VENDOR PRE-QUALIFICATION QUESTIONNAIRE

**Provision of Consultancy Service for BAPCO ISO 14001, and ISO 45001 Certification**

Companies, registered organizations and other commercial entities are invited to apply to (BAPCO) to pre-qualify their Company/organization so as to be considered for BAPCO invitations to Bid (ITB) for Provision of Consultancy Service for BAPCO ISO 14001, and ISO 45001 Certification.

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| Ref | Information Requested | Contractor/Supplier Response/ Answer | BAPCO Guidance Notes |
| 1.0 | Contact Information | (if space insufficient, add sheet Ref No. on each | (Do not spaces below) |
| 1.1 | The name of your company, entity or organization  |  |  |
| 1.2 | Address of your company’s main or head office. |  | (Attach details and mark with 1.2) |
| 1.3 | Name of person to contact (contact person) regarding queries on this questionnaire.  |  |  |
| 1.4 | Telephone number (s) at main or head office (incl. national/area code). |  |  |
| 1.5 | Telephone number and email for the contact person (see 1.3). |  |  |
| 1.6 | Website address. |  |  |
| 1.7 | If non-Sudanese company, do you have a branch or offices in Sudan?  |  |  |
| 1.8. | If yes, please provide address in Sudan, contact name and details (i.e. phone number, email... etc.) |  | (Attach details and mark with 1.8) |
| 2.0 | Company Name, Registration & Business Information |  |  |
| 2.1 | What is your company’s “register” name if it differs from the above? |  |  |
| 2.2 | Specify the type of your company (private, public, sole trader etc). |  |  |
| 2.3 | If limited liability `s company, give date and country in which first registered. |  |  |
| 2.4 | What is the company’s registration number and in which country? Please submit your registration certificate.  |  | (Attach supportive documents and mark with 2.4) |
| 2.5 | Do you have a registered branch in Sudan? If yes please submit a supportive document. |  |  |
| 2.6 | Has your company worked in Sudan or for BAPCO before now? |  |  |
| 2.7 | If yes please provide details of the work (& client if not for BAPCO) and Dates. |  | (Attach details and mark with 2.7) |
| 3.0 | Bank account and Tax |  |  |
| 3.1 | At which bank does your company hold its main business account (s)? |  |  |
| 3.2 | If Sudanese company, do you have tax registration? |  |  |
| 3.3 | If yes, give details of 1- Tax Registration certificate Number and date obtain and 2- VAT certificate.  |  | (Attach supportive documents and mark with 3.3) |
| 3.4 | In case of work with BAPCO, will you provide Performance Guarantees? |  |  |

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| --- | --- | --- | --- |
| 4.0 | ISO Certification & Accreditation  | (If space insufficient, add sheet Ref No. on each  | (Do not use below spaces) |
| 4.1 | Is your company specialized in ISO certification and the consultancy of ISO certification?  |  |  |
| 4.2 | If yes, for how long has your company been active in this type of ISO certification and the consultancy of ISO certification? |  |  |
| 4.3 | Is your company a **Conformity Assessment Bodies**? |  |  |
| 4.4 | Do you have any ISO accreditation or (and) certification (e.g. as auditor or trainer, etc)? |  |  |
| 4.5 | If yes, please attach copies of the supportive documents.  |  | (Attach supportive documents and mark with 4.5) |
| 4.6 | Please specify your level of ISO certification/accreditation. |  |  |
| 5.0 | Working Experience & References  |  |  |
| 5.1 | For how long has your company been active ISO certification and the consultation services for ISO certification? |  |  |
| 5.2 | Do you have experience in oil sector? |  |  |
| 5.3 | If yes, how many ISO certification consultancy services/projects did you provide in this sector? |  |  |
| 5.4 | Do have experience in consultation services for ISO 45001:2018 and ISO 14001:2015 certification? |  |  |
| 5.5 | If yes, how many services/projects of consultation for ISO 45001:2018 and ISO 14001:2015 certification you implemented during the last two years? |  |  |
| 5.6 | Please submit your records of experience, using the attached template.  |  | (Attach the record and mark with 5.6) |
| 5.7 | For the consultation projects for ISO 45001:2018 and ISO 14001:2015 certification – how many customers applied for certification, and how many of them were successfully ISO 45001:2018 and ISO 14001:2015 certified in their first attempt? |  | (Attach details and mark with 5.7, if needed) |
| 5.8 | What were the most complex ISO 45001:2018 and ISO 14001:2015 certification project that you involved in? Can they describe it briefly? |  | (Attach details and mark with 5.8) |
| 5.9 | Did you provide ISO 45001:2018 and ISO 14001:2015 training? |  |  |
| 5.10 | If yes, please submit your training experience records; it shall include (training title, brief description, client, number of trainees). |  | (Attach details and mark with 5.10) |
| 5.11 | Please briefly describe the ISO 45001:2018 and ISO 14001:2015 structure?1. Requirements defined in ISO 45001:2018 and ISO 14001:2015.
2. Other documents related to ISO 45001:2018 and ISO 14001:2015.
 |  | (Attach details and mark with 5.11) |
| 5.12 | Would you please give an example of a corrective action process that you created before for closing of non-conformities? |  | (Attach details and mark with 5.12) |
| 5.13 | Did you publish any specialized/expert articles before?  |  |  |
| 5.14 | If yes, please where did you publish this article (please provide link if available).  |  |  |
| 5.15 | Please submit details of three reference clients (Client name, contact person, email, phone number) |  | (Attach details and mark with 5.15) |
| 6.0 |  Implementation  |  |  |
| 6.1 | Are willing to work in Sudan? |  |  |
| 6.2 | Please state the most common issues in ISO 45001:2018 and ISO 14001:2015 certification projects that you faced before, how did you resolve these issues?  |  | (Attach details and mark with 6.1) |
| 6.3 | Specify the average and common duration of certification projects? What the influencing factors? |  | (Attach details and mark with 6.2, if needed) |
| 6.4 | As a consultant will work with BAPCO to be ISO 45001:2018 and ISO 14001:2015, would you please propose a brief scope of work for BAPCO? The main stages/ activities and the time frame. |  | (Attach details and mark with 6.3) |
| 6.5 | Would you please name some mandatory documents that are required by ISO 45001:2018 and ISO 14001:2015? |  | (Attach details and mark with 6.4) |
| 7.0 | Key personnel  |  |  |
| 7.1 | Do your key personnel have experience in occupational health and safety roles? |  |  |
| 7.2 | If yes, please submit their CVs. |  |  |
| **Please visit BAPCO website and complete the vender registration process:** [**http://www.bashayerpl.com/index.php/en/procurement/index/1**](http://www.bashayerpl.com/index.php/en/procurement/index/1)**.** |

 Name of Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Completed by: (write Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed & Stamped\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

Attachment

Experience Record

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Project | Year | Description (Which ISO, Scope of work briefing) | Client | Duration | Did the client been certified? |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |