

**PRE-QUALIFICATION  
QUESTIONNAIRE  
FOR  
MANUFACTURERS**



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## INFORMATION FOR MANUFACTURERS

WTCO (Water Transmission Company), an independent company wholly owned by the government of the Kingdom of Saudi Arabia is specialized in transporting and storing water, designing, building, developing and offering water transmission systems, strategic reservoirs, vital infrastructure services, planning and implementing support activities, managing produced quotas of water, and managing operations and maintenance of water transmission and reservoirs systems within the kingdom and is based in Riyadh.

### **Prequalification Requirements:**

Interested manufacturers that can demonstrate successful and verifiable manufacturing experience and capabilities are requested to complete the related Pre-qualification Questionnaire.

Also, Pre-qualification Questionnaire Checklist must be completed, signed and included as the cover page in your soft copy pre-qualification submittal.

**Company Name:** \_\_\_\_\_

**WTCO Vendor No:** \_\_\_\_\_

**Subject:** MANUFACTURERS Pre-Qualification (Company Name)

**Attention:** Suppliers Pre-qualification Management

**E-mail:** [PQ@wtco.com.sa](mailto:PQ@wtco.com.sa)

No other copies whatsoever shall be sent to any person in or out of WTCO.

To be considered, manufacturer must have sufficient specialized experience in this type of work and adequate numbers of qualified manpower and equipment.

Water Transmission Co. Pre-qualification Team will evaluate all submittals fairly and in accordance with the applicable evaluation criteria. This will include verification of manufacturer information and visits to the factory To apply the qualification criteria.

### **Manufacture Representative:**

**Telephone:**

**E-mail:**

## DECLARATION

The manufacturer shall complete and submit the below language without modification or alteration, on the manufacturer's own letterhead. The letter shall be signed and Stamp, as appropriate, by an authorized manufacturer's representative and included with this questionnaire submitted by the manufacturer:

*WTCO*

*Procurement Planning and Supplier Prequalification Management*

*Olaya Towers – 10th Floor*

*P.O. Box 2946*

*Riyadh 7929-12213*

*Kingdom of Saudi Arabia*

*We hereby certify that we have carefully reviewed the accuracy of all statements/figures submitted by us in this Prequalification questionnaire submittal. We further certify that our submittal is fully in accordance with the directions and guidelines outlined by WTCO in this questionnaire without exception or alteration. We understand that any false or misleading or missing information or fraudulent supporting documentation may result in the disqualification of our company's submittal under any WTCO projects without the opportunity to appeal.*

*Furthermore, if a site visit is conducted and WTCO determines that your facility is either not up to standards or is in a non-operational condition your company will be eliminated from further consideration for inclusion on this pre-qualification.*

*Signed on behalf of Bidder by:*

\_\_\_\_\_  
*Signatory: Officer of Company*                      *Company Name: \_\_\_\_\_*

*Name: \_\_\_\_\_*                      *Company Stamp:*

*Title: \_\_\_\_\_*

*Telephone: \_\_\_\_\_*

E-mail: \_\_\_\_\_

## PRE-QUALIFICATION QUESTIONNAIRE

### 1. GENERAL PRE-QUALIFICATION REQUIREMENTS

- 1.1 The information requested in this Questionnaire shall be submitted by each manufacturer.
- 1.2 All information requested shall be provided **completely and explicitly** responding to each item specified under each evaluation category listed below.
- 1.3 The attached forms shall be used as instructed. Continuation sheets of the attached forms may be used to provide the information requested, if necessary. All information requested in the forms must be provided.
- 1.4 Responses to each evaluation category must clearly and specifically reference the item(s) or sub-item(s) for which the response is given. The responding manufacturer's name must appear on each page of all required forms submitted.
- 1.5 Include a cross reference table with the submittal, which specifically identifies each item and its corresponding response(s).

*Failure to submit responses in strict compliance with all the requirements specified in this questionnaire may be cause for disqualification.*



**"CONFIDENTIAL"**

**PRE-QUALIFICATION QUESTIONNAIRE**

Date submitted: \_\_\_\_\_

manufacturer name: \_\_\_\_\_

Company No with WTCO if available: \_\_\_\_\_

manufacturer address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company's contact person: \_\_\_\_\_  
\_\_\_\_\_

Commercial Registration No. (See 1.7 below): \_\_\_\_\_

Telephone No(s): area code: \_\_\_\_\_

Fax No(s): area code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- 1.6 Responses not received before the mentioned deadline and in the manner specified above, for any reason, will not be evaluated. Company brochures and /or catalogs will not be accepted as prequalification submittals. However, it may be submitted by the manufacturer as extra information only.
- 1.7 Possession of a license and/or commercial registration in WTCO is not a pre-requisite for a manufacturer being placed on a WTCO Bid Slate. However, WTCO will approve manufacturer for work being performed in WTCO only to those manufacturers who, by the bid closing date, are properly licensed and/or commercially registered by the Saudi Arabian Government Authorities and are registered with WTCO in the system.



## 2. EVALUATION CATEGORIES

WTCO will evaluate each manufacturer. *This evaluation will assess a comprehensive technical capability to determine suitability for performing this type of work.*

Manufacturer's Pre-Qualification Proposals will be primarily evaluated as the following:

- Relevant Experience.
- Reference list of similar projects completed with details.
- Performance Certificates issued by clients indicating the works executed inside/outside Saudi Arabia related.
- Quality, capability, organization of management and work force.
- Annual production capacity.

The Pre-Qualification Evaluation Categories delineated in Items 2.1 are not necessarily listed in order of importance. Under each category are items and sub-items. These either define the information being requested in the category or list statements requiring specific responses.



## 2.1 WORK EXPERIENCE (EXHIBIT "A")

- 2.1.1 List all the contracts awarded to your company as a **Primary contractor**, or **Sub-contractor** for the last **ten years**. *Including the contract Start & End dates, Contract Value, Scope Description, Client Name, Project Location.*
- 2.1.2 Include only experiences related to the pre-qualification field or type, also should be in an atmosphere close to the atmosphere of the Kingdom of Saudi Arabia.
- 2.1.3 Provide back-up documents for Contracts listed above. Enclose for each Contract, a copy(ies) of page(s) which shows the Contract No., Title, Scope of Work, Duration and Contract Value.
- 2.1.4 The contractor must provide at least (5) performance certificates from different End users.

## 2.2 LIST OF PRODUCTS, MODEL NO SIZE/ CAPACITY (EXHIBIT "A-1")

- 2.2.1 Provide a list of your company's products, including the description of each product and most important specs and details, as well as your company's capacity of production.

## 2.3 COMPANY ORGANIZATION/MANAGEMENT (EXHIBIT "B")

- 2.3.1 Provide an Organization Chart (in hierarchical management format) that clearly show the following:
- Functional departments within your company,
  - The names of personnel currently holding department management through executive management positions.
- 2.3.2 Company Profile

## 2.4 AFFILIATED COMPANIES/SUB CONTRACTORS (EXHIBIT "C")

- 2.4.1 List the names and addresses of all affiliated firms and/or potential sub-contractors that will be working with your company on contracts. You are required to identify both the type and the approximate percentage of work to be performed by your affiliated firms and/or subcontractor. Use a separate sheet for each affiliated company and/or subcontractor. **(If Applicable)**





## 2.5 KEY PERSONNEL (EXHIBIT "D")

2.5.1 Provide resumes for each of the key positions listed below as requested in Exhibit "D" & "D-1".

- a) Manufacture Director
- b) Procurement Manager or Contract Manager
- c) Design Manager
- d) Planning Manager
- e) Risk Manager
- f) QA/QC Manager
- g) Testing Lap Engineer
- h) Cost Control Manager

Resumes are to address the following:

- Educational background
- Years of experience in all positions held to date.
- Brief description of responsibilities of each position.

*Limit your response to no more than two (if applicable) representative candidates for each job category. Additional resumes or resumes for positions not requested by this Prequalification Questionnaire, will not be given consideration.*

## 2.6 MANPOWER RESOURCES (EXHIBIT "E")

2.6.1 As Exhibit "E", list by name all your company's equipment/test equipment operators licensed approved by the Saudi Arabian Government. In support of this information.

## 2.7 PURCHASING AND MATERIAL HANDLING (EXHIBIT "F")

- 2.7.1 As a separate attachment, provide a detailed outline of your material /Row material procurement organization, including purchasing, expediting and in-Kingdom receiving and storehouse/storage yard. Along with total value of purchasing and expediting over the last five (5) years. "EXHIBIT F-1"
- 2.7.2 List of your qualified vendor for the main material/parts. "EXHIBIT F-2"
- 2.7.3 Material handling procedure. "EXHIBIT F-3"
- 2.7.4 Provide a list of the materials provided by subcontractor. "EXHIBIT F-4"



## 2.8 EQUIPMENT (EXHIBIT "G").

- 2.8.1 Complete Exhibit "G" by listing all the major equipment's owned or under long term rental period by your company. Equipment listed must be in good operating condition and is subject to verification by WTCO site visits if needed. **Along with list of calibration companies for each equipment.**
- 2.8.2 As Exhibit "G-1", describe your storage facilities. Your description must include the locations (maps are helpful) and sizes of your facilities.
- 2.8.3 Provide Manufacturing procedure specification including ITP and specify which international standards you are following Exhibit "G-2".
- 2.8.4 Does the manufacturer have his own LAP for testing?
- 2.8.5 Provide a list of test equipment owned/rented by your company "G-3".

## 2.9 QUALITY ASSURANCE/QUALITY CONTROL/SAFTY (EXHIBIT "I")

- 2.9.1 As Exhibit "I", provide WTCO with a departmental organization chart of your company's Quality Assurance/Quality Control group. The chart must show the relationship between this department and the company's management structure, as well as identify the job titles and names of employees presently responsible for quality control in your company.
- 2.9.2 As Exhibit "I-1", Provide your company Quality Assurance/Quality Control program and Manual.
- 2.9.3 As Exhibit "I-2", Provide your company's EHSS Procedures and provide your company's safety Incidents records.

## 2.10 SAUDIZATION (EXHIBIT "J") (IF APPLICABLE)

**As a separate attachment**, identify the key management positions in your company's organization chart that are "presently" occupied by Saudis and verify their years of work experience and what University they graduated from. Contractor must provide comprehensive information for this category with all back-up information inclusive of one resume for each management position that is currently Saudized and the following:

- 2.10.1 What is the percentage of the Saudi Arab workforce in your company?
- 2.10.2 Provide a list of Saudi Arabian employees (with the duty joining date), who are continuous in services with your Company over five (5) years.



2.11 DESIGN CONTROL, RESEARCH & DEVELOPMENT (R&D) (EXHIBIT "K").

2.11.1 What is the allocated percentage for R&D in your company from the total annual budget?

2.11.2 Is there current or future studies on the localization of industries?



### 3. TYPES OF SERVICES / CATEGORIES

Please select the work type that your company can provide without subcontracting by selecting the appropriate box form below:


- |       |                          |
|-------|--------------------------|
| ***** | <input type="checkbox"/> |
| ***** | <input type="checkbox"/> |
| ***** | <input type="checkbox"/> |
| ***** | <input type="checkbox"/> |
| ***** | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Describe "Other": \_\_\_\_\_

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#### 4. DOCUMENTS REQUIRED

Manufacturers Pre-Qualification Certificates		
#	Saudi Manufacturers	
1	Commercial registration certificate	<input type="checkbox"/>
2	SAGIA Certification (if applicable)	<input type="checkbox"/>
3	Zakkat & Income tax payments Certificate	<input type="checkbox"/>
4	GOSI Certification	<input type="checkbox"/>
5	Chamber of commerce participation	<input type="checkbox"/>
6	Copy of a valid Classification Certificate issued by the Ministry of Municipalities	<input type="checkbox"/>
7	Saudization Certificate	<input type="checkbox"/>
8	Copy of certificate professional recognition from (Industrial Security Certificate Saudi	<input type="checkbox"/>
9	Local content certificate	<input type="checkbox"/>
10	ISO Certificates	<input type="checkbox"/>
11	Financial statement for the last 3 years	<input type="checkbox"/>
12	copy of latest labor office certificate of compliance (Tawteen)	<input type="checkbox"/>
13	Small and Medium Enterprises General Authority (Monsha'at) certificate (if applicable)	<input type="checkbox"/>
14	Copy of your company pre-qualification with Saudi companies such as  SWCC, ARAMCO, MARAFIQ and SABIC ...) (if any)	<input type="checkbox"/>
#	Non-Saudi Manufacturers	
1	Commercial registry certificate certified by the Saudi embassy	<input type="checkbox"/>
2	Company profile	<input type="checkbox"/>
3	ISO Certificates	<input type="checkbox"/>
4	Financial statement for the last 3 years.	<input type="checkbox"/>
5	Copy of your company pre-qualification with Saudi companies such as: (SWCC, ARAMCO, MARAFIQ and SABIC) (if any)	<input type="checkbox"/>
6	SAGIA Certification (if applicable)	<input type="checkbox"/>



## EXHIBITS TABLE

2.1	A	WORK EXPERIENCE	<input type="checkbox"/>
2.2	A-1	LIST OF PRODUCTS, MODEL NO SIZE/ CAPACITY	<input type="checkbox"/>
2.3	B	COMPANY ORGANIZATION/MANAGEMENT	<input type="checkbox"/>
2.4	C	AFFILIATED COMPANIES/SUB-CONTRACTORS	<input type="checkbox"/>
2.5	D	KEY PERSONNEL	<input type="checkbox"/>
2.5	D-1	KEY PERSONNEL RESUMES	<input type="checkbox"/>
2.6	E	MANPOWER RESOURCES – SAG LICENSE	<input type="checkbox"/>
2.7.1	F-1	PURCHASING AND MATERIAL HANDLING	<input type="checkbox"/>
2.7.2	F-2	LIST OF YOUR QUALIFIED VENDOR FOR THE MAIN MATERIAL/PARTS	<input type="checkbox"/>
2.7.3	F-3	MATERIAL HANDLING PROCEDURE	<input type="checkbox"/>
2.7.4	F-4	LIST OF THE MATERIALS PROVIDED BY SUBCONTRACTOR	<input type="checkbox"/>
2.8.1	G	EQUIPMENT	<input type="checkbox"/>
2.8.2	G-1	CONTRACTOR'S EQUIPMENT MAINTENANCE AND STORAGE FACILITIES	<input type="checkbox"/>
2.8.3	G-2	MANUFACTURING PROCEDURE / ITP / INTERNATIONAL STANDARDS	<input type="checkbox"/>
2.8.5	G-3	TEST EQUIPMENT	<input type="checkbox"/>
2.9.1	I	QUALITY ASSURANCE/QUALITY CONTROL/ SAFETY	<input type="checkbox"/>
2.9.2	I-1	DESCRIPTION OF QUALITY ASSURANCE PROGRAM	<input type="checkbox"/>
2.9.3	I-2	EHSS PROCEDURES & SAFETY INCIDENTS RECORDS	<input type="checkbox"/>
2.10	J	SAUDIZATION / LOCAL CONTENT	<input type="checkbox"/>
2.11	K	DESIGN CONTROL, RESEARCH & DEVELOPMENT	<input type="checkbox"/>



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EXHIBIT "A"

WORK EXPERIENCE







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EXHIBIT "B"

ORGANIZATION CHART  
COMPANY ORGANIZATION/MANAGEMENT



EXHIBIT "C"

AFFILIATED COMPANIES/SUB-CONTRACTORS

Affiliated Firm

(Check One)

Sub-contractor

Company's Name:

\_\_\_\_\_

Company's Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of work to be performed by this affiliated company/sub-contractor: \_\_\_\_\_%

Brief description of the type of work to be performed by this affiliated company/sub-contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



EXHIBIT "D"

KEY PERSONNEL

SL No.	Manpower Category	Number Presently Employed	Available Number of Block Visas (Attach copies)	Total
a.	Manufacturer Director			
b.	Procurement Manager or Contract			
c.	Design Manager			
d.	Planning Manager			
e.	Risk Manager			
f.	QA/QC Manager			
g.	Testing Lap Engineer			
h.	Cost Control Manager			
TOTAL				



EXHIBIT "D-1"

KEY PERSONNEL RESUMES

Name: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Years with the company: \_\_\_\_\_  
Total Years of Experience: \_\_\_\_\_

EDUCATION

<u>Type of Schooling/Training</u>	<u>Type of Degree/Certification</u>
Graduate College: _____	
Undergraduate College: _____	
Technical School: _____	

WORK EXPERIENCE

Current Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Brief Description of Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Brief Description of Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Brief Description of Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





EXHIBIT "F-1"

PURCHASING AND MATERIAL HANDLING

• Company employees involved in Procurement and Material Handling:

Name	Position	Years with Your Company	Total Years In Purchasing
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Value (SR millions) of materials by type purchased during the last five (5) years.

	<u>In Saudi Arabia</u>	<u>Outside Saudi Arabia</u> (if applicable)
	SR MM	SR MM
During 2023	_____	_____
During 2022	_____	_____
During 2021	_____	_____
During 2020	_____	_____
During 2019	_____	_____



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EXHIBIT "F-2"

LIST OF YOUR QUALIFIED VENDOR FOR THE MAIN MATERIAL/PARTS



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EXHIBIT "F-3"

MATERIAL HANDLING PROCEDURE





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EXHIBIT "F-4"

LIST OF THE MATERIALS PROVIDED BY SUBCONTRACTOR



EXHIBIT "G"

EQUIPMENT

Complete the following matrix indicating the quantity, type, capacity, and year of manufacture for each major equipment. *(Equipment must be available and in good operating condition. All listed equipment is subject to verification by WTCO via site visit.) Additional equipment maybe included.*

SL No.	Equipment Description	YEAR MODEL	NUMBER OWNED	NUMBER LEASED	TOTAL
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					
m.					
n.					
o.					
p.					
q.					
r.					
TOTAL					



EXHIBIT "G-1"

CONTRACTOR'S EQUIPMENT MAINTENANCE AND STORAGE FACILITIES

Describe Company's equipment, maintenance, and storage facilities, including locations (with maps) and size of each facility plus the number and occupations of employees assigned at each location.



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EXHIBIT "G-2"

MANUFACTURING PROCEDURE SPECIFICATION INCLUDING ITP AND SPECIFY WHICH INTERNATIONAL  
STANDARDS YOU ARE FOLLOWING



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EXHIBIT "G-3"

PROVIDE A LIST OF TEST EQUIPMENT OWNED/RENTED BY YOUR COMPANY



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EXHIBIT "1"

QUALITY ASSURANCE/QUALITY CONTROL DEPARTMENTAL ORGANIZATION CHART

(In your company's own format)



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EXHIBIT "1-1"

QUALITY ASSURANCE/QUALITY CONTROL (PROGRAM & MANUAL



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EXHIBIT "1-2"

EHSS PROCEDURES & SAFETY INCIDENTS RECORDS

Attach your company's EHSS Procedures & Safety Incidents Records





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EXHIBIT "J"

SAUDIZATION



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EXHIBIT "K"

DESIGN CONTROL, RESEARCH & DEVELOPMENT (R&D)