

West African Gas Pipeline Company Limited

Supplier/Contractor Qualification Questionnaire

This questionnaire is to be completed by Suppliers and Contractors who are interested in supplying equipment, materials and/or services to WAPCo.

The information provided is strictly confidential and solely for the use of WAPCo.

Completed questionnaire must be hand delivered or couriered to:

1st Dzorwulu Crescent, West Airport

2nd Floor Codemm House.

Attention: Contract and Procurement Specialist

Company Name: _____

Work/Commodity Group (Area of Business): _____ (See Attached Form I)

The signatory of this questionnaire guarantees the trust and accuracy of all responses given and is an authorized officer or agent of the company.

Information submitted and completed by (Name of Company's Representative): _____

Title: _____

Date: _____

Signature: _____

GENERAL INSTRUCTIONS

An application for qualification as a WAPCo Approved Supplier or Contractor shall be made by completing and submitting detailed information and in the order as listed herein as **Forms A to H**.

Failure to submit all the requested documents may lead to disqualification.

Company/Contractors should note that WAPCo reserves the right to seek verification from relevant authorities concerning any of the documents or information submitted for qualification.

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The completion of this questionnaire will assist WAPCo in assessing your Company's suitability to supply products or Services to WAPCo in all our operations in Ghana, Nigeria, Togo and Benin.

Please answer all the questions as fully as possible.

Your answer will be treated in the strictest confidence.

Conditions for completion:

1. All questions must be answered; all answers must be given in English.
2. Supplier or Contractor should submit one (1) original with two (2) duplicate responses to the address detailed above.
3. All answers should be set out in the space provided. If there is insufficient space to answer any of the questions, please continue on a separate sheet.
4. Answers must apply specifically to the company named in Section 1 of Form A and must be exclusive of the activities of parent, associated or subsidiary companies, except where specified. Where any activity (such as installation etc.) is proposed by any company other than the company indicated in Section 1 of Form A, then it must be separately identified together with the activity it is proposed to undertake.
5. This questionnaire should be completed by a company employee with appropriate authority.
6. **Failure to comply with any of the above conditions may lead to DISQUALIFICATION**

Form A – Administrative Information

Company shall complete and submit the following information as **Form A**:

1. Company Address

- Registered company name:

- Registered Office :

- Telephone number(s):

- Fax number(s):

- Official Email address:

2. Company's Representative (With respect to all Business Transactions)

- Name of Company's representative :
- Position:
- Personnel's Official Email address:

Form B – Company Profile

Company shall submit current copies of Certificates of Incorporation, Registration with Department of Petroleum Resources (DPR-for Only Nigerian Companies) Copy of Value Added Tax (VAT) certificate, Tax Clearance Certificate (TTC) and Certificate of commencement of Business for last two (2) years.

Company shall submit the following documents as **Form B**:

- Attachment 1 - Company Registration Certificate
- Attachment 2 - List of Company Directors
- Attachment 3 - Current Tax Clearance Certificate.
- Attachment 4 - Copy of Current Department of Petroleum Registration (DPR) Permit for Nigerian Companies.
- Attachment 5 - VAT registration certificate (if any)

Company should volunteer any information necessary for the effective evaluation of questionnaire

Form C – Financial Information

Company shall provide audited accounts and balance sheets for the last two (2) years, financial ratios to assess liquidity, profitability, e.g. current asset turnover, debt/equity, turnover, etc., fixed assets, certified list & values, Bankers Bank reference letters giving limits and copies of insurance policies.

Company shall submit as **Form C** the following information:

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1. Current Audited accounts of two (2) previous years duly endorsed by directors of the company and a **Registered Accounting Firm**.
2. Letter of financial standing from Supplier's/Contractor's bank

Form D – Organizational Capabilities

Company shall submit as **Form D** the following information:

Resources, Equipments and Infrastructure

Company shall list with evidence Contractor's owned resources covering Manpower (permanent + contract staff) list by giving name, position, qualifications, age, experience, scope of work, and nationality.

For equipment company shall provide list giving types, make and brief specifications, year, function and location with ownership proof. Offices, logistics, warehousing shall include location, size in sq ft, facilities & capabilities.

Personnel:

1. Organizational chart showing Company's corporate structure, including all parent, subsidiary and related companies.
2. Provide details of key personnel, indicating their areas of specialty, date of employment with the company, years of experience on the job, and their individual CVs.

Equipment & Other Resources:

1. Provide detailed listing of equipment (including capacities and quantities) and other relevant resources to be deployed.
2. Provide details of company office or subsidiary office locations in any of the following countries, Ghana, Togo, Benin and Nigeria
3. Provide details of Information Technology resources including but not limited to computer systems (laptops and PCs), e-mail system, World Wide Web (www), electronic information management systems, telecommunication system and network, etc.
4. For technical service providers, provide approach to or copy of Quality Assurance / Quality Control Manual systems.

Experience in Selected Work/Commodity Group:

Company to provide detailed list of project successfully completed during the last two (2) years with the following information;

-Provide client details and contact person that we may approach for performance references

-Copies of certificate of successful completion.

1. Provide detailed listing of Past experience (Work/Commodity Group) or similar work executed in the past for WAPCo or other operators, including contact persons for purposes of verification as follows:
 - Name of project/contract
 - Location of project

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- Description of work performed
- Project start date and end date
- The client company
- Project contact personnel details

Form E – Sources of Supply (Principals)

(This is compulsory for all Distributors, Agents and manufacturers Representatives)

Product Manufacturer's Name _____

Name of Overseas Supplier/Source: _____

Postal Address _____ City _____

Street _____ E-mail _____

Telephone _____ Cell phone _____

Fax _____ Web Address _____

Contact Person _____ Country _____

1. Copy of agency agreement attached Yes/No

Form F – Health Safety, Security and Environment (HSSE) (Compulsory for engineering related Companies)

Standard written Policy and Program, Track record – fatalities, lost workdays, etc. & experiences for the last (3) years.

Company shall submit as **Form F** the following information:

1. Copy of Health Safety, Security and Environment policy duly endorsed by the chief executive officer
2. Health Safety and Environment Management Systems manual
3. Provide Record of Company's safety statistics over the last 2 years

Form G – Local Content

Company shall submit as **Form G** the following information:

Company shall provide information on number of Company Directors or management staff who are resident in any ECOWAS member state.

1. State name, position and country of residence of company directors.
2. Equity holding of Company's company using table-1 below

Item	Indigenous	Foreign
Company Ownership as % of total		
Employees as % of total workforce		

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Form H – Business Principles

1. Indicate receipt of WAPCo's Statement of Business Principles _____
2. Does your company have Statement of Business Principles for its operation? Yes/No
3. If Yes, is it issued to all employees Yes/No
4. Submit a your Company's business principles duly endorsed by your chief executive officer

Form I – Work/Commodity Group

1. **ACCOMMODATION/BUILDING/GALLERY AND CIVIL ENGINEERING:** Includes structural woodwork, carpentry, builders' joinery, plastic products for the building industry, concrete products, mortar, gypsum, plasters and lime, cements, stone products, sanitary ware, earth ware, ceramic and clinker building products, scaffolding and ladders, barriers, grilles, railing, fences and metal gates, paint brushes, flooring and paving tiles Buildings and Accommodations, Galley Equipment & Material, Heating, Refrigeration, Ventilation, HVAC, Incinerator, Macerator
2. **Business Services:** Includes computer and internet related services, display stands, signage, promotional articles and corporate gifts, shipping agents, freight forwarders, commodity merchants, departmental stores, mail order and courier services, motor vehicle hiring, stationery printing, general merchants, general service providers, boat hiring services, container and pallet hiring services, management services and consultants, office and secretarial services, translation services, interpreters, documentations services, lawyers, arbitrators, auditors and accounting consultants, recruitment, temporal staff and selection services, shopping center, advertising agencies, public relations services, printing and publishing services, security services, hiring and rental of industrial machinery, tools and equipment, industry safety and accident prevention consultants, off shore and coastal engineering consultants, Tax Consultants, Financial Consultants, Banking Services
3. **CHEMICAL/GASES/LUBRICANTS:** Adhesives, Compounds, Solvents, Paints, Chemical and Gases, Fuels, Lubricants, Oil, Penetrates, chemicals for building materials, mastics, putties, sealing components, varnishes, lacquers, asphalt, tar and bituminous products, paints and primers, chemicals for water treatment, crude oil, natural gas, petroleum fuel, industry oil, greases, petroleum bulk storage tanks and installations, water extraction equipment, compressed and liquefied gases, hiring and rental of oil and gas equipment
4. **COMMUNICATIONS/MONITORING/CONTROL:** Alarm Control and Monitoring, Communications, Equipment, Radio, Telephone, etc, Corrosion Control and Monitoring Custody Control and Monitoring Flow Measurement System, Machinery Control and Monitoring Telemetry System Vibration Control and Monitoring System Weather Monitoring System, bar code scanners and readers, local area networks (LAN) equipment, telecommunication equipment, telecommunication installation contractors, radar systems and equipment, wiring and cables for telecommunication and electronics, tape recorders, televisions.
5. **COMPRESSORS:** Compressor Axial, Compressor Centrifugal, Compressor Diaphragm, Compressor Reciprocating, Compressor Rotary, Compressor Sliding Vane.
6. **COMPUTING:** Servers and large scale computers, desktop and laptop computers, industrial computers and special purpose computers, simulators, data storage devices, circuit board and micro processors for omputers, terminals, monitors and display panels, network equipment, switches and terminators, computer keyboards and other input devices, printers and plotters, document scanners, Computer Software, Recorder, Scanner

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7. **CONSUMABLES:** Automotive, Batteries, Bearings, Belts, Drive, Vee, FHP, etc Consumables Fasteners, Filters, Strainers, Traps, Screens, Gaskets and Packing. Hoses & Tubes, Fitting, Accessories, Nuts, Bolts, Studs, Packaging, Piping, General Components, Rope, Wire, Chain, Seals, Mechanical Seals, Other. Shaft
8. **CRANES/HOIST/LIFTING:** Crane Mobil, Crane Pedestal, Crane Wire Rope Hoist, Chain Block Hoist, Davit Hoist, Overhead, Monorail, Bridge Hoist, Trolley Hoist/Winch Lifting Equipment/Device/Gear
9. **DRILLING:** Drilling Bits, Drilling Bore Protector, Drilling Casing, Drilling Completion Equipment, Drilling Down hole, Drilling Drill Pipe, Drilling Hanger Recovery, Drilling Junk, Drilling Lock Down, Tool, Drilling Other, Drilling Rigging, Drilling Rigid Lead, Electrical Drilling Rigid Lead, Electrical/Hydraulic, Drilling Rigid Lead, Hydraulic, Drilling Riser, Drilling Riser Base Drilling Riser Bottom Assembly, Drilling Riser Suction Pile, Drilling Riser Top Assembly, Drilling Running Tool, Drilling Screens, Drilling To Be Repaired, Drilling Tools, Drilling Tree Cap Drilling Tree Plug, Drilling Tubing, Drilling Tubing Hangar, Drilling Used Material, Drilling Wellhead, Equipment/Material, Wire line Equipment Spares
10. **ELECTRICAL/ELECTRONIC:** Electrical Distribution Unit, Electrical Bus, Electrical Button, Push Alarm, Electrical Cable, Feed/Distribution, Electrical Capacitor, Electrical Chargers and Inverters, Electrical Circuit Breaker, Electrical Contactor, Electrical Current Limiting Reactor, Electrical Disconnect Switch, Electrical Fuse, Electrical Grounding Equipment, Electrical Heat Tracing, Electrical Heater, Electrical Junction Box, Electrical Lighting, Electrical Lighting Transformer, Electrical Lightning Arrestor, Electrical Motor Control Center, Electrical Motor Starter, Electrical Power Inverter, Electrical Power Supply, Electrical Power System Monitor, Electrical Power Transformer, Electrical Power Transmission and Distribution, Electrical Protective Relay, Electrical Relay, Electrical Resistors – Grounding, Electrical Solenoid, Electrical Starter, Electrical Switches, Electrical Switchgear and MCC, Electrical Transducer, Electrical Transfer Switch, Electrical UPS, Electrical Variable Frequency Drive, Electrical Voltage Regulator, Electronic, Cards, Modules, etc Electronic, Converters, I/P, P/I, etc, Electronic, Data System, Electronic, DCS, Control Systems, Electronic, Logic Control System, Electronic, PLC. Electronic, Program Logic Controller, Electronic, Trip Amplifier, Equipment, Safety Grounding, Generator, Electrical Power electric generators, switchboards, electric cables and wires, accumulators, batteries, primary cells, magnetic cards, smart cards, rectifies, solenoids, induction coils, electromagnetic, transformers and auto transformers, electric motors, metals and finished products for electronic and electrical use, radioactivity elements, switches and other electrical parts.
11. **EDUCATION AND TRAINING:** Includes books and educational materials, technical schools and institutions, professional, technical and vocational and other specialized short training courses, language training, driving schools, sailing and diving school
12. **EXCHANGERS/COOLERS:** Cooler, Exchanger Air Cooled, Exchanger Aluminum Plate, Exchanger Bundle, Exchanger Double Pipe, Exchanger Heat, Exchanger Multi-tube Hairpin, Exchanger Plate, Exchanger Shell and Tube, Exchanger Spiral
13. **FANS/MIXERS/BLOWERS/OTHER:** Blower, Fan, Axial, Fan, Centrifugal, Mixer Ventilator
14. **FLOW METERS/FLOW SWITCHES/MANIFOLD:** Manifold, Manifold Component, Meters, Flow, Switch, Flow
15. **Handling, Warehouse and Packaging:** Includes wooden cases, boxes and crates for packaging, storage and transportation, barrels, casks, tubes and vats, paper packages, bags and sacks, cardboards, corrugated cardboards packages, glued, die-cut and wire-stitched, storage and transport, seals closures and caps, cargo handling equipment and towing equipment, canning plant and equipment,.
16. **HEALTH SAFETY & ENVIRONMENT Fire and Safety Equipment,** Fire and Safety, Lifting Gear Personnel, Fire and Safety, Oil Spill Response Equipment, Fire and Safety, SCBA Equipment, Fire and Safety, Shower And Eye Wash, Fire and Safety, Survival Equipment/Material, Fire Extinguisher, Fire Extinguishing System, Fire Fighting Foam System, Fire Hose, Fire Hydrant, Fire Truck, Fire/Gas Control and Monitoring, Firewater Deluge System, Firewater Monitor, Life Boat, Life Boat Winch, Life Raft, Life Raft Winch, Life Ring, Medical

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17. **Hotels and Restaurants:** Includes hotels, restaurants, bars canteen, motels, holiday camps, catering services, conference centers, and hotel reservation service
18. **INSTRUMENTATION:** Analyzer, Air, Analyzer, Chromatograph, Analyzer, Combustible Gas, Analyzer, Component, Analyzer, Composite Sampler, Analyzer, Crude/Oil, Analyzer, Data System, Analyzer, Fixed Gas Detector, Analyzer, Gas, Analyzer, H₂S, Analyzer, Loop, Analyzer, Mass Spectrometer, Analyzer, Stream, Analyzer, Water, Controller, Temperature, Pressure, Level, Flow, Detectors, Flame, Detectors, Gas, Detectors, Heat, Detectors, Motion, Detectors, Other, Detectors, Oxygen, Detectors, Smoke, Elements, Flow, Gauges, Differential, Gauges, Pressure, Gauges, Test, Gauges, Vacuum, Indicator, Flow, Indicator, Level, Indicator, Pressure Diff Instrument Device Instrument Loop, Instrument System, Instrument/Elect. Misc Parts, Instrument/Elect. Misc. Equip, Nucleonic, Sensors and Detectors, Probes, Vibration, Regulator, Pressure, Relays - Special Function, Sensor, Corrosion, Sensor, Flow, Sensor, Gas O₂, Sensor, Level, Sensor, Microwave, Sensor, Position, Sensor, Pressure, Sensor, Sand Detection, Sensor, Speed, Sensor, Temperature, Sensor, Weight, Sensor/Element, Vibration, Totalizers, Flow Totalizers, Other, Transmitter, Flow, Transmitter, Position, Transmitter, Pressure, Transmitter, Temperature, Transmitter, Vibration
19. **MARINE:** Calm Buoy, Single Point Mooring, Hang Off/Pull Assembly, Hang Off/Pull Assembly, Pipeline, Hang Off/Pull Assembly, Riser, Hang Off/Pull Assembly, Umbilical, Marine, Foghorns, Nav-Aids, Marine, Navigation Equipment, Marine, Other Mooring.
20. **OFFICE ITEMS, OFFICE MACHINERY AND EQUIPMENT:** Includes stationery, calculating and counting machines, photocopiers.
21. **PANELS/ANNUNCIATORS/ALARMS:** Alarm, Horn/Siren, Annunciators, Panel, Annunciator, Panel, Control, Panel, Electrical Panel, Lighting, Panel board Station
22. **PIPELINE/FLOWLINE** Flow line, Pig, Pig Launcher, Pig Receiver, Pipeline and Flowline, Pipeline Leak Detection System
23. **PROCESS EQUIPMENT:** Boiler, Centrifuge, Chemical Injection Unit, Coalescer, Columns, Drums, Vessels, Tanks, Conveyor, Cooling Tower, Demulsifier, Drum, Dryers, Electrostatic, Expander, Extruder, Flare System, Heaters, Scrubber, Separator
24. **PUMPS:** Pump, Centrifugal, Pump, Controlled Volume, Pump, Diaphragm, Pump, Electrical Submersible, Pump, Progressive Cavity, Pump, Reciprocating, Pump, Rotary.
25. **REPAIRS AND MAINTENANCE:** Includes boat repairs and maintenance, motor vehicle repair and maintenance service, road maintenance and machinery, general reconditioning, repair and maintenance services, brooms, sponges and brushes for domestic use, gas, water plumbing, heating ventilation and air condition services, building maintenance service, sewage system maintenance, pipe and tank cleaning services, swimming pool installation and maintenance service, computer maintenance and accessories, computer and computer peripheral maintenance and services.
26. **SUBSEA:** Subsea Accumulator Unit, Subsea Cable, Subsea/Subsurface, Subsea Control Module, Subsea Control Module/Base, Subsea Distribution Unit, Subsea Electrical Distrib. Under Water Term. Assem, Subsea End Termination Line, Subsea End Termination Manifold, Subsea Flexible Jumper, Subsea Flying Lead, Subsea Flying Lead, Electrical SubseaFlying Lead, Electrical/Hydraulic, SubseaFlying Lead, Hydraulic, Subsea Hydr. Distrib., Under Water Term. Assem., Subsea Hydraulic, Distribution Unit, Subsea Jumper, Subsea Remote Control Unit, Subsea Remote Operated Tool, Subsea Remote Operated Vehicle, Subsea Rigid Lead, Subsea Rigid Spool Piece Jumper, Subsea Seal, Subsea/Subsurface, Subsea Termination Assembly, Subse Umbilical, Subsea Umbilical, Termination Unit
27. **TOOLS/TEST DEVICES:** Maintenance and Testing Tools, Test Equipment, Testing Devices, Tools, Maintenance
28. **TRANSPORTATION:** Includes, submersible vehicles and equipment, components, equipment and signals for ship and boats, truck and lorry trailers, motor vehicles for special purposes, controls and *Registration as an approve supplier does not guarantee for Bid or Business with WAPCo*

navigational equipment for ships, lorries, trucks and tractor units, ground logistics service providers, Forklifts, Vehicles, Light and Heavy

29. **TURBINES/ENGINES/MOTORS/GEARBOX/ACC:** Engine, Crude (includes duel fuel), Engine Diesel, Engine Gas, Gearbox, Increaser/Reducer, Motor, Air, Motor, Electric Motor, Hydraulic, Power Transmission, Set – Generator, Silencer/Muffler, Turbine, Crude, Turbine, Diesel Turbine, Gas Turbine, Hydraulic Turbine, Steam

30. **VALVES/VALVE COMPONENTS:** Valve Ball, Valve Check, Valve Choke, Valve Control, Valve Controller Electric/Pneumatic Valve, Gate Valve, Globe Valve, MOV Valve, Needle Valve, Pressure Vacuum Safety Valve, Safety Relief Valve, Shut Down Valve, Slide Valve, Solenoid Valve, Temperature Control, Valves, Miscellaneous

31. **WATER & SEWAGE:** Includes water supply services, solar energy systems and equipment, renewable energy equipment, parts and accessories, air filtration, dust and fume collection and extraction, sound reduction equipment, domestic refuse and industrial waste collection, sewage system maintenance, scrap and waste dealers, environmental, anti-pollution and public health consultants, refuse and waste collection disposal service.

32. **Other:** Includes items not in any of the categories above