company have a process to control and monitor the quality of your workmanship?  ☐ Yes ☐ No  If ‘Yes’, please attach evidence | | |
| 5 | Does your company have a process to control and monitor the quality of your equipment and materials?  ☐ Yes ☐ No  If ‘Yes’, please attach evidence | | |
| 6 | Does your company have a process to control and monitor the quality of your employee’s performance?  ☐ Yes ☐ No  If ‘Yes’, please attach evidence | | |
| 7 | Does your company have a process to control and monitor the quality of your subcontractor’s performance?  ☐ Yes ☐ No  If ‘Yes’, please attach evidence | | |
| 8 | Does your company have a system where knowledge, skills and experience gained by individuals is disseminated, shared and redeployed?  ☐ Yes ☐ No  If ‘Yes’, please attach evidence | | |
|  | **F HSSE** | | |
|  | **Section 1: HSSE Commitments** | | |
| (i) Commitment to HSE through leadership | | a) Are senior managers personally involved in HSE management?  b)  Is there evidence of commitment at all levels of the organization?  c)   Is there a positive culture towards HSE matters? | |
| **Section 2: Policy and Strategic Objectives** | | | |
| (i) HSE policy documents | | a)   Does your company have an HSE policy document? If the answer is Yes, please attach a copy.  b)   Who has overall and final responsibility for HSE in your organization?  c)   Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his employees are working? Provide name, title and experience. | |
| (ii) Availability of policy statements to employees | | 1. Itemize the methods by which you have drawn your policy statement to the attention of all your employees? 2. What are your arrangements for advising employees of changes in the policy? | |
| **Section 3: Organization, Responsibilities, Resources, Standards and Documentation** | | | |
| (i) Organization - commitment and communication | | a)   How is management involved in HSE activities, objective-setting and monitoring?  b)   How is your company structured to manage and communicate HSE effectively?  c)   What provision does your company make for HSE communication meetings? | |
| (ii) Competence and Training of managers / supervisors / senior site staff/ HSE advisers | | Have the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements? If YES, please give details. Where the training is given in-house please describe the content and duration of courses. | |
| (iii) Competence and General HSE training | | 1. What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date? 2. What arrangements does your company have to ensure new employees also have knowledge of your HSE policies and practices? 3. What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities? What training do you provide to ensure that all employees are aware of HSE requirements? 4. What arrangements does your company have to ensure existing staff HSE knowledge is up to date? 5. If training is provided in-house please give details of content. | |
| (iv) Specialized training | | 1. Have you identified areas of your company's operations where specialized training is required to deal with potential dangers? (If YES please itemize and provide details of training given.) 2. If the specialized work involves radioactive, asbestos removal, chemical or other occupational health hazards, how are the hazards identified, assessed and controlled? | |
| (v) HSE qualified staff - additional training | | Does your company employ any staffs who possess HSE qualifications that aim to provide training in more than the basic requirements? | |
| (vi) Assessment of suitability of subcontractors/ other companies | | How do you assess:   1. HSE competence 2. HSE record of the subcontractors and companies with whom you place contracts? | |
| (vii) Standards | | 1. Where do you spell out the standards you require to be met? 2. How do you ensure these are met and verified? 3. Is there an overall structure for producing, updating and disseminating standards? | |
| **Section 4: Hazards and Effects Management** | | | |
| (i) Hazards and effects assessment | | a)     How do you identify, assess the hazards?  b)     How do you control the hazard and recover from its release? | |
| (ii) Exposure of the workforce | | How do you monitor the exposure of your workforce to chemical or physical agents? | |
| (iii) Handling of chemicals | | 1. Do you have the Material / Chemical Safety Data Sheet for all chemicals you use in this contract? 2. How does you people get to know of this document? | |
| (iv) Personal protective equipment | | 1. Are PPE provided as standard issue to all personnel? 2. How do you make sure they remain suitable and fit for use? | |
| (v) Waste management | | a)  Does your company have waste management procedure?  b)  How does you identify and classify waste? And how to minimize environmental impact? | |
| **Section 5: Planning and Procedures** | | | |
| (i) HSE or operations manuals | | a)   Do you have a company HSE manual (or Operations Manual with relevant sections on HSE) which describes in detail your company approved HSE working practices relating to your work activities? If the answer is YES, please attach a copy of supporting documentation.  b) How do you ensure that the working practices and procedures used by your employees on-site are consistently in accordance with your HSE policy objectives and arrangements? | |
| (ii) Equipment control and maintenance | | 1. Does your company have a policy/procedure to manage the safety & reliability of tool & equipment? IF YES, give the evidence. How many critical safety equipment does your company own? And how many percent of tool & equipment have been verified/certified/calibrated/registered? Give evidence | |
| (iii) Road Safety Management | | 1. What arrangements does your company have for combating road and vehicle incidents? | |
| **Section 6: Implementation and Performance Monitoring** | | | |
| (i) Management and performance monitoring of work activities | | a)   What arrangements does your company have for supervision and monitoring of performance?  b)   What type of performance criteria are used in your company; give examples  c)   What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your:  i)     Base management  ii)         Site employees? | |
| (ii) HSE performance achievement awards | | a) Has your company received any award for HSE performance achievement? | |
| (iii) Statutory notifiable incidents/dangerous occurrences | | 1. Has your company suffered any statutory notifiable incidents in the last five years (safety, occupational health and environmental)? 2. Answers with details including dates, most frequent types, causes and follow-up preventative measures taken.) | |
| (iv) Improvement requirement and prohibition notices | | 1. Has your company suffered any improvement requirement or prohibition notices by the relevant national body, regulatory body for HSE or other enforcing authority or been prosecuted under any HSE legislation in the last five years? 2. If your answer is YES, please give details | |
| (v) HSE performance records | | a)   Do you keep a record of your incidents and HSE performance for the last five years? If YES, please give following details for each year, number of Lost Time Injuries, number and type of injuries, total hours worked by workforce for each corresponding year, Frequency Rates, your company definition of a Lost Time incident).  b)   How do you monitor your health performance?  c)   How do you monitor your environmental performance?  d)   Who reviews your company’s HSE performance and how often? | |
| (vi) Incident investigation and reporting | | 1. Who investigate an incident, and has he been trained to identify root/underlying causes; 2. How are the findings following an investigation, or a relevant incident occurring elsewhere, communicated to your employees? 3. Do you report near misses? | |
| **Section 7: Audit & inspection** | | | |
| (i) Audit & inspection | | a)   Do you have a written policy/regulation on HSE audit/inspection and how does this policy specify the standards for auditing/inspection?  b)   Does your company HSE Plans include schedules for auditing/inspection? How finding/recommendation rising from audits/inspections shall be managed? | |
| **Section 8: HSE Management Review- Additional Features** | | | |
| (i) HSE Management review | | a)    Does your company organize an annual management review of HSE management system and its overall performance?  b)    If your answer is YES, please give latest result of HSE management system review | |

ATTACHMENT 1 – Similar Experience – Question C1

Record of recent relevant experience for the **last three years.**

**(copy of at least 1 similar contract is requested)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Client Name | Reference (Name, position, telephone, email address) | Name of Contact | Description of Service | Work Value (USD) | Value of the annual business  (USD/year) | Year of business  (year) |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |

ATTACHMENT 2: Bidder's Proposed key Personel, Qualifications and Experience will be working on this project

**BIDDER'S PROPOSED MANPOWER, QUALIFICATION AND EXPERIENCE**

Key personnel consists of Principal, Contract Managers.

Please submit **comprehensive** curriculum vitae

Affixed

Passport

Size

Photo

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, ID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Education Background/ Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVIOUS EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **position** | **company** | **location** | **Job dEscription** | **duration** |
|  |  |  |  |  |  |
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Note:

1) This form can be reproduced