



الهيئة المصرية العامة للبترول

التخطيط والمشروعات

سجل الموردين للهيئة وشركات القطاع العام للبترول

المستندات المطلوبة للقيد بدليل الموردين المعتمدين للهيئة وشركات القطاع العام للبترول :

(١) إستيفاء طلب القيد (عدد ٢١ ورقة) بمعرفة المورد أو المصنع الأصلي (يتم الإستيفاء عن طريق الكتابة المطبوعة فقط مع تزييل كل صفحة بخاتم المورد أو المصنع) .

(٢) خطاب موجه للسيد المهندس/ نائب الرئيس التنفيذي للهيئة للتخطيط والمشروعات موضحا به بيان مختصر عن الوكيل والمورد أو المصنع وكذا بيانات عن التوريدات المطلوب التسجيل فيها مع تحديد رقم البند المقابل لهذه التوريدات طبقا والتقسيم الموضح بالبند رقم (٧) من طلب القيد .

(٣) بيان بسابقة أعمال المورد أو المصنع فى مجال التوريدات المطلوب التسجيل فيها .

(٤) صورة من أكبر ستة أو امر توريد أو إسناد أو تعاقدات فى مجال التوريدات المطلوب التسجيل فيها وذلك خلال آخر سنتين .

(٥) كتالوجات أو نشرات فنية (أصل) للتوريدات المطلوب التسجيل فيها .

(٦) م ميزانيات مالية بالمرفقات كاملة لآخر ثلاث سنوات مالية (باللغة العربية واللغة الإنجليزية فقط) مرفقا بها التقارير المعتمدة من مراقب الحسابات .

(API ، شهادات التصنيع التى يتم الإنتاج طبقا لمواصفاتها ، (ISO) (٧) أصل من شهادات الجودة

بحيث تكون سارية لمدة ستة شهور على الأقل . ASME ،)

(٨) خطاب من المورد أو المصنع صادر للوكيل المعتمد بجمهورية مصر العربية .

(٩) تفويض من صاحب التوكيل أو المدير المسئول للمفوض بأعمال التسجيل بالهيئة متضمنة تعهد بأن يتم

إخطارنا بأية تعديلات (إضافة/ حذف / تغيير/ الخ) فى أى من البيانات المسجلة بالهيئة سواء

للكيل أو للمورد .

(١٠) فى حالة تسجيل شركة صينية ترفق صورته مترجمة من رخصة ممارسة النشاط التجارى الصادرة من الغرفة

التجارية الصينية ومعتمدة من السفارة المصرية بالصين .

ملحوظة: يتم تجديد بيانات القيد كل ثلاث سنوات ، عن طريق حضور وكيل الشركة المفوض وتقديمه بما يفيد

ثبات البيانات أو تغييرها ، وذلك علما بأنه فى حالة عدم التجديد سيتم إلغاء قيد الشركة .

**The Egyptian General Petroleum Corporation (EGPC)
Palestine Street- Fourth Sector
New Maadi , Cairo A.R.E**

Vendor Subcommittee

Date :
File :

Subject : Vendor Evaluation Form

Gentlemen,

We are attaching our form for evaluating vendors / suppliers. The purpose of this evaluation is to assess the vendor / supplier different capabilities, strength and stability as they relate to vendors / suppliers ability to meet EGPC requirements .

Please respond to each question as objectively as possible, taking into consideration the following :

- A. This evaluation form (21 pages) is required to be filled up **in typing by manufacturers, vendors and suppliers** and to be returned to EGPC .
- B. Vendor shall specify the product provided only according to the attached products list (item 7.0) using the indicated codes .
- C. All questions need to be answered, for questions that are not applicable, please indicate N/A.
- D. Vendors interested in pre qualifying in more than one product from the products list shall submit a separate pre qualification form for each product .
- E. Supporting documents including the latest technical brochures, organization chart, certificates of qualifications and experience, financial letters .. etc . should be attached to this form .
- F. Failure of vendor/ supplier to complete the form of submit the supporting documents may result in disregarding vendor's / supplier's request for pre qualification.

Thank You ,

EGPC Vendors subcommittee

Received by :..... Vendor :
.....

Name of representative :.....

Title :.....

Date :.....

Signature :.....

The Egyptian General Petroleum Corporation (EGPC)
Palestine Street- Fourth Sector
New Maadi – P.O.B 2130
Cairo A.R.E
Fax : 27065779
Tel : 27065552

Subcommittee of Vendors

Vendor Evaluation Form

1.0 Vendors & Officials Information

- 1.1 Name of Vendor :
.....
- 1.2 ownership :
.....
- 1.3 Law of establishment :
.....
- 1.4 Year of establishment :
.....
- 1.5 Country :
.....
- 1.6 Address (Head Office) :
.....
- 1.7 Telephone No :
.....
- 1.8 Fax No :
.....
- 1.9 Telex No :
.....

1.10 E- mail :
.....

1.11 Name of president :
.....

1.12 Name of person to contact (Send inquiries to) :
.....

1.13 Name of person to contact (Send inquiries to) :
.....

1.14 Title No. of employees:
.....

1.15 Years under current management :
.....

1.16 Branches (domestic & international) :
.....

1.17 Name of agent in Egypt (or Middle East) :
.....

1.18 Name of agent in Egypt (or Middle East) :
.....

1.19 Telephone No :
.....

1.20 Fax No :
.....

1.21 Telex No :
.....

1.22 E- mail :

.....

1.23 Product list : (specify from the products list attached , item, 7.0)

<u>Product</u>	<u>Code</u>	<u>Size (range)</u>	<u>Specification</u>	<u>Year first produced</u>
.....
.....
.....
.....

1.24 Clients list : (Include also products supplied for Egypt if any)

<u>Client</u>	<u>Address</u>	<u>Product</u>	<u>Size</u>	<u>Value</u>	<u>Year</u>	<u>Location</u>
.....
2-
3-
4-

1.25 Have you ever submitted a request for pre qualification to EGPC ?

Yes
 No

If yes, please mention When ?.....

Result of that pre qualification

2.0 Engineering capabilities information :

2.1 Does vendor have an Engineering Department ?

Yes
 No

If yes, please specify the following :

2.2 Location of design / drafting activities :

.....

2.3 Number of design / drafting employees :

.....

2.4 Equipment that can be designed & guaranteed if performance data is provided :

.....

2.5 Does the Engineering Dept. prepare working drawings from flow sheets & specifications, and outline drawings ?

Yes

No

2.6 Codes and standards used for engineering design :

.....
.....

2.7 Does the Engineering Dept. sub – contract code calculation ?

Yes

No

If yes, list normal sub- contractors :

sub- contractors

Address

.....
.....

2.8 Does Engineering Dept. use computer aided software ?

Yes

No

If yes, please list software used for Engineering design, calculations and drafting :

.....
.....

2.9 please list memberships in any professional organization (API, ASME,etc) related to type of work :

.....
.....

3.0 Manufacturing capabilities information :

3.1 Total square feet of shop space under roof :
.....

3.2 Building bay and crane data :

Bay #	Bay dimension	Crane type	No.	Capacity	Height	Elec./Manual
				of hook		

_____	_____	_____	_____	_____	_____	_____
.....
.....
.....
.....

3.3 List of equipment and machine tools on site (Give number, type and size) :

.....
.....
.....

3.4 Heat treating furnace on site ?

Yes No

If yes, please give size and limitations. If sub-contracted, to whom and please include it's size :

.....
.....
.....

3.5 Furnish the maximum dimensions and weights the vendor can handle (Including shipping considerations) :

Plate thickness :

Diameter :

Length :

Weight :

3.6 List below any sub-contractor used on a regular basis to fabricate equipment or provide you a service :

<u>Sub-contractor</u>	<u>Function</u>	<u>Address</u>
.....
.....
.....

3.7 Code stamps :

" U " Stamp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
" PP " Stamp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
" S " Stamp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
" N " Stamp	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Others (Please list)

.....

3.8 Code qualification :

ANSI	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ASME	<input type="checkbox"/> Yes	<input type="checkbox"/> No
AWS	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Others (Please list)

.....

3.9 Cleaning equipment and facilities :

.....

3.10 Painting equipment and facilities :

.....

4.0 **Quality Control Information** :

4.1 Are you currently registered under the **ISO 9000/ ANSI Q90** standards ?

Yes **No**

If yes, please include a copy of the registration and indicate which standard (s) you are registered under :

..... 9001/Q91 9002/Q92..... 9003/Q93 9004/Q94

If no do you plan to register under **ISO 9000/ANS/Q90** ?

Yes **No**

If Yes, when

4.2 Provide a brief discussion of vendors philosophy and practices regarding implementation of quality control measures :

.....

4.3 Inspection capabilities (Circle your answer) :

	In-house	Independent <u>lab</u>	<u>Not performed</u>
Radiographic examination	Y/N	Y/N	Y/N
Ultrasonic examination	Y/N	Y/N	Y/N
Magnetic particle examination	Y/N	Y/N	Y/N
Liquid penetrant examination	Y/N	Y/N	Y/N
Alloy analyzer type	Y/N	Y/N	Y/N
Acoustical emission testing	Y/N	Y/N	Y/N
Hardness tester	Y/N	Y/N	Y/N
Eddy current	Y/N	Y/N	Y/N
Chemical testing	Y/N	Y/N	Y/N

4.3 Inspection capabilities (Cont.) :

	In-house	Independent	Not
	<u> </u>	<u>lab</u>	<u>performed</u>
	Y/N	Y/N	Y/N
hydrostatic testing (State max. pressure)			
Others (Please list)			
.....			
.....			
.....			

4.4 Number of qualified inspectors :

<u>Number</u>	<u>Qualification</u>	<u>Years of experience</u>
.....
.....
.....

4.5 Certification of inspectors :

.....
.....

4.6 Inspection agency used to perform code inspections :

<u>Type of inspection</u>	<u>Firm</u>	<u>Address</u>	<u>Contact</u>
.....
.....
.....

4.7 Welding process used :

.....

4.8 Number of qualified welders :

.....

4.9 Is the, issue and use of consumables controlled ?

Yes No

If yes, by whom ? (I.E. welding foremen, storage room personnel ... etc.)

.....

4.10 List outside inspection agency/ testing Lab which qualifies welders :

<u>Firm</u>	<u>Address</u>	<u>Contact</u>
.....		
.....		
.....		

4.11 Does vendor maintain a record of qualified welding procedures available for review ?

Yes No

4.12 What type of materials the vendor is capable of fabricating ?

<u>Material</u>	<u>specifications</u>	<u>No. Of qualified welders</u>
.....		
.....		
.....		

4.13 Established procedure manual :

.....

4.14 Quality assurance manager reports to :

.....

4.15 Does Quality assurance manager or his inspector (s) have authority to stop production ?

Yes No

5.0 Financial information :

5.1 Please provide audited copies of the following financial statement for the last three complete fiscal years :

Balance sheet

Income statement
Cash flow statement
Annual reports (if published)

5.2 Please provide the following financial ratios for the last audited fiscal reporting period :

a) **Liquidity**

$$\text{Current ratio} = \frac{\text{current assets}}{\text{Current liabilities}} = \underline{\hspace{2cm}} =$$

$$\text{Inventory Turnover} = \frac{\text{Cost of goods sold}}{\text{Inventory}} = \underline{\hspace{2cm}} =$$

b) **Leverage**

$$\text{Debt to equity} = \frac{\text{total liabilities}}{\text{equits}} = \underline{\hspace{2cm}} =$$

c) **Profitability**

$$\text{Return on equity} = \frac{\text{net income}}{\text{equity}} = \underline{\hspace{2cm}} =$$

5.3 Are you currently involved in any form of significant court litigation ?

Yes No

If yes, please describe :

.....
.....

5.4 Please describe the relationship with your parent company :

.....
.....

6.0 **Miscellaneous information** :

6.1 Please list your normal materials suppliers :

<u>Material</u>	<u>specifications</u>	<u>Supplier</u>	<u>Address</u>
.....			
.....			
.....			

6.2 Describe company's shipping facilities (or access to others including distance to) for the following means of transportation :

- Truck shipment
- Railway shipment
- Water shipment
- Air shipment

6.3 Specify your standard freight terms (circle one) :

F.O.B Origin/ Destination
Payment terms : prepay/ prepay & add/ collect/ freight allowed

6.4 Do you have a formal written pricing policy ?
If yes, please describe

.....
.....

6.5 What are your standard payment terms ?

.....

6.6 Do you have capability of generating reports to your client relating to :

- | | | |
|-------------------|------------------------------|-----------------------------|
| Order status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Invoice value | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Past due invoices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

6.7 Describe your current and projected administration processing capabilities (Electronic mail .. etc.) :

.....
.....

6.8 What is the annual research & development budget percentage related to your operating budget ?

.....

6.9 What is your standard response time to return a quotation ?

(Number of days)

6.10 Do you have separate sales and technical positions ?

Yes No

If yes, describe the duties :

.....
.....

6.11 Number of sales representatives and locations

.....
.....

6.12 Do you have a technical support (Hot-Line) ?

Yes No

.....
.....

6.13 Do you provide customer training for your products ?

Yes No

If yes, please describe :

.....
.....

6.14 What specific areas of your company have been targeted for improvement ?

.....
.....

6.15 Percent of total orders delivered to the customer on time for the last three years

Year

Percent on time

.....
.....

6.16 Standard delivery time after receipt of an order :

.....
.....

6.17 List your major inventory locations and dollar value at each :

.....
.....

6.18 Number of products stocked :

.....
.....

6.19 Describe controls you have in place to handle inventory obsolescence :

.....
.....

6.20 Do you have a formal written policy to handle the rotation of your physical inventory ?

Yes No

If yes, please describe :

.....
.....

6.21 Do you have a formal written policy for physical inventory maintenance ?

Yes No

If yes, please describe :

.....
.....

6.22 Are your stocking locations automated (computerized inventory management system inventory handing systems ... etc) ?

Yes No

.....
.....

6.23 Total customer orders placed for the last 3 years :

<u>Year</u>	<u>Total orders</u>
.....
.....
.....

6.24 Percent of total orders with back – ordered items for the last 3 years :

<u>Year</u>	<u>Total orders</u>
.....
.....
.....

Plesae indicate the major reasons for back order (buy-out, stock-out. ...etc)

.....
.....

6.25 Percent of total orders shipped that were received damaged (in part or whole) for the last 3 years :

<u>Year</u>	<u>percent received damaged</u>
.....
.....

.....

.....

6.26 Percent of total deliveries returned or requiring rework after customer receipt for last 3 years :

<u>Year</u>	<u>Total orders</u>
.....
.....
.....

6.27 Do you have a formal written return ploicy ?

Yes No

If yes, please state :

.....

6.28 List of supporting documents attached to this form :
(including latest brochures, certificates of qualification and past experince, financial letters .. etc)

<u>No.</u>	<u>Document</u>	<u>Date</u>	<u>No.of pages</u>
1-
2-
3-
4-
5-
6-
7-
8-
9-
10-
11-
12-

6.29

Additional information or comments by vendor :

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.....

The undersigned herebelow acknowledges and agrees that the data provided in this form is accurate as of the signature below :

Vendor :.....
Name :..... Title :.....
Signature* :..... Date :.....
Date of submittal of form :

Means of submittal :

* Must be signed by a duly authorized vendor representative

7.0 Products list

1 - ROTATING MACHINERY :

- 1-1 COMPRESSORS
- 1-2 GAS TURBINES
- 1-3 CENTRIFUGAL PUMPS
- 1-4 POSITIVE DISPLACEMENT PUMPS
- 1-5 TURBO EXPANDERS
- 1-6 DIESEL ENGINES
- 1-7 DOSING PUMP

2 - PIPING MATERIALS :

- 2-1 PIPES (LESS THAN 5 KM)
- 2-2 PIPES (MORE THAN 5 KM)
- 2-3 VALVES (GATE, GLOBE, AND CHECK)
- 2-4 VALVES (BALL)
- 2-5 FITTINGS & FLANGES
- 2-6 BOLTS, NUTS & THREADED BARS
- 2-7 MECHANICAL SEALS

3 - LIFTING EQUIPMENT :

- 3-1 CRANES & FORK LIFTS
- 3-2 PEDESTAL CRANES

4 - HEAT EXCHANGERS :

- 4-1 HEAT EXCHANGERS (SHELL & TUBE)
- 4-2 AIR COOLERS

5 TANKS.PRESSUR VESSELS & TOWERS :

- 5-1 TANKS (FLOATING & FIXED ROOF, SPHERE)
- 5-2 PRESSURE VESSELS & TOWERS
- 5-3 STEAM TRAPS

6 - FIRED HEATERS,BOILERS, FLARE STACKS :

- 6-1 HEATERS
- 6-2 STEAM BOILERS
- 6-3 FLARE

7 - WATER TREATMENT UNITS :

8 - ELECTRICAL EQUIPMENT & MATERIALS :

- 8-1 POWER TRANSFORMERS
- 8-2 MOTORS
- 8-3 SWITCH GEARS & SWITCH BOARDS
- 8-4 POWER GENERATORS
- 8-5 LIGHTING FIXTURES & LAMP FITTINGS
- 8-6 POWER CABLES
- 8-7 CABLE ACCESSORIES
- 8-8 EXPLOSION PROOF SWITCH BOARD
- 8-9 U.P.S REGULATORS & DC CHARGERS
- 8-10 ACCUMULATORS & STORAGE BATTERIES
- 8-11 EARTHING MATERIALS
- 8-12 REACTORS & CAPACITANCES
- 8-13 ELECTRIC FITTING & JUNCTION BOX

9 - INSTRUMENTS :

- 9 - 1 CONTROL VALVES (ACTUATORS & POSITIONERS)
- 9 - 2 SAFETY & RELIEF VALVES
- 9 - 3 SOLENOID VALVES
- 9 - 4 AUTOMATIC TANK GAUGING
- 9 - 5 CATHODIC PROTECTION
- 9 - 6 DIGITAL CONTROL SYSTEMS
- 9 - 7 ANALOG BOARD MOUNTED INSTRUMENTS
- 9 - 8 DATA LOGGER
- 9 - 9 LOGIC SHUT DOWN , INTER LOCK SYSTEMS & SAFETY SYSTEM
- 9-10 METERING UNIT & PROVER
- 9-11 FIELD MOUNTED INSTRUMENTS
- 9-12 PRESSURE & D/P SWITCHES
- 9-13 LEVEL TRANSMITTERS & CONTROLLERS
- 9-14 FLOW SWITCHES
- 9-15 LEVEL SWITCHES
- 9-16 SIGHT FLOW GLASSES
- 9-17 ORIFICE PLATES
- 9-18 ROTAMETERS (VARIABLE AREA FLOW METERS)
- 9-19 THERMOCOUPLE ASSEMBLIES RTD & WELLS
- 9-20 TRANSDUCER I/P & P/I
- 9-21 THERMOCOUPLE EXTENSION WIRES
- 9-22 PRESSURE & D/P TRANSMITTERS
- 9-23 MECHANICAL HOOK UP
- 9-24 SIGNAL INSTRUMENT CABLES
- 9-25 OXYGEN ANALYZER
- 9-26 TEMPERATURE GAUGES

- 9-27 TEMPERATURE SWITCHES
- 9-28 LEVEL GAUGE GLASSES
- 9-29 TEMPERATURE TRANSMITTERS
- 9-30 SELF ACTUATED PRESSURE REGULATORS
- 9-31 PH/CONDUCTIVITY ANALYZER
- 9-32 PROGRAMABLE CONTROLLER (PLC)
- 9-33 PRESSURE & D/P GAUGES

10- SAFETY & ENVIRONMENTAL PROTECTION :

- 10 - 1 FIRE FIGHTING VEHICLES & TRUCKS
- 10 - 2 PORTABLE & WHEELED FIRE FIGHTING PUMPS
- 10 - 3 SKID MOUNTED FIRE FIGHTING PUMPS
- 10 - 4 FIXED & MOBILE FOAM GENERATING & PROPORTIONATING EQUIPMENT FOAM STATIONS, IN - LINE INDUCTORS BRANCH PIPES. PORTABLE EXTINGUISHERS. WHEELED AND TROLLEY MOUNTED EXTINGUISHERS, ANCILLARY . EQUIP. FOR F.F. & COOLING PURPOSES
- 10- 5 AUTOMATIC SENSING ALARM & EXTINGUISHING FIED SYSTEM
- 10 - 6 SPRINKLER & WATER DRENCHER SYSTEMS
- 10 - 7 F.F.HOSES
- 10 - 8 PORTABLE ORFIED GAS DETECTION EQUIPMENT
- 10 - 9 CHEMICAL COMPOUNDS FOR EXTINGUISHING FIRES (FLUORO PROTEINE BASED CONCENTRATES FOR FOAM PRODUCTION . SYNTHETIC FOAM CONCENTRATES DRY CHEMICAL POWDER, HALOGENATED COMPOUNDS) AFFF.
- 10-10 EXTINGUISHERS FILLING EQUIPMENT
- 10-11 SAFTY EQUIPMENTS & MATERIALS
- 10-12 AIR COMPRESSOR FOR FILLING CYLINDERS OR BREATHING APPARATUSES
- 10-13 LIFE SAVING EQUIPMENT AT SEA (MUST BE APPROVED BY ONE OR MORE OF THESE” SOLAS/LOYDES/ NORSK VERITAS//U.S COAST GUARD “
- 10- 14 PETCTORS AND METERS FOR RADIO ACTIVITY