

## 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.

Ref	Information Requested	Contractor/Supplier Response/ Answer	BAPCO Guidance Notes
0	Contact Information	(if space insufficient, add sheet Ref No. on each	(Do not spaces below)
1	The name of your company, entity or organization		
2	Address of your company's main or head office.		(Attach details and mark with 1.2)
3	Name of person to contact (contact person) regarding queries on this questionnaire.		
4	Telephone number (s) at main or head office (incl. national/area code).		
5	Telephone number and email for the contact person (see 1.3).		
6	Website address.		
7	If non-Sudanese company, do you have a branch or offices in Sudan?		
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)
0	Company Name, Registration & Business Information		
1	What is your company's "register" name if it differs from the above?		
2	Specify the type of your company (private, public, sole trader etc).		
3	If limited liability 's company, give date and country in which first registered.		
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)
5	Do you have a registered branch in Sudan? If yes please submit a supportive document.		
6	Has your company worked in Sudan or for BAPCO before now?		
7	If yes please provide details of the work (& client if not for BAPCO) and Dates.		(Attach details and mark with 2.7)
0	Bank account and Tax		
1	At which bank does your company hold its main business account (s)?		
2	If Sudanese company, do you have tax registration?		
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)
4	In case of work with BAPCO, will you provide Performance Guarantees?		

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? a. Requirements defined in ISO 45001:2018 and ISO 14001:2015.		(Attach details and mark with 5.11)

	b.Other documents related to ISO 45001:2018 and ISO 14001:2015.		
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.		
<b>Please visit BAPCO website and complete the vender registration process: <a href="http://www.bashayerpl.com/index.php/en/procurement/index/1">http://www.bashayerpl.com/index.php/en/procurement/index/1</a>.</b>			

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						