

# WAHA OIL COMPANY



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| <b>PROJECT</b>    | <b>Medical Insurance Services for Waha Oil Company`s Employees &amp; Their Families – 2022</b> |
| <b>CLIENT</b>     | <b>WAHA OIL COMPANY (WOC)</b>  |
| <b>SUBJECT</b>    | <b>CONTRACTOR QUESTIONNAIRE (PRE-QUALIFICATION)</b>  |
| <b>APPLICANT:</b> |  |
| <b>DATE</b>       |  |

**March 2022**

**IMPORTANT NOTE:**

ALL BLANK SPACES shown BELOW SHALL BE FILLED OUT BY FREE HAND IN FULLY AND LEGIBLY IN INK (BLUE PEN) ATTACHING ALL REQUIRED LISTS & DOUCMENTS

All prospective companies interested to register with WAHA OIL COMPANY (WOC) are requested to complete and return this questionnaire. Companies will only be prequalified after the requisite information described below has been supplied in complete and correct fashion.

**PART (A) DETAILS OF STRUCTURE & ORGANISATION**

1. Company's legal name:

2. Address, telephone and fax nos. of legal office:

3. Address, telephone and fax nos. of branch office in LIBYA (if any):

4. Address, telephone and fax nos. of branch office world-wide (if any):

5. Name & title of authorised representative resident in LIBYA and his contact address:

## **PART (B) LEGAL**

**1. Nation, state or other jurisdiction in which legally organised:**

**2. Type of organisation (Corporation, People's establishment, Government, Private.. etc.)**

**3. Year in which organised:**

**4. Principal business in which engaged:**

**5. Number & names of stockholders, partners or other owners:**

**6. If any one individual or entity owns, legally or beneficially, more than thirty percent (30%) of your organisation, give name and address of such individual entity:**

**7. Legal Documents:**

Please answer (yes) or (no) regarding attaching the required documents to the advertisement, and no company will be pre-qualified until after making sure that it submits the required documents correctly and completely:

1 . Legal documents for national companies ( ) ( ).

2. Legal documents for international companies ( ) ( ).

3. Legal documents of the original domicile shall be submitted for international companies, attested by the competent official departments in the country of headquarters or from the Libyan embassy or its equivalent in that country ( ) ( ).

4. The documents shall be submitted in English/Arabic, and if the documents are in another language, they shall be translated and stamped with the stamp of a legal translator ( ) ( ).

Note: With regard to item (3) above, the company may fulfill the required procedures if it successfully passes the initial qualification stage, provided that this is done before submitting offers ( ).

**8. If your organisation is a corporation, is its stock publicly traded or any securities exchange? (If yes, identify exchange):**

**9. During the last ten years, has your organization: (YES /NO)**

- (a) Been in bankruptcy or statutory reorganisation?
- (b) Entered into a compromise with creditors?
- (c) Abandoned work on any contract prior to its' completion?
- (d) Been a defendant in any court action alleging breach of contract?
- (e) Defaulted on any performance bond or bank guarantee?

## **PART (C) FINANCE**

**1. Approximate size of premises, all locations:**

**2. Audited financial statement including profit & loss for the last (5) years shall be provided. LYD or USD \$ currency are accepted for the required Audited financial statement.**

**3. A valid Tax payment certificate shall be provided.**

**4. Approximate gross value of all your contracts now in effect, world-wide:**

**5. Approximate gross value of all your contracts now in effect in LIBYA:**

**PART (D) TECHNICAL**

**1. Details of regular employees (Trade, number, location, nationality, years of experience,...etc) or working partners: (Note: List is required)**

**2. Detailed (Trade, number, years of experince, nationality and qualification) of key personnel, chart (Company Director, Department Managers, Section Supervisors, Staff, etc.) (Note: List is required) supported with CV's**

**3. Project and Company organization detailed charts including ISO certification (if any)**

**4. List of resources to provide the required services (Networks, machines, ...etc).**

5. Presenting agreements with medical service providers (sanatoriums, clinics, pharmacies laboratories ... etc.) in the east, west and south of Libya, and outside Libya.

- Failure to receive a copy of the above-mentioned agreements would impair the assessment of the applicant's eligibility to participate in the prequalification process.

6. List of **current (in progress)** service contracts to other clients, similar in nature to the services required by WOC.

7. The company is committed not to deal with or assign the provision of the required services to a third party, except for what is customary in international insurance companies (TPA).

8. Number of years in Experience (worldwide & in Libya)

9. Availability of facilities in Libya (offices, equipment, machineries...).

10. Applicant to confirm acceptance that WOC reserves the right to award any portion of or the whole project to one or more bidder when awarding the Contract

Submitted this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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| <b>Company`s Name</b>                               |  |
| <b>Signed By:</b>                                   |  |
| <b>Name and Title:</b>                              |  |
| <b>Address with Telephone &amp; Fax Number etc.</b> |  |
| <b>Stamp</b>  |  |

**Please return completed questionnaire to:**

**Waha Oil Company  
Att.: Secretary, Tenders Committee  
Floor No. (32)  
Burj Abulayla Tower  
Tripoli, Libya**