



Pre-qualification Form

Full Environmental Audit

Form No: MOP/SRVC/020/021/0008/009

Interested Bidders must fill this form prior to receiving tender documents:

1. Bidder Name: -----

2. Bidder Registered Address and HQs Office : -----

3. Telephone:
 - a. Office: -----
 - b. Mobile: -----
4. Email: -----

5. Past Experience in similar audits: ----- years
6. Number of previous executed audit projects: List each project with its total contract value, contract duration and provide the information as an attachment.
7. Provide the company's financial statements for the previous three (3) years.
8. Provide financial audit reports for the previous three (3) years.
9. Provide organizational and management structure of the company.
10. State if the company is a main, a subsidiary or an affiliate.
11. State if the company will be competing as single or multiple companies

Introduction – All applicants are required to submit valid documents as outlined in the categories below.

The categories are: -

1. Certificate of incorporation (Legal)
2. Organizational structure and management policies
3. Financial security & insurance cover
4. Technical ability, experience, human resources & references
5. Quality, Health, Safety, Environment & Community Development(QHSEC)
6. Local Content (SME's)

1. LEGAL - All applicants seeking pre-qualification to bid for contracts from the oil & gas sector are required to submit a certificate of incorporation to confirm the existence of the company and that the entity belongs to a particular jurisdiction. The certificate of



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incorporation should reflect the company's name; date of incorporation, registration number, as well as in some jurisdictions the corporate law under which the company is registered. The following is minimum requirement.

- **Evidence of the company's registration** "together with countries of registration, address of the head office, details of ownership and mergers in the past five years!"
- **The company's primary "business activity"**.
- **The organizational chart** "and number of persons employed by country or region"
- **The professional experience of key management personnel**, (Board of Directors, CEO and Divisional Managers)
- **Names and qualifications** "of members of the Board of Directors"
- **Details of any court cases and arbitrations** "in which the company have been involved during the last five years. This should include details of any contracts the company have failed to complete!"
- **Details of existing projects and future commitments**, "including any of that which may impair the company's ability to accept new project responsibilities?"
- **Details of earlier business activity** "conducted in South Sudan, if any?"

2. ORGANISATIONAL STRUCTURE AND MANAGEMENT POLICIES

- **Organizational charts**, "showing shareholding structure, board of directors, management, decision-making processes, methods for setting direction, external relations, etc.;"
- **Operational policies** "in terms of roles and responsibilities, key management staff, coordination of personnel, systems of management, etc.;"
- **Human resources** "management policies including the skills of management and staff recruiting, selecting, performance management, career development, training, health/safety issues, gender issues, quality of working environment, etc.;"
- **Financial management** "such as financial policies, procurement procedures, internal financial regulations and approvals."

3. FINANCIAL SECURITY & INSURANCE COVER: "The purpose is to establish the company's financial strength on an ongoing basis and its capacity to finance ongoing and prospective activities."

- **All applicants seeking pre-qualification** "as a service provider is required to submit financial information that will enable evaluation of its financial capacity to execute the contracts. All financial statements must be prepared under International Financial Reporting Standards, or other internationally recognized generally accepted accounting principles. Companies may furnish their published annual reports filed with a regulatory authority and supplement those reports with any information below that is not contained therein."
- **The audited consolidated financial statements** "for the Applicant for the last three (3) years, including the balance sheet, income statement, statement of changes in shareholders' equity, cash flow statement, notes to the accounts and, where required under local law or applicable accounting principles, the Directors' report."



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- **The auditor's report(s)** *"referencing the abovementioned financial statements of the service provider, signed by an independent public accountant and prepared in accordance with applicable auditing standards. Alternatively, in the case of state-owned companies, organized in a jurisdiction that does not provide for external audits of such companies' accounts and no such external audit has been performed,"* **the financial statements described above,** *"must be prepared by a certified public accountant, and must be submitted together with a statement signed by a lawyer affirming the absence of an audit requirement for such state-owned company under the law of such jurisdiction.*
- **References from two reputable banks** *"for financial institutions doing business with the Applicant."*
- **Present and historical (past three (3) years) credit rating** *"or debt profile of the service provider's (or its parent company's) by a credit bureau where it exists."*
- **A description of the service Provider's material lines of credit,** *"credit agreements, publicly traded debt securities, off balance sheet liabilities and guarantees of third party obligations."*
- **Details of any medium-term plans and/or material contingent liabilities,** *"if these could reasonably be expected materially and adversely, to impact the financial status of the service Provider."*
- **A statement describing any material changes** *"in any of the information set forth above, since the date as of which such information was prepared"*.
- **Any additional information** *"supporting the financial capacity of the service provider that will allow for a fair decision regarding the capability of the company to execute the contract"*.

4. TECHNICAL ABILITY, EXPERIENCE, HUMAN RESOURCES & REFERENCES

"An applicant seeking pre-qualification as a service provider is required to submit technical information that demonstrates they have the technical capability to successfully undertake projects in the categories sought. Specifically, the applicant will be required to submit documents that include the company's all round operational experience, competence and technical abilities in the Oil and Gas sector, regarding exploration and production activities. Which will provide a professional base for auditing purposes".

Applicants are required to submit:

- **Licenses appropriate to the type of work,** *"along with any restrictions as appropriate to the type of work and category"*.
- **Details of experience,** *"with respect to the relevant contracts undertaken in these categories over the last three (3) years"*.
- **List of technical experts** *"with relevant qualifications and experience to execute the contract in the categories sought"*.
- **List of equipment** *"and materials necessary for execution of the contract in the relevant categories of the project"*.
- **References to attest.**



- **Any other technical information** *“that can assist in confirming the applicant’s technical ability to carry out the contract”.*

5. QUALITY, HEALTH, SAFETY, ENVIRONMENT & COMMUNITY (QHSEC):

“Applicants are eligible for the pre-qualification process if they are able to submit evidence of proper operational procedures related to issues surrounding Quality, Health, Safety, Environment and Community development. Applicants must demonstrate, their ability to observe all applicable international standards in such areas. Specifically, the applicant is required to submit documents that include”:

- 1) Quality, Health, Safety and Environment (QHSEC) policy statements*
- 2) Evidence of established and implemented QHSEC Management Systems*
- 3) Evidence of established community relations and development policy, and programs.*
- 4) QHSEC certifications according to best international industry practice (e.g. ISO certification 9001, ISO 14001 and/or OHSAS 18001), with copies of certificates approved by the official awarding authorities.*
- 5) A copy of the Quality, Health, Safety and Environment Management Systems or its equivalent.*
- 6) A copy of Corporate Social Responsibility reports, or initiatives for the past three (3) years.*
- 7) Experience as operator in environmentally sensitive areas.*
- 8) QHSEC record of material events for the previous three (3) years including oil spills, site fatalities and injuries, major fires and explosions, mechanical/structural failures, emissions and waste, and main remedial efforts and prevention strategies.*

6. LOCAL CONTENT: *“The purpose is to maximize the level of usage of local goods and services, people, businesses and financing”.*

For qualification, companies must demonstrate:

- a.** *Past performance in sourcing of local goods and services used in operations (Show clear evident from countries you have undertaken similar projects).*
- b.** *Track record in employment and the transfer of technology and skills to local personnel (Show clear evident from countries you have undertaken similar projects).*