



**PRE-QUALIFICATION OF SHIPYARDS**  
**FOR**  
**DRYDOCKING AND REPAIRS FOR FLEET VESSELS**

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**"PRE-QUALIFICATION OF SHIPYARDS"**

**FOR**

**DRYDOCKING AND REPAIRS FOR FLEET VESSELS**

**INVITATION TO PREQUALIFY**

## KUWAIT OIL TANKER COMPANY (S. A. K.)

### PRE-QUALIFICATION OF SHIPYARDS FOR DRY-DOCKING & REPAIRS FOR FLEET VESSELS

#### **1. Introduction**

- 1.1 Kuwait Oil Tanker Company (S.A.K.) (the COMPANY) is a State owned shipping company, a subsidiary of Kuwait Petroleum Corporation with sizable number of vessels. We are in the process of Prequalifying Ship Repair Yards (Yard) which can carry out Dry-dockings, repairs and maintenance of our company's Tankers, at competitive prices / rates, on contract basis. Preliminary information on KOTC businesses can be found on the following web site: [www.kotc.com.kw](http://www.kotc.com.kw)
- 1.2 The Company intends to invite shipyards to participate in the bidding process for conducting scheduled dry-docking and repairs for fleet vessels.
- 1.3 The main purpose is to obtain most competitive prices and secure dock space well in advance. Accordingly, please find the Company's Mandatory Requirements to qualify as a Contractor for Dry-docking and Repairs for our fleet vessels.

#### **2. Guidelines for Pre-qualification**

Subject to the provision that the Company is under no obligation to pre-qualify any Yard or to give reasons for acceptance or rejection. Repair Yards shall be pre-qualified if they satisfactorily demonstrate the following to the Company: -

- 2.1 Yard is capable and prepared to take full responsibility for the successful completion of the repairs, commissioning and performance testing of various equipment's on the vessel including sea trial.
- 2.2 Interested Yard has adequate facility and dock space for completing various ship repair projects with full responsibility.
- 2.3 Interested Yard has suitably skilled and experienced supervision and work force to carry out work-scope, which shows that the Applicant is now active in the ship repair industry and that this workload is consistent with its current resources, manpower and financial standing, and that additional work of the magnitude being considered by the Company would not overstretch their capability.
- 2.4 Repair Yards is currently employing its own personnel, resources and approved contractors which are of adequate number and expertise for a company activity in the engineering and repair industry.

### **3. Conditions for Award of Work**

Invitations to Tender issued by the Company are in accordance with the State of Kuwait's law number 37 regarding Public Tenders or any subsequent amendments thereof. This law requires that any tender submitted which is not strictly in accordance with the terms and conditions contained in the Invitation to Tender shall be disqualified. Yards which can accept the Company's contractual terms, in full, should apply for pre-qualification. The most important terms are:

#### **3.1 For Dry-docking & Repairs:**

3.1.1 The shipyard shall execute the work on basis of materials, labour and services necessary for timely completion of the repairs. Spare parts will be supplied by owner only when specifically stated in the repair specification.

3.1.2 Dry dock days quoted by the yard and its geographical location will have influence on the following for final award:

- Any deviation of the vessel to / from its present voyage route to / from the ship repair yard.
- Vessel bunker costs relative to the above deviation.
- Vessel off hire costs, based on the total number of days for the vessels repair plus any deviation to / from the yard at the prevailing daily charter rate for the vessel.

3.1.3 A copy of the tariff rates shall be an integral part of Tenders / Contract, which should have tariff rates for future reference, for additional work and must include but not limited to : Services, steel, scaffolding, painting / hull preparation, hydro-blasting, grit blasting, craneage, skilled man-power, dock rent, sludge disposal, etc. Tariff Rate / Work-scope: Ship repair yard will, if successfully qualified be invited to quote for anticipated work-scope in the form of detailed technical specification.

3.1.4 Liquidated damages are applicable in the event of delay beyond the quoted completion time. The calculation basis for liquidated damages varies depending on the Hire Rate of vessel for that financial year in which the vessel is dry-docked.

3.1.5 The Yard is required to effect & maintain Insurance cover up to the extent of potential liabilities arising under the contract. Specifically, the yard/contractor is required to effect and maintain "Ship Repairer Liability Insurance". The yard/contractor is also required to effect and maintain additional policies / cover, if any, that may be advised by KOTC after its periodic risk profile reviews.

3.1.6 Performance guarantees will be required.

3.1.7 Any dispute arising between the parties in conjunction with the contract shall be settled amicably and if amicable settlements is not reached, then it shall be resolved

under the Kuwait Law and Kuwaiti Courts shall have an exclusive jurisdiction on any dispute raised, thereof.

**4. Instructions to Interested Parties:**

- 4.1 The Shipyard shall complete all parts of the questionnaire and provide information required in English.
- 4.2 The Shipyard shall answer every question in this questionnaire.
- 4.3 Answers to questions and information supplied must be accurate and unambiguous. Additional pages shall be inserted in the event additional space is needed for replying to the questions. Any additional information that the Shipyard wishes to offer should be clearly separated from specific responses within the single bound document to be submitted. Do not include company reports or other handouts of an advertising nature unless they contain relevant and specific information requested in the questionnaire.
- 4.4 Shipyard shall submit copy of the questionnaire and supporting information. The form and layout of the questionnaire must be adhered to by the Shipyard and should all be contained in one single bound volume.
- 4.5 This questionnaire is divided into seven sections as follows: -
  - Section 1) Mandatory questions.
  - Section 2) Shipyard's Financial Resources.
  - Section 3) Shipyard's Organization and Structure
  - Section 4) Shipyard's Commercial & contractual liabilities
  - Section 5) Shipyard's Manpower & Equipment Resources
  - Section 6) Shipyard's Production & Repair Management
  - Section 7) Procurement Services and Facilities
- 4.6 Only established companies that are single corporate bodies can be pre-qualified. Applications from agents will be rejected.
- 4.7 Shipyard must apply on its behalf only. Information provided in the questionnaire must be true and correct for the Shipyard itself. Information, which incorporates data regarding parent, associate, or subsidiary companies, or subcontractors, or companies to whom the Shipyard was subcontracted, must be clearly identified as pertaining to such companies.
- 4.8 If the yard applying is a wholly owned subsidiary company part of group of companies, then the application must be for the yard who shall actually perform any work awarded and in the location where that work will be performed.

International Joint Ventures are acceptable whereby liability of the contract is borne by both companies jointly and separately in a simultaneous manner.

- 4.9 If the yard applying is in a joint venture agreement with another company then the application must be from the yard who is leading.
- 4.10 No more than one application shall be considered from any group of companies.
- 4.11 Pre-qualification shall be granted for the Shipyard only and shall not include Pre-qualification of any parent or sister or subsidiary companies.
- 4.12 By submitting an application, the Shipyard shall permit the Company to: -
  - a) Take any steps which the Company considers necessary to audit or verify the information contained in the application, and;
  - b) Subject to prior notification, visit the Shipyard's offices and facilities wherever they may be located.

## **5. General**

- 5.1 Subject to 4.14 above, the Company will treat all replies in a strictly confidential manner.
- 5.2 The Company will retain all documents submitted by the Shipyard for its record.



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**SECTION ONE**

**MANDATORY QUESTIONS**

## KUWAIT OIL TANKER COMPANY (S. A. K.)

### PRE-QUALIFICATION QUESTIONNAIRE: SECTION ONE – MANDATORY QUESTIONS

#### PRE-QUALIFICATION QUESTIONNAIRE:

Kuwait Oil Tanker Company is seeking to prequalify potential ship repair yards for Dry-docking and Repairs for fleet vessels.

The Shipyard must complete the following questionnaire, failure to answer all questions or submit the required information may result in disqualification of the Shipyard from the pre-qualification process. All submittal required **MUST** be submitted by the Shipyard, only.

1. Is the Shipyard interested to participate for dry-docking repairs of vessels?
2. Is the Shipyard a well-established ship repair yard experienced in dry-docking and has been engaged in ship repairs for the last 15 years.
3. Please provide in a table format name of vessel, type, size, owner, quoted time, actual time for dry docking and repairs in the last 15 years.
4. Will the Shipyard sign the Contract directly with Kuwait Oil Tanker Co. – Kuwait?
5. Will the Shipyard accept to apply Kuwaiti law as the governing law for the Condition of Contract (Ship Repair Contract)?
6. Will the Shipyard agree to provide the “Bid Bond” (2% of the value or value will be advised by KOTC in tender) & “Performance Bond” (10% of contract value or value will be advised by KOTC) through a bank licensed to carry out banking business in Kuwait? Please refer to section 4 for details.
7. Does your shipyard have a documented Quality & Safety Management System? Please attach copy.
8. Does your shipyard have structured penalty process in Quality & safety management system or similar, whereby yard workers and sub-contractors/workers are imposed with a penalty/fine in the event of breach of safety compliance, negligence and damage to the property of ship-owners. Please give details and also attach copy.
9. Explain your system for establishing and maintaining Sub Contractors and Vendors lists for the various subcontracting jobs and materials/equipment. How often you audit them and by whom?



10. How does the yard manage subcontracting activities (invitation to tenders, tenders evaluation, negotiation, placing the subcontracts)?
11. Explain how you evaluate, select and audit subcontractors? How does the yard ensures that subcontractor's performance meet both yard's requirements and client contractual requirements?
12. Does the Shipyard have a system implemented for proper risk management assessment? The Shipyard to confirm that proper risk identification / assessment are being carried out prior undertaking various jobs particularly un-routine jobs.
13. Does the shipyard conduct/maintain safety data/statistics, unsafe acts, near misses and analyze accordingly? Please attach copy.
14. Does the Shipyard and its subcontractors apply root cause analysis to determine the most effective corrective action in-order to avoid re-occurrence of incidents and accidents?
15. Does the shipyard apply "Behaviour Based Safety System" – (BBSY) to its workers and sub-contractors?
16. Does the scope of ISO and other management system certifications cover all the functions of ship repair business?
17. Do the Shipyard's QA / QC procedure adequate and effective to deal with sub contracted work and services? Provide details on how is the QA / QC procedures implemented for the sub-contractors.
18. Are the shipyard's QC personnel qualified by International recognized institutions? Please name the institution.
19. Please provide the following statistical information mentioned below for the previous 5 years.
  - Fatalities
  - Lost work day incidents
  - Lost time incident rate
  - Near miss incident reports on safety
  - Unsafe Acts incident reports on safety
20. Please provide the following statistical information mentioned below for the previous 5 years.
  - Spill
  - Substance
  - Quantity
  - Damage
  - Type
  - Extent
  - Near Miss incident reports on environmental damage.

21. Do you have a stringent gate security by means of the following procedure?

- Gate manned by security personnel round the clock?
- Registration of all visitors at the gate?
- Issue of entry pass?
- Periodical drug / alcohol checks?
- Periodic theft checks?



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**SECTION TWO**

**SHIPYARD’S FINANCIAL RESOURCES**

**KUWAIT OIL TANKER COMPANY (S. A. K.)**

**PRE-QUALIFICATION QUESTIONNAIRE: SECTION TWO – FINANCIAL  
STANDING OF SHIP REPAIR YARDS**

1. Name of the shipyard / Company:
2. Is the company state owned, private limited or joint venture?
3. If joint venture please give details.
4. Main Shareholders (or Partners)

| Name | Percentage of Equity |
|------|----------------------|
|      |                      |
|      |                      |
|      |                      |
|      |                      |

5. Stock Exchange(s) where Applicant is listed (if any).
6. Please state whether your organization is:
  - ☐ Profit earning
  - ☐ Self-financing
  - ☐ Otherwise financed (specify)
7. Please provide audited statement of your company for the latest three (3) years which should include the following as a minimum:
  - ☐ Auditor Report
  - ☐ Balance Sheet
  - ☐ Income Statement / Profit and Loss Statement
  - ☐ Cash Flow Statement
  - ☐ Notes of Accounts
8. All financial statements, Auditor Report, Balance Sheets, Income Statements / Profit and Loss Accounts, Statements of Cash Flows & Notes of Account shall be certified by a qualified auditing firm and **prepared in accordance with International Financial Reporting standards (IFRS), or generally accepted Accounting Principles (GAAP) in English Language**. Agencies or organizations who fail to comply with the required financial information will not be considered.

9. If a financial statements are not expressed in US\$, then the company to provide the rate per 1US\$ for the statements provided during the evaluated years.
10. Please advise name, A/C. No., Address and contact details of your Bank.
11. Present total number of permanent employees, and temporary employees on Applicant's payroll.
12. Submit an organization chart depicting the relationship of the company to any parent, holding and associated companies. Also submit the organizational chart of the Applicant shipyard's project management team for this project.



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**SECTION THREE**

**SHIPYARD’S ORGANIZATION & STRUCTURE**

**KUWAIT OIL TANKER COMPANY (S. A. K.)**

**PRE-QUALIFICATION QUESTIONNAIRE: SECTION THREE – SHIPYARDS  
ORGANISATION AND STRUCTURE**

**The Shipyard must complete the following to clearly indicate its organization and structure.**

**1.0     Contact Details**

Where the Shipyard is wholly owned or a subsidiary of a parent company, the shipyard shall provide the following details on a separate sheet for the parent company. If there is a tier of such parent companies, shipyard shall provide a separate sheet for each company up to and including the ultimate parent company.

Where the Shipyard is a subsidiary of two or more holding companies, the Shipyard shall provide details, for each of the holding companies involved. If any of the holding companies are themselves wholly or jointly owned subsidiaries of other companies, please provide a separate sheet for each company up to and including the ultimate parent company.

**1.1     SHIPYARD**

**1.1.1    Full Name of Shipyard :**

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**1.1.2    Name and title of Shipyard's officer authorised to enter into correspondence regarding this prequalification application. (Please attach an authorisation of the individual designated to execute contracts binding the corporation).**

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**1.1.3    Address for correspondence**

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**1.1.4    Telephone number (including international code)**

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**1.1.5    Facsimile number (including international code)**

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1.1.6 Website, contact email address.

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1.1.7 If the Shipyard intends to use any parent, sister or subsidiary company as a sub-contractor in accordance with item 4.9 & 4.10 of the Invitation to prequalify, please provide the details requested in item 1.1.1 through 1.1.6 above for such parent, sister or subsidiary company.

**1.2 Registered head office (If different from 1.1 above)**

1.2.1 Full Name and Address of registered head office.

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1.2.2 Telephone number (including international code)

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1.2.3 Facsimile number (including international code)

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1.2.4 Website, contact email address.

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1.2.5 Address, Telephone and Fax of Shipyard's operational headquarters (if different from 1.2 above).

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**2.0 Company Information**

2.1 Type of company (Private limited liability, public limited liability.....)

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2.2 Country (and State, if relevant) of incorporation and date of establishment.

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2.3 State the nature of the Shipyard's core business as indicated by its articles of incorporation and as shown by Shipyard's contracting history detailed in Section Four of this questionnaire.

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2.4 An organisation chart depicting the relationship of the Shipyard to any parent, holding and associated companies.

2.5 Main Shareholders (or Partners)

| Name | Percentage of Equity |
|------|----------------------|
|      |                      |
|      |                      |
|      |                      |
|      |                      |

2.6 Stock Exchange(s) where Shipyard is listed (if any).

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2.7 If the Shipyard is a subsidiary company as indicated by Items 2.4, in the event of the award of work by the Company, would the parent and/or holding companies be prepared to issue a parent/holding company guarantee if the Company considers such a guarantee to be appropriate?

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2.8 The present total number of permanent employees on Shipyard's payroll is:

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**SECTION FOUR**

**SHIPYARD’S COMMERCIAL AND CONTRACTUAL**

**LIABILITIES**

KUWAIT OIL TANKER COMPANY (S. A. K.)

PRE-QUALIFICATION QUESTIONNAIRE: SECTION FOUR – SHIPYARDS  
COMMERCIAL & CONTRACTUAL LIABILITIES

**SHIPYARDS to agree to the below terms and conditions. Should there be any deviations from the below terms condition, yard must give their comments.**

- 1) A copy of the most competitive special Tariff rates shall be an integral part of the contract which shall be used for future reference for all additional work. This tariff rates as a least include yard services, steel renewal rates, scaffolding, grit and hydro blasting, hull painting, dock rent, skilled manpower, sludge cleaning, oil and sludge disposal etc.
- 2) Shiprepair Yard, as part of their tender bid, must quote for ALL repair specifications “even for work scope intended to be subcontracted by the Ship repair yard”.
- 3) Tender prices must be quoted in United States Dollars only, and the validity of the quotes/prices must be 180 days from the tender closing date and for the contractual period.
- 4) All quoted prices must be in Gross figures only, with no conditions attached.
- 5) Confirm that in case of formal invitation to tender, your company is willing to submit a Fixed Lump Sum price if requested.
- 6) Duration of repairs, i.e Number of days quoted for completion of repairs, must include Sea Trials.
- 7) Yard must complete the repairs within the quoted days, with the additional work, if reasonable.
- 8) All discounts offered will be applied on the final invoice, when repairs are completed.
- 9) Yard must quote for de-mucking of Cargo oil tanks and disposal of sludge even if subcontracted.
- 10) Any dispute arising between the parties in connection with this contract shall be settled amicably and if amicable settlement is not reached, then it shall be resolved under “**Kuwaiti Law**” and the “**Kuwaiti Courts**” shall have the exclusive jurisdiction on any dispute raised, thereof.
- 11) Along with the offer, Bidder(s), to submit a “**Bid Bond**” for 2% of offer value (or value will be advised by KOTC in tender), by way of an irrevocable and unconditional bank letter of guarantee through a bank (in Kuwait) licensed by the

Central Bank of Kuwait, in favour of KOTC, valid for 180 days from the tender closing date, with renewals allowed at KOTC's request.

KOTC has a right to draw on the bid bond if the bidder(s) revoke(s) the offer after bid submission, or fail(s) to provide the performance bond as per requirements and also does not sign the contract, after contract award.

The bid bond will be returned to all bidders {with the exception of the bidder(s), who revoke their offer or do not provide the performance bond or not sign the contract}, after provision of performance bond & contract signing by the successful bidder.

- 12) Prior to signing the contract the successful bidders shall submit KOTC a **"Performance Bond"** for 10% of the contract value (or value will be advised by KOTC at time of award) by way of an irrevocable unconditional bank guarantee through a bank in Kuwait licensed by Central Bank of Kuwait. This performance bond shall remain valid for a total contractual period and further six months from the contract commencement date, with renewals allowed to the same upon KOTC / Owner's request.

In the event of increase in contract value then the performance bond will be re-calculated for the 10% equivalent increase in contract value and Second Party to provide an amended performance bond prior to signing the contract addendum.

The performance bond will be returned to the contractor / ship-repair yard after completion of all contractual obligations.

Claiming against the performance bond comes into effect in the event if the Second Party's defaults in the performance of the contractual obligations, which can be :-

1. In the event of quality issues in the services which the second party does not resolve to KOTC's satisfaction.
2. Second party cannot meet KOTC's contractual requirements.

- 13) Penalty/liquidated damages in the event of delays in repairs or delivery of the vessel will be as per the prevailing charter rate per day, but not to exceed a maximum of 10% of the net repairs/invoice cost.

- 14) Insurance Clause: The yard is required to effect & maintain Insurance cover up to the extent of potential liabilities arising under the contract. Specifically, the yard/contractor is required to effect and maintain "Ship Repairer Liability Insurance". The yard/contractor is also required to effect & maintain additional policies / cover, if any, that may be advised by KOTC after its periodic risk profile reviews.

- 15) All bidders are required to pay the non-refundable **Tender Fee** (which will be advised by KOTC) to KOTC before the tender documents are sent to the bidders.



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**SECTION FIVE**

**SHIPYARD’S MANPOWER AND EQUIPMENT RESOURCES**

**KUWAIT OIL TANKER COMPANY (S. A. K.)**

**PRE-QUALIFICATION QUESTIONNAIRE: SECTION FIVE – SHIPYARD'S  
MANPOWER AND EQUIPMENT RESOURCES**

The Shipyard must provide all of the attachments and information called for and in the format as indicated.

**1. EXPERTISE AND PERSONNEL RESOURCES**

- 1.1 The present number of permanent employees on direct hire of the shipyard, who are responsible for, and who perform Ship Repair & project management, engineering, project control, supervision and commissioning services is \_\_\_\_\_.
- 1.2 Provide a breakdown of the present number of permanent employees & personnel on direct hire of the shipyard in the disciplines as listed in the Table No. S6-1 below. Do not list the same individual in more than one category.

**Actual Number of Staff and Personnel**

| REF. | DESIGNATION OR DISCIPLINE  | Nos. |
|------|--|------|
| 1.   | Ship repair Managers / Project Managers & Senior Staff (includes HSE and QA/QC Managers) |      |
| 2.   | Safety / Security supervisors  |      |
| 3.   | Docking /Wharfage staff  |      |
| 4.   | Hull preparation /structure and tank coating personnel                                   |      |
| 5.   | Hull /Structure steel workers  |      |
| 6.   | Estimators/Cost Controllers  |      |
| 7.   | Mechanical, piping/pipeline engineers  |      |
| 8.   | Electrical & Electronic Engineers  |      |
| 9.   | Automation & Controls / Instrumentation engineers  |      |
| 10.  | Quality Assurance Staff & Pollution prevention   |      |
| 11.  | Rudder & Propeller workshop - department   |      |

- 1.3 Is it normal practice for the Shipyard to utilize sub-contract or agency personnel to supplement its permanent engineering, drafting, procurement, shop inspection, or construction supervision work force through secondment?

Please Tick One:

Yes

☐

No

☐

(If Shipyard answers "Yes", explain briefly the normal procedures and practices followed in this regard and the names and details of agencies normally used to supplement Shipyard's resources.)

- 1.4 How many sub-contract or agency personnel are currently working for the Shipyard, in addition to the permanent employees listed in 1.2 above?

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- 1.5 What was the maximum number of personnel ever maintained on Shipyard's direct hire, and in what year?

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- 1.6 What was the maximum number of sub-contractors ever worked for the Shipyard at any one time, and in what year was this?

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## 2.0 SHIPYARD'S EQUIPMENTS & FACILITIES

Shipyard shall show ownership of necessary offices (Engineering and project management & supervision facilities), or shall submit evidence of its ability to obtain such offices.

- 2.1 Is the Shipyard's office equipped with a fully integrated computerized project control and scheduling system capable of indicating periodical progress and performance in ship repairs, and project management, including analysis of the overall project progress? (If yes, provide details).

Please Tick One:

Yes

☐

No

☐

## 3.0 Shipyard's Subcontract Information

State which parts of the Repair Project, the Shipyard would normally expect to sub-contract The Shipyard shall demonstrate long-term co-operative relationship with its subcontractors.

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**SECTION SIX**

**YARD PRODUCTION AND REPAIR MANAGEMENT**



## KUWAIT OIL TANKER COMPANY (S. A. K.)

### PRE-QUALIFICATION QUESTIONNAIRE: SECTION SIX – YARD PRODUCTION AND REPAIR MANAGEMENT

Shipyard must provide CLARIFICATIONS OR COMMENTS should they deviate from the below mentioned KOTC requirements.

- 1) Vessel to be boarded by port chemist as soon as vessel arrives in repair yard anchorage. Vessel to be taken alongside repair berth within 24 hours of clearance from port chemist.
- 2) Vessel not to be double banked unless in an emergency for a short period, not affecting safety or production progress and agree by KOTC representative.
- 3) The berth where the vessel goes alongside should have craneage facility for the full length of the vessel's stay / repairs.
- 4) Shipyard to ensure sufficient resources and manpower are dedicated to KOTC vessels.
- 5) Shipyard to arrange dry docking of KOTC vessel within the first quarter of the quoted days for repairs. Dock flooding / undocking to be only done when attending Owner's representative is satisfied.
- 6) Shipyard to provide KOTC superintendent a list of qualified and approved sub-contractors for major work such as hull & structure steelwork, hull and tank painting work, prior to commencement of dry-docking and repairs etc.
- 7) Owners have the right to change the sub-contractor in the midst of repairs if their performance is not satisfactory.
- 8) Hot work cleaning to be carried out under supervision of Shipyard and not by Sub-contractor.
- 9) Sufficient scaffolding to be available to the owner's vessel for the scope of work yard has quoted for.
- 10) Shipyard workers to ensure availability of overtime manpower if required, depending on the situation.
- 11) Shipyard to comply with Owners safety procedures during the dry-docking and repairs.
- 12) Shipyard to submit to owner's representative the date of re-delivery within one week of vessel's arrival and identification of work.

- 13) Shipyard to provide in writing if the re-delivery date is changed, giving reasonable / valid justification for the delay.

For any additional work beyond reasonable scope, additional time shall be mutually agreed between KOTC and Yard.

- 14) Shipyard to periodically keep owner's representative updated with cost of repairs giving breakdown, as required.
- 15) Qualified personnel to be assigned by shipyard and available upon owner's requests.



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**SECTION SEVEN**

**PROCUREMENT SERVICES AND FACILITIES**

## KUWAIT OIL TANKER COMPANY (S. A. K.)

### PRE-QUALIFICATION QUESTIONNAIRE: SECTION SEVEN –

#### 1. Procurement Services and Facilities

##### **1.1 General**

Please indicate below the total number of own personnel currently on your direct payroll.

| <i>Classification</i> | <i>Number</i> |
|-----------------------|---------------|
| Procurement :         |               |

- Indicate your maximum capacity in man-hours against general categories below:

| <i>Category</i>        | <i>Annual</i> | <i>Per month</i> |
|------------------------|---------------|------------------|
| Procurement Services : |               |                  |

- Indicate whether your organisation primarily offers services, equipment, construction materials and general contracting or subcontracting capability. Please state in what proportion these are offered, specifically related to the offshore oil and gas industry.
- Outline the procedure and criteria for sub-contractor selection, and explain how the selected sub contractors are managed. Include a list of preferred sub-contractors.

##### **1.2. Services**

- Indicate clearly below which activities you intend to carry out by your company in-house (IH) and which activities you propose to subcontract (SC).

|  |   |  |   |
|--|---|--|---|
| Bulk materials (steel, gratings, handrails, films, textiles, etc.) | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Mechanical (equipment, HVAC, etc.)       | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| E&I (cables, JB's, rack, tray, tubing, etc.)                       | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Pipe work (pipe, fittings, valves, etc.) | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Miscellaneous (paint, consumables, etc.)                           | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Architectural items and insulation       | <input type="checkbox"/> IH / <input type="checkbox"/> SC |

- Castings and forgings: provide a list as attachment mentioning the materials possible for production including the minimum and maximum dimensions.
- Indicate clearly below which activities you intend to carry out by your company in-house (IH) and which activities you propose to subcontract (SC).

|   |   |                              |   |
|---|---|------------------------------|---|
| Hull Painting & Preparation                     | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Mechanical                   | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Dry Dock Repairs                                | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Structural                   | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Safety Equipment                                | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Piping                       | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Accommodation                                   | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Electrical & Instrumentation | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Boiler & Heat Exchanger                         | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Hydraulics                   | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Work preparation (MTOs, nesting drawings, etc.) | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Refrigeration                | <input type="checkbox"/> IH / <input type="checkbox"/> SC |

## 2. Fabrication / Construction, Mechanical Completion and Commissioning Services and Facilities

### A.1 General

- Please indicate below the total number of own personnel currently on your direct payroll.

| <i>Classification</i>   | <i>Number</i>                 |                  |
|---|-------------------------------|------------------|
| <b>Field personnel</b>  | <input type="checkbox"/> n.a  |                  |
| Supervisors :   |                               |                  |
| Foremen :   |                               |                  |
| Craft/Discipline :  |                               |                  |
| <b>Craft/Discipline Personnel</b>   | <input type="checkbox"/> n.a. |                  |
| Welders 6GR :   |                               |                  |
| Welders 6G :  |                               |                  |
| Welders others :  |                               |                  |
| Pipe Fitters :  |                               |                  |
| Platers :   |                               |                  |
| Steel Erectors / Riggers :  |                               |                  |
| Crane Drivers :   |                               |                  |
| Mechanical Fitters ;  |                               |                  |
| Electricians ;  |                               |                  |
| Instrument Fitters / Technicians :  |                               |                  |
| Shot blasters / Painters :  |                               |                  |
| Scaffolders :   |                               |                  |
| Insulators :  |                               |                  |
| Others (specify):   |                               |                  |
| <ul style="list-style-type: none"> <li>Indicate your maximum capacity in man-hours against general categories below:</li> </ul> |                               |                  |
| <i>Category</i>   | <i>Annual</i>                 | <i>Per month</i> |
| Engineering   |                               |                  |
| Pre-assembly  |                               |                  |
| Steelwork Fabrication & Installation  |                               |                  |
| E & I Installation  |                               |                  |
| Mechanical Installation   |                               |                  |
| General Installation  |                               |                  |
| Pipework  |                               |                  |
| Corrosion Protection  |                               |                  |
| Mechanical Completion & Commissioning   |                               |                  |
| Others (Specify)  |                               |                  |

## A.2 Services

- Please state where your fabrication yard, quayside and dry-dock facilities are located and provide lay-out drawings giving the following details:

|   |  |
|---|--|
| Total area :  |  |
| Covered blasting / painting areas :                   |  |
| Covered storage areas :                               |  |
| Covered erection hall :                               |  |
| Covered pipe fabrication shop :                       |  |
| Outside erection areas :                              |  |
| Overhead cranes :                                     |  |
| Mobile cranes :                                       |  |
| Quay location, size and water depth :                 |  |
| Maximum size of vessel at yard :                      |  |
| Load-out area / Floating :                            |  |
| Dimensions of dry-docks :                             |  |
| Draft over blocs at high tide of dry-floating docks : |  |

Please attach sketches ore drawings of your quay, docks etc.

- List (as attachment) all the major items of plant and equipment, apparatus and machinery, used at the fabrication yards, quayside and dry-dock facilities, for fabrication, erection, repair, conversion, testing and inspection. Please state the number and capacity of major equipment, particularly carnage.
- List below your available marine fleet, as categorised below, giving size, capacity and year commissioned.

|                       |  |
|-----------------------|--|
| Heavy lift vessels :  |  |
| Jack-up barge :       |  |
| Accommodation barge : |  |
| Work / Cargo barge :  |  |
| Supply vessel :       |  |
| Tug :                 |  |
| Launch :              |  |

- List all temporary on-site shore facilities, offices etc. your company could provide. All facilities shall be provided with appropriate services, power, water supply, air, etc.
- Additionally, list of temporary facilities available to KOTC and / for Client personnel on Contractor's vessel(s) for review and inspection of Installation Work.
- Indicate clearly below which activities you intend to carry out by your company in-house (IH) and which activities you propose to subcontract (SC).

### Pre-Assembly

|                      |   |                              |   |
|----------------------|---|------------------------------|---|
| Machining facilities | <input type="checkbox"/> IH / <input type="checkbox"/> SC | (Numeric) Cutting facilities | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Rolling of plate     | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Bending of plate & sections  | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Sawing and drilling  | <input type="checkbox"/> IH / <input type="checkbox"/> SC |                              |   |

### Steel-work Fabrication & Installation.

|                       |   |              |   |
|-----------------------|---|--------------|---|
| Sub-assemblies        | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Installation | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Ladders & Handrails   | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Gratings     | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Supporting            | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Welding      | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Welder qualifications | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Inspection   | <input type="checkbox"/> IH / <input type="checkbox"/> SC |

### Electrical & Instrumentation

#### Installation

|  |   |                            |   |
|--|---|----------------------------|---|
| Cable racks/tray                             | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Cable pulling              | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Glanding & terminating                       | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Heat tracing               | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Instrument tubing                            | <input type="checkbox"/> IH / <input type="checkbox"/> SC | Calibration of instruments | <input type="checkbox"/> IH / <input type="checkbox"/> SC |
| Installing of equipment,<br>instruments etc. | <input type="checkbox"/> IH / <input type="checkbox"/> SC |                            |   |

### Attachment list

- ☐ Company Organisation Chart(s) describing the company structure.
- ☐ Applicable ISO and or OHSAS certificates
- ☐ Policies (Quality, Safety, Health, Environment and Security)
- ☐ Overview / table of content of implemented procedures
- ☐ Sketches or drawings of your quay, docks etc.
- ☐ Other:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title of Authorised Signatory: \_\_\_\_\_

SHIPYARD's Company Name: \_\_\_\_\_

SHIPYARD's company seal: