



الشركة العمانية للغاز الطبيعي المسال ش.م.م

**Oman LNG LLC**

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## **Pre-Qualification Questionnaire**

**GA-19-996**

**Provision of Domestic Courier, Mail  
Collection, and Distribution Services**

## GUIDELINES

Response to this questionnaire shall be completed in English by a senior member of your company.  
All documentation required shall be attached as specified.

Responses shall be send on or before **12:00 hours on Sunday 10<sup>th</sup> February 2019** to:

Email: [OLNGSuppliersPre-Qualification@Omanlng.co.om](mailto:OLNGSuppliersPre-Qualification@Omanlng.co.om)

**or**

Hard copies to: Oman LNG LLC  
Tender Box located at the Security Office of the Qalhat Plant Site,  
Sur, Sultanate of Oman  
marked as **“Prequalification for GA-19-996”**

For inquiries, please contact:

Contracts Engineer, CPL/21

Tel. No.: +968 25547239

Email: [EfundolaOsibamowo@OMANLNG.CO.OM](mailto:EfundolaOsibamowo@OMANLNG.CO.OM)

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 questionnaire. 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.

## 2.0 BRIEF DESCRIPTION OF SCOPE

Contractor shall carry out the following scope of works, but not limited to the:

- Provision of daily Domestic Courier, Mail Collection, and Distribution Services within COMPANY facilities in the following locations:
  - COMPANY Qalhat Plant Complex - located on the coast, approximately 25km East of Sur.
  - COMPANY Hay Al-Sharooq (HAS) Residential Complex - located approximately 10 Km from Sur Town.
  - Rented Properties in Sur Town Area - located Sur Town
  - COMPANY Office at Airport Heights, Ghala, Muscat

The services include the provision of supply of personnel (including 2 drivers), vehicle and supervision of the following.

1. Daily collection and delivery of external and internal mails and packages, generally comprising printed documents, small boxes/parcels between all Sur Offices to Muscat Head Office and Muscat Head Office to Sur Offices.

2. Provision of special services as and when an urgent or extraordinary requirement exists, which comprise the collection of item(s) at any time outside of normal arrangement, i.e. weekends and Public Holidays.
3. Loading and unloading of all transported mail on collection and delivery.

### **3.0 PART I: SCREENING QUESTIONS**

#### **3.1 EXPERIENCE:**

- 3.1.1 Does your company have a minimum of 5 years' experience in Domestic Courier, Mail Collection, and Distribution Services and can your company submit a list of previous similar services in which your company has been the main Contractor if required?

**Yes**

**No**

#### **3.2 RESOURCES:**

- 3.2.1 Does your company have sufficient resources of manpower, funds, equipment and materials to execute the described scope?

**Yes**

**No**

#### **3.3 HSE:**

- 3.3.1 Does your company have an HSE policy document? If asked can you provide evidence within max 3 days upon our request?

**Yes**

**No**

- 3.3.2 Does your company have managers and supervisors at all levels (who will plan, monitor, oversee and carry out the work) who have received formal HSE training in those responsibilities with respect to conducting work as per HSE requirements? If asked can you provide evidence within max 3 days upon our request?

**Yes**

**No**

- 3.3.3 Does your company maintain records of your incidents and HSE performance for the last five years? if asked can you provide evidence within max 3 days upon our request?

**Yes**

**No**

**3.4 QUALITY:**

3.4.1 Does your company have Quality Management system that is certified to ISO 9001-2000 which encompassed all the activities in the scope of work of this tender and the certificate is currently valid? If yes, the tenderer also confirms that he will apply the above quality management system to this tender.

(please indicate as YES below **only if** both the above specified two requirements are met).  
If asked can you provide evidence?

Yes

No

**4.0 PART II: PREQUALIFICATION QUESTIONNAIRE**

**4.1 EXPERIENCE**

4.1.1 Please list below the services offered by your Company with references of where they have carried out similar works:

No	Name Specific Services	No. of Years' Experience

4.1.2 Please provide Copy of Commercial Registration Certificate with all related document form Chamber of Commerce (Document or certification showing that you are a postal agency or that you provide mail services).

4.1.3 List of completed/on-going services/contracts undertaken by your Company in the last 5 years. As a minimum include the following detailed information:

Client name & country	Description of Client's core business	Number of users (or staff) employed in the client's organisation	Type of contract: management, lump sum, unit rates, direct hire manpower, etc.	Your involvement as main or subcontractor	Contract value (OMR)	Duration of contract [start and completion date]

4.1.4 Please states the employment classification/position titles of employees to be engaged on the OLNG site and an estimate of numbers to be engaged for each classification.

Classification/Position Title (e.g. Fitters, Welders, Project Engineers etc.)	No. of employees

4.1.5 Please list below all equipment's and materials/ systems owned by your company and will be used for the project.

Description	Size	Number

**4.2 FINANCIAL:**

Please provide us with the last two years audited and approved financial statement of your company and complete the information required in the table

Year of Account	2017	2018
Current Asset		
Total Asset		
Current Liabilities		
Total Liabilities		
Inventory (Stocks) ( If applicable )		

**4.3 HEALTH, SAFETY & ENVIRONMENT (HSE) INFORMATION**

4.3.1 HSE Policy:

a) What is your company's HSE Policy? If your Company's HSE policy exists as a formal document, please submit a signed copy with date mentioned on it.

b) If no HSE policy exists, explain how you intend to deal with HSE-related issues.

c) Submit copy of your company's organization chart for this project / contract with HSE Positions included in it.

4.3.2 HSE Training

a) Submit Training Matrix containing list of training programs for this project / contract and targeted attendees.

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

4.3.3 Safety Records

a) Submit your Company's HSE Performance Reports (2 Sample Reports from last 2 years, either 2 monthly reports or 2 yearly reports)

**4.4 QUALITY ASSURANCE**

- Submit one copy of the Quality assurance system (e.g. ISO 9000, ISO 9001-2000) or equivalent.

**Note: Failure to submit any required documents specified above (especially HSE) may result in disqualification Pre-Qualification.**