

## **Vendor Accreditation Questionnaire**

### **Fujairah F2 O&M Company Objectives and Business Philosophy.**

FUJAIRAH F2 O&M COMPANY recognizes the important role of its Contractors and Suppliers in achieving our objectives and targets. FUJAIRAH F2 O&M COMPANY therefore is aiming at having reputed Contractors and Suppliers that provide services and products commensurate with its standards and up to the latest technology in the world.

This accreditation process is the first step towards selection of high standard bidders.

Amongst other things, FUJAIRAH F2 O&M COMPANY will trade with its Contractors and Suppliers in an ethical, professional and evenhanded way. FUJAIRAH F2 O&M COMPANY will further develop a long-term strategic business relation with those Contractors & Suppliers who prove high standard of performance and commitment to the business.

### **A. Instructions to Vendors**

1. The word CONTRACTOR / VENDOR means in this VAQ a company seeking registration with FUJAIRAH F2 O&M COMPANY and/or pre-qualification with respect of the services or products it provides.
2. Please note that your company will only be considered for registration with FUJAIRAH F2 O&M COMPANY for services and products, which match the activities, mentioned in your Company's Licenses.
3. The Pre-qualification of each CONTRACTOR will be based on per Work/ Services Group or Product Group he provides. This is to the benefit of CONTRACTOR and FUJAIRAH F2 O&M COMPANY as it will facilitate the selection of Bidders at the time of Tendering.
4. The VA questionnaire is enclosed for easy preparation of Contractor VA Dossier and Evaluation by FUJAIRAH F2 O&M COMPANY. Short and to the point answers are requested to facilitate execution of the process. Preferably all pages should be filled in to fasten the process.
5. Attach and/or provide copies of any agency agreement with the principals and agency certificate issued by Ministry of Economy and Commerce.
6. CONTRACTORS who do not meet the prerequisites for registration with FUJAIRAH F2 O&M COMPANY are encouraged to do the needful to meet such prerequisites before applying to FUJAIRAH F2 O&M COMPANY.

### **B. Pre-requisites for Registration.**

Contractor should have the following:

- a) Valid Municipality License issued by Abu Dhabi Municipality.
- b) Valid Certificate issued by Abu Dhabi Chamber Of commerce.
- c) Valid Trade Register issued by Ministry of Economy and Commerce.

Copies of above certificates are to be enclosed upon submission.

**1.0 GENERAL INFORMATION**

**1.1- COMPANY INFORMATION**

<b>FULL NAME</b>	
<b>SHORT NAME (IF ANY)</b>	
<b>DATE ESTABLISHED</b>	

<b>COMPANY BUSINESS</b>	
<b>INCORPORATED IN</b>	<input type="checkbox"/> EMIRATE WITHIN U.A.E. _____ <input type="checkbox"/> GCC COUNTRY <input type="checkbox"/> OTHER COUNTRY

ADDRESSES	IN ABU DHABI	CORPORATE HEAD QUARTERS	OTHER ADDRESSES
STREET			
P.O. BOX			
TEL. NO.			
FAX NO.			
E-MAIL			
WEBSITE			

<b>OVERSEAS OFFICE</b>	STREET	
<b>(ONLY FOR CONSULTANTS/ ENGINEERS)</b>	P.O. BOX	
	TEL. NO.	
	FAX NO.	
	E-MAIL	
	WEBSITE	

<b>CONTACT PERSONS:</b> <i>(Please include name of Chief Executive of the Company)</i>				
NAME	DESIGNATION	TEL.NO.	MOBILE. NO.	E-MAIL

## 2.0 COMPANY ORGANISATION

- 2.1 Number of full time employees: skilled \_\_\_\_\_ unskilled \_\_\_\_\_
- 2.2 Do you:
- Design \_\_\_\_\_ Manufacture \_\_\_\_\_ Install \_\_\_\_\_ Construct \_\_\_\_\_
- Service/Repair \_\_\_\_\_ Stores \_\_\_\_\_ Others \_\_\_\_\_
- 2.3 What percentage of your total skilled staff is professionally qualified? \_\_\_\_\_%
- 2.4 Please provide an organisation chart showing senior management & responsibilities (this should include the allocation of responsibility for health, safety and environment).
- 2.5 Please give the names of contacts within your company for:
- Policy \_\_\_\_\_ Tender/quotes \_\_\_\_\_
- Site work \_\_\_\_\_ Health, Safety & Environment \_\_\_\_\_
- 2.6 Is a company profile available? YES/NO (if yes send with this document)
- 2.7 Product Range
- Please separately provide details for the product(s) for which you now wish to be considered as a potential supplier – (Attach product range with profile)

## 3.0 PREVIOUS EXPERIENCE

- 3.1 Please attach a reference list of previous contracts for the supply of the goods/services you now wish to provide FUJAIRAH F2 O&M COMPANY Co. Ltd. (Attach list with Profile)
- 3.2 State value and nature of largest contract undertaken within the last three years.
- Nature of contract \_\_\_\_\_
- \_\_\_\_\_
- Value in (DHS) / (USD) \_\_\_\_\_
- 3.3 Give details of recent previous power station experience or similar industrial plant (use separate sheets if necessary)
- \_\_\_\_\_
- \_\_\_\_\_

**4.0 PRODUCTION FACILITIES AND COMPANY RESOURCE**

**4.1 Production Facilities**

- 4.1.1 Number of production locations \_\_\_\_\_
- 4.1.2 Total site area \_\_\_\_\_ m<sup>2</sup> Area covered by workshops \_\_\_\_\_ m<sup>2</sup>
- 4.1.3 Please provide separately a list of main type and number of manufacturing facilities (e.g. CNC lathes, overhead cranes etc.)
- 4.1.4 Are test facilities available in house? YES/NO (if yes identify techniques available below)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 4.1.5 Limitations to access (weights/size etc.)
- \_\_\_\_\_
- \_\_\_\_\_

**5.0 – QUALITY ASSURANCE**

- 5.1 Do you have a Quality Assurance Manual \_\_\_\_\_
- 5.2 Do you have documented Work Procedures \_\_\_\_\_
- 5.3 State any Quality Approvals held (e.g. ISO 9000, etc.) and the Accreditation Body.
- \_\_\_\_\_
- 5.4 Do you maintain incoming material verification \_\_\_\_\_
- 5.5 Do you have documentary evidence of process Control, inspection and test \_\_\_\_\_
- 5.6 Are you prepared to provide Quality Plans (Inspection and Test Plans) \_\_\_\_\_
- 5.7 Would you agree to NP and/or our Client Witnessing Inspection and Tests \_\_\_\_\_
- 5.8 Are you prepared to provide Test Certification \_\_\_\_\_
- 5.9 Are you prepared to provide Certificates of Conformity \_\_\_\_\_
- 5.10 Would you agree to a Quality Audit being carried out on you premises \_\_\_\_\_

**6.0 – ENVIRONMENTAL, HEALTH AND SAFETY POLICIES**

**6.1 Environmental Policy and Practice**

6.1.1 Does your company have Officer(s) responsible for the environmental control and performance of the company?  
YES/NO \_\_\_\_\_. (If yes please name) \_\_\_\_\_

6.1.2 Does your company have an environmental policy statement committing the company to a programme of improvement in its environmental impact and that of its products?  
YES/NO \_\_\_\_\_. (If yes please provide a copy)

6.1.3 Has your company an environmental management system? YES/NO \_\_\_\_\_.  
(If yes please outline its major elements - continue on a separate sheet if necessary)

Please add any other information on separate sheets

**6.2 Health and Safety**

6.2.1 Please provide a copy of the following:

- 1) Company policy statement on health & safety, including a list of specialists and their responsibilities.
- 2) The procedure for maintaining health & safety in the cases of subcontracted works & supply of goods.
- 3) A comprehensive schedule of your safety documentation currently in force indicating its scope.
- 4) The accident frequency rate (AFR) and accident incidence rate (AIR) for the last 12 months.

6.2.3 Does your company use other safety performance indicators such as safety audit, ISRS?  
YES/NO \_\_\_\_\_. (If yes please give brief details separately)

**7.1 – FINANCIAL INFORMATION**

*(All figures in Thousand Dirhams)*

<b>FULL NAME OF COMPANY</b>	
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<b>BALANCE SHEET INFORMATION (FOR THE LAST 3 YEARS)</b>			
YEAR			
FIXED ASSETS			
CURRENT ASSETS			
CURRENT LIABILITIES			

<b>TURNOVER (FOR LAST 5 YEARS)</b>		
YEAR	GROSS INCOME	NET INCOME

**7.2 – Bank Information - for e-payment process.**

<b>Bank Name &amp; Branch :</b>	
<b>Bank Account Name:</b>	
<b>Account No.:</b>	
<b>IBAN No.:</b>	
<b>SWIFT Code:</b>	
<b>Account Currency:</b>	

**8.0 OTHER INFORMATION**

Please add any other information below and/or on separate sheets.  
(including location map)

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**9.0 – COMPANY DECLARATION**

We declare that the above statements and information are true to the best of our knowledge.

We acknowledge that submission of this Questionnaire does not give us any right whatsoever to be invited to tender for any work being so tendered by FUJAIRAH F2 O&M COMPANY.

We undertake to inform Company of any changes and will periodically update/confirm (at least yearly) all items of supplied information.

**Vendor Accreditation Questionnaire**

SIGNATURE	
FULL NAME	
DESIGNATION	
ON BEHALF OF	
DATE	

OFFICIAL SEAL
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**Return to:**

**PROCUREMENT DEPT.**  
FUJAIRAH F2 O&M COMPANY  
P.O. Box 7795  
Fujairah, United Arab Emirates  
Tel: +971 9 2086100  
Fax: +971 9 2372165