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**Pre-Qualification Questionnaire**

Revision No.: 02

Revision Date: August 2024

Document Number: CORP-FOR-027

Controlled: Yes

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| **Task** | **Title** | **Signed** | **Date** |
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# INTRODUCTION & PURPOSE

This Pre-Qualification Questionnaire (PQQ) sets out the information required from our contractors, so that Angus Energy Plc and its subsidiaries can make an informed decision on whether or not a contractor has fulfilled the Company’s performance standards based upon the level of risk associated with the given operation. Angus Energy policy is to select contractors and suppliers through a robust procurement process, which considered information captured in this PQQ.

Applicants who wish to work for AE must complete the PQQ, and duly sign the declaration in Part 1.

If necessary, additional sheets of paper should be used and supporting documentation attached. A template is provided within Appendix A.

**Note:** Significant inaccuracies or failure to fully substantiate any response when requested will result in the application being deemed unsuccessful.

Applicants are required to complete in full the PQQ, which consist of seven parts:

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| **Structure of PQQ** | |
| **Part 1** | Declaration of the PQQ |
| **Part 2** | The requirement of the plant, equipment, material and structures |
| **Part 3** | Contains general questions relating to the Applicant |
| **Part 4** | Contains questions relating to the support mechanisms of the provisions of the products and services |
| **Part 5** | Contains questions relating to the qualification criteria of the Applicant. |
| **Part 6** | Contains questions relating to Health, Safety, Environmental and Quality considerations |
| **Part 7** | Contains questions relating to additional information that AE considers important |

Please complete all sections of the PQQ, supplying supporting documentation as appropriate to support statements made. It is the Applicants’ responsibility to ensure Angus Energy is not mislead by any of the responses.

An applicant providing information to Angus Energy which is false, misleading or grossly inaccurate will not be considered for qualification. If such information comes to light at a later date the Applicant will be removed from the approved supplier list.

It is the responsibility of the Applicant to keep AE informed of any issues that may directly or indirectly affect an Applicant’s continued qualification.

Applicants will be removed from the approved suppliers list should they become bankrupt, be in the process of being wound-up, suspended from trading or in a similar legal position or found guilty of gross professional misconduct.

Financial data shall be provided in £ Sterling.

Please ensure that all questions are completed in full and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

Whether an Application is deemed successful or unsuccessful, the Applicant shall be notified of the decision.

# SCOPE, APPLICATION, LEGISLATION, DEVIATION, REVIEW AND LANGUAGE

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| **SCOPE, APPLICATION, LEGISLATION, DEVIATION, REVIEW AND LANGUAGE** | |
| **Scope** | This PQQ shall be applied to all onshore installations operated or wholly owned by AE. |
| **Application** | This PQQ is applicable to all contractors and their subcontractors working on behalf of AE.  This PQQ is applicable throughout the lifecycle of the asset from concept to completion e.g. Land Use Planning & Negotiation, Field Construction, Exploration, Appraisal, Development & Production, Decommissioning, Restoration and Aftercare. |
| **Legislation** | In cases of conflict between this PQQ and applicable legislation within the United Kingdom then the legislation shall be complied with.  In cases where this PQQ is more onerous than the legislation then this questionnaire shall apply. |
| **Deviation** | Deviations from this PQQ shall be agreed in writing by the Chief Executive Officer. |
| **Review** | The HSE Manager shall review the working and current applicability of this PQQ every year as a minimum. |
| **Language** | * In this questionnaire the following terms apply: * ‘Mandatory Requirement’ describes the steps required to achieve   + compliance with the requirements of the standard. * ‘Recommendation’ describes additional requirements which could be * implemented to further enhance the effectiveness of the standard. * ‘Shall’ is used where a requirement is mandatory. * ‘Should’ is used where a recommendation is preferred. * ‘May’ is used where alternatives are acceptable. * ‘Can’ indicates a possibility or a capability. * Information marked as “NOTE” is for guidance in understanding or * clarifying the associated requirement. |

# ACRONYMS & DEFINITIONS

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| **ACRONYMS & DEFINITIONS** | |
| **AE** | Angus Energy Plc or its subsidiary |
| **Applicant** | The interested party applying for AE qualification to be included on the Approved Supplier List for the provision of products and services. |
| **PQQ** | Pre-Qualification Questionnaire |

# QUESTIONNAIRE

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| **Part 1 - Declaration**  ***Please complete all parts of the PQQ and return it in full together with supporting documentation.*** | |
| **Project Title** |  |
| **Description of Products and Services** |  |
| **Name of Organisation** |  |
| *This PQQ has been completed in accordance with the best information available at the time of reply and it is agreed that all the responses shown in the PQQ will be substantiated by the Applicant as requested by AE. It is accepted by the Applicant that any inaccuracies in the information supplied may be subsequently treated by AE as grounds for removal of the applicant from the Approved Suppliers list and may result in disqualification from any work programme.*  ***Note:*** *Following the completion and return of this PQQ any subsequent changes which affect the replies given must be notified to AE immediately.* | |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

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| **Part 2 - Requirements**  ***Applicants are invited for qualification for the potential execution of services in respect of plant, equipment, materials and structures.*** |
| **Description of products or services required by AE**  ***Applicants must be capable of undertaking the Terms of Reference (TOR), plus all supporting activities.*** |
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| **Part 3 – The Applicant**  ***Please complete all parts of the questionnaire and return it in full together with supporting documentation.*** | |
| **Company Details**  ***Please state “Not Applicable” if required*** | |
| Name of Organisation |  |
| Type of Organisation |  |
| Date Founded |  |
| Company Registration Number |  |
| Company VAT Number |  |
| Country of Registration |  |
| Previous Trading Names |  |
| Parent Company Name |  |
| Country of Parent Company |  |
| FPAL Registered (Y/N) –  Registration Number if (Y) |  |
| **Company Addresses** | |
| Registered Address |  |
| Main UK Office Address |  |
| Company Website |  |
| **Company Bank Details** | |
| Bank Name |  |
| Bank Address |  |

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| **Financial Accounts** | |
| Please provide the last three years of audited financial accounts in tabular form. |  |
| Please provide a cash flow forecast for the current year |  |
| **Grounds for Mandatory Exclusion** | |
| Within the past 3 years, has your organisation, Directors or partner or any other person who has powers of representation, decision, control or ownership, been placed on UK, EU, or US Sanctions Lists, or convicted of any of the following offences: | Yes or no |
| 1. The common law offence of bribery? |  |
| 1. Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2019; or section 113 of the Representation of the People Act 1983? |  |
| 1. The offence of cheating the Revenue, including tax evasion? |  |
| 1. The offence of conspiracy to defraud? |  |
| 1. Fraud or theft? |  |
| 1. Any offence under the Criminal Finances Act 2017? |  |
| 1. Named by UK, EU, or US authorities as Sanctioned Individuals? |  |

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| **Part 4 – Project Support** | |
| **Main Contact Details** | |
| Name of Person to Contact |  |
| Telephone Number |  |
| e-mail address |  |
| Address for Main Contact communication |  |
| **Tender/Contracts Contact Details** | |
| Name of Person to Contact |  |
| Telephone Number |  |
| e-mail address |  |
| Address for Tender/Contracts communication |  |
| **Quality, Health, Safety, Environmental Contact Details** | |
| Name of Person to Contact |  |
| Telephone Number |  |
| e-mail address |  |
| Address for QHSE Communication |  |
| **Accounts Contact Details** | |
| Name of Person to Contact |  |
| Telephone Number |  |
| e-mail address |  |
| Address for Accounts communication |  |

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| **Part 5 – Qualification Criteria**  ***In order to become an approved supplier, Applicants must legitimately answer Yes to the given criteria set out below.*** | |
| Please state that you agree with the Qualification System rules? |  |
| Are you prepared to contract under English Law and the AE General Terms of Business? |  |
| Do you have a UK project office of sufficient capacity and number of personnel to fulfil the scope as outlined in Part 2? |  |
| At your UK project office and at the location of the services being performed, can they speak fluent English to understand commercial, QHSE and technical information? |  |
| Can you provide all supporting documentation in the English language? |  |
| Have you previously undertaken all aspects of the scope of works as outlined in Part 2? |  |
| Are you prepared to accept in principle standard industry Terms and Conditions (T&Cs), should you receive a contract/purchase order at some subsequent date? |  |
| Can you confirm that your organisation is in a good/healthy financial position and not in a position near bankruptcy? |  |
| **Please indicate which of the following insurance you currently hold and provide copies:** | |
| * Employers Liability |  |
| * Public Liability |  |
| * Industry-Specific Insurance |  |
| * Professional Liability |  |
| * Motor Vehicle |  |
| * Pollution Risk |  |
| * Product Liability |  |

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| **Part 6 – Health, Safety, Environmental & Quality Criteria**  ***Please ensure that you attached a copy of relevant policies and management standards/procedures/processes, in order to support your application.*** | | | |
| **No.** | **Criteria** | **Reference No.** | **Yes/No/N/A** |
| **1.** | Do you have HSEQ policies? If yes, please provide a copy/copies. |  |  |
| **2.** | Do you conform to relevant EU & UK Health and Safety legislation? |  |  |
| **3.** | Do you conform to relevant EU & UK Environmental legislation? |  |  |
| **4.** | Do you operate a Quality Management System  e.g. ISO 9001? If no, how do you manage quality within your organisation? |  |  |
| **5.** | Do you operate an Occupational Health and Safety Management System e.g. ISO 45001? If no, how do you manage Health & Safety within your organisation? |  |  |
| **6.** | Do you operate an Environmental Management System e.g. ISO 14001? If no, how do you manage Environmental matters within your organisation? |  |  |
| **7.** | Do you operate a Competency Management System (CMS)? Please provide details. |  |  |
| **8.** | Do you operate a Computerised Maintenance Management System (CMMS) or similar? Please provide details. |  |  |
| **9.** | Do you have procedures & processes in place to manage and control hazards & risks? Please provide details and evidence. |  |  |
| **10.** | Do you have procedures and processes in place to manage business continuity? Please provide details. |  |  |
| **11.** | Do you have procedures and processes in place to ensure legal compliance? Please provide details. |  |  |
| **12.** | Do you have procedures and processes in place for emergency preparedness and response? Please provide details. |  |  |
| **13.** | Do you have procedures and processes in place to manage awareness, competency assurance & behaviours? |  |  |
| **14.** | Do you have procedures and processes in place to manage effective communication, including induction? |  |  |
| **15.** | Do you have procedures and processes in place to manage documents & records? |  |  |
| **16.** | Do you have procedures and processes in place to review and monitor performance? |  |  |
| **17.** | Do you have procedures and processes in place to manage and control subcontractor’s performance? Please provide details and evidence. |  |  |
| **18.** | Do you have procedures and processes in place to report incidents, accidents and near misses and investigate them? Please provide evidence and include the report of 2 incident investigations. |  |  |
| **19.** | Do you have procedures and processes in place to undertaken inspections and system audits? |  |  |
| **20.** | Do you have procedures and processes in place for Management of Change (MoC)? |  |  |
| **21.** | Do you have procedures and processes in place regarding effective leadership and accountabilities? |  |  |
| **22.** | Do you have procedures and processes in place for environmental aspects and impacts? |  |  |
| **23.** | Do you have procedures and processes in place to manage and control Safety Critical Elements & Equipment (SCE)? Please provide details. |  |  |
| **24.** | Do you have procedures and processes in place to manage health and wellbeing? |  |  |
| **25.** | Do you have procedures and processes in place for continuous improvement? |  |  |

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| **Other Information** |
| Do you hold any third party accreditation for QHSE? If yes, please provide details. |
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| Has your management system been audited by an external independent body? If yes, please provide the latest audit report**.** |
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| Please provide your environmental incident frequency rate for the last 5 years or equivalent environmental data. |
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| Please provide your accident/incident frequency rate for the last 5 years or equivalent H&S data. |
| Has your organisation had any incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) or that have required notification to Statutory authorities in the past 3 years? If yes, please provide details. |
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| Has the company been issued with any Improvement, Enforcement, Abatement or Prohibition Notices, or defended a civil court action related to health and safety, in the UK in the past 2 years? If so, please give brief details. |
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| Please provide CVs and your latest training matrix of those directly involved in the project? |
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| Please state how your organisation keeps up to date with current legislation and best practice? |
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| Please state whether your organisation understands its legal duties set out in the Borehole Sites and Operations Regulation 1995 if applicable? |

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| Please state whether your organisation understands its legal duties set out in the Pipeline Safety Regulations 1996 if applicable? |
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| Outline how you will comply with Regulation 7 of the Management of Health and Safety at Work Regulation 1999 with regard to this project? |
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| Confirm that there is no intent to change out personnel during the course of the project? |
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| Please provide an organisational chart of the key personnel associated with the project. Clearly indicate whether they are office or wellsite based. |
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| **Part 7 – Additional Information**  ***Please answer all the questions and provide any additional information you feel would support your responses.*** |
| How many staff are directly employed by your organisation? |
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| Do you intend to undertake all of the work scope by directly employed staff? |
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| Do you intend to subcontract any part of the work? If yes, please attached details outlining the services and products you are intending to sub-contract with names & addresses of sub-contractors to be used or where supply chain partnerships have been arranged. |
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| Please state the number of staff that will be allocated to this project? Attach details of their associated disciplines. |
|  |
| Please state the number of sub-contractors that will be allocated to this project? Attach details of their associated disciplines. |
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| Please attached details of the plant, equipment, materials and structures that is to be considered by AE to undertake the project from Part 2, and state whether it is owned or third party hired. |
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| Is your organisation registered with an appropriate trade or professional body where it is established? If Yes, please provide the registration number? |
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| Is it a legal requirement to be licensed or a member of a relevant organisation in order to provide the requirement in this PQQ? If “Yes” please provide additional details of what is required and confirmation that you have complied with this requirements. |
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| Please provide details of up to two contracts, in any combination from either the public or private sector that are relevant to AE requirements. Contracts for supplies or services should have been performed during the past three years. The named customer contact provided should be prepared to provide written evidence to AE to confirm the accuracy of the information provided below**.** |
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| Within the past five years has any findings of unlawful discrimination been made against your organisation in relation to the Equality Act 2010. |
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| Please confirm whether your organisation has an anti-bribery, corruption and anti-slavery policy? If No, please can you confirm that you will fully comply with the Bribery Act 2010 and the Modern Slavery Act 2015? |
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