



TOTAL

Exploration & Production

TEMPA ROSSA PROJECT PREQUALIFICATION QUESTIONNAIRE

**FOR THE FRAME AGREEMENT FOR
ENGINEERING STUDIES AND OTHER
SERVICES**

Pre-Qualification Questionnaire

Document number: IT-TPR-GE-PST-000482



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1. Introduction

1.1 Definitions

The following expressions and derivatives thereof appearing in capitals in this Pre-qualification Questionnaire shall have the meaning hereby assigned to them.

COMPANY means Total E&P Italia S.p.A.

ENGINEER means the entity (Company, Joint Venture or Consortium or ATI) completing this Pre-qualification Questionnaire and represented by the Signatory to Table 1 - ENGINEER Statement.

1.2 Purpose of Pre-qualification Questionnaire

This Pre-qualification Questionnaire is meant to collect adequate ENGINEER information with regard to his capability and interest for the Engineering Studies and Other Services ("the CONTRACT") for the Tempa Rossa Project.

The information provided in response to this Pre-qualification Questionnaire will be used by COMPANY to develop the List of Tenderers for the above CONTRACT.

1.3 Organisation of the Pre-qualification Questionnaire

After this introduction and the provision of background information the Pre-qualification Questionnaire is organised into 6 sections as follows:

- General Information & ENGINEER's Availability during the CONTRACT duration
- Project Experience
- Management & Controls
- Activities
- Health, Safety and Environment
- Quality Assurance/Quality Control

For each section, there is a narrative explaining what ENGINEER needs to provide in his response.

Typically a preformatted table is provided for ENGINEER's response and where necessary additional information is requested as an attachment to specific tables.

1.4 ENGINEER Response to Questionnaire

If ENGINEER intends to enter into a Joint Venture or subcontract part of the works – in any event within the 30% limit as set forth in Article 118 of Legislative Decree 163/2006, the relevant partner(s) or main Sub-Contractor(s) should complete a separate Pre-qualification Questionnaire. Such Pre-qualification Questionnaires should be returned with and in support of ENGINEER's completed Pre-qualification Questionnaire.

If, instead, ENGINEER intends to enter into a Joint Venture or Groups of Companies or Consortia may participate in the Tender procedure in accordance with the provisions of Articles 34 of Legislative Decree no. 163 of 12 April 2006. The role, activity and share in the ATI or the Consortium must be specified for each member of such a group.



All items in the Pre-qualification Questionnaire must be answered. Answers shall be provided in the same sequence and bear the same numbers as the questions set forth in the questionnaire thus allowing COMPANY to make a consistent evaluation of all responses.

Failure to fully provide all the requested information may cause COMPANY to remove ENGINEER from the List of Tenderers. Brochures and/or any other information which ENGINEER considers relevant may be submitted separately as Addenda to his response.

A given Project can be reported in different tables such as table 8, table 13 or 14, table 18 if relevant.

Reference to oil and gas sector means oil upstream (onshore and offshore) and also oil downstream (refining and petro chemistry).

The person duly empowered to sign on behalf of ENGINEER shall state his position (Please complete Table 1 - ENGINEER Statement attached and provide Power of Attorney).

One electronic original only of the duly completed Pre-qualification Questionnaire together with ENGINEER documentation/attachments shall be sent to:

Total E&P Italia S.p.A.

Via Cornelia 498

00166 Rome (RM)

Italy

For the attention of: "Contracts Manager - Frame Agreement for Engineering studies and other services -Tempa Rossa Project".

Submissions should be clearly marked "Pre-qualification Questionnaire – Frame Agreement for Engineering studies and other Services".

1.5 Schedule for Receipt of Completed Questionnaire

Answers to the Pre-qualification Questionnaire must be received on or before June 6, 2011 by 15:00 (Rome time).

2. Background

2.1 Project presentation

The project "TEMPA ROSSA" comprises the development of a hydrocarbon field, located in the Basilicata Region in Southern Italy within the municipalities of Corleto Perticara and Gorgoglione, in the Provinces of Potenza and Matera.

The TEMPA ROSSA development consists mainly in:

- One gathering system connecting five existing wells (plus three additional future wells) to the new Oil Centre,
- One Oil Centre for crude stabilisation, produced water and gas treatment and export of finished products,
- One LPG Storage centre with truck loading facilities,
- One pipeline tie-ins area called "Corleto tie-in" located on Guardia Perticara commune (PIP area),
- One finished products network (Crude oil, Sales gas, LPG),
- Expansion of the facilities at the Taranto refinery (storage, utilities and jetty).



Total E&P Italia S.p.A, a company organised and existing under the laws of Italy and having its registered office in Via Cornelia, 498 – 00166 Rome is acting as Operator for and on behalf of a Consortium presently composed of:

	Share of interest
• TOTAL E&P ITALIA S.p.A	50 %
• ESSO ITALIANA S.r.l	25 %
• SHELL ITALIA E&P S.p.A	25 %

2.2 Contractual Framework

COMPANY launched the present European Union tender process with the purpose to award frame agreements for Engineering Services and other services for the needs of Tempa Rossa Project. The publication of the bidding notice is launched together with the publication of the present Prequalification Questionnaire through which COMPANY intends to select the candidates. Selection criteria and scores are summarized in Table 21 below. The candidates who pass such prequalification phase will be invited to such tender. If a large number of candidates pass the prequalification phase, COMPANY would invite the eight candidates with the highest scores to tender

COMPANY will select, through a negotiating procedure based on the lowest price criteria, three signatories of frame agreements (“CONTRACT”); such signatories will be ranked according to the lowest price offered. The CONTRACT will regulate and define in advance the general terms and conditions among the signatories, including in particular the relevant unit prices. For the supply of WORK (as described in article 2.3), the specific terms and conditions (including specific scope of work and quantity) will be part of the work orders awarded case by case containing:

1. a detailed scope of work for the specific requested services; and
2. a defined time schedule, the overall consideration due being the result of the multiplication of the required amount of time by the price rate as originally defined in the frame agreement.

The further negotiation between COMPANY and the three frame holders will be handled as follows:

- A Request for Quotation is sent by COMPANY to the Frame Holder “1st position”.
- Company will negotiate with this Frame Holder only the schedule/timing and the volume of work.
- If the 1st Frame Holder proposal meets COMPANY requirements (based on COMPANY internal evaluation of the volume of work), a Work Order will be awarded to him. If not, COMPANY will request a proposal to the Frame Holder “2nd position”.
- If such Second Frame Holder proposal does not meet COMPANY requirement, COMPANY will ask to the third Frame Holder.

After each Work Order completion, COMPANY will assess the supplier of the requested services (deliverables quality, schedule, etc). If the assessments are not satisfactory, COMPANY will have the right to change the ranking order between the three Frame Holders, and the subsequent Work Order will follow the new ranking.



The Contract Price range is between 2.500.000 Euro and 4.900.000 Euro, resulting from the aggregate of total Work Orders executed within the duration of the CONTRACT which is four years.

The language to be used for the present tender is English, although documents in Italian provided by authorities and administrations will be accepted.

2.3 Scope of Work

ENGINEER scope of work will include:

2.3.1 Main Engineering Services

The CONTRACT will include ENGINEERING DELIVERABLES for new facilities or modifications of facilities. The WORK can involve multiple engineering disciplines for the following type of WORK:

- Preliminary study
 - Conceptual study
 - Pre-project
 - Basic Engineering (Progetto Definitivo)
 - Detailed Engineering (Progetto Esecutivo)
-
- **Preliminary study:** This study will evaluate the interest of new or modifications of facilities based on a technical/economical analysis.
 - **Conceptual study:** This study compares several scenarios for selection of the solution to be put in place. Each scenario is developed with production of documents such as drawings, equipment list, layout, cost estimate, planning.
 - **Pre-project:** The study provides the ENGINEERING DELIVERABLES necessary for a complete functional description of the requirements of the new facilities or the modified facilities. The requirements are developed by discipline (process, instrumentation, electricity, civil, mechanical, safety). Such documents are drawings (Process Flow Diagrams, Piping and Instrument Diagrams, layouts), equipment and instrument datasheets, specifications, heat and material balance. The list of ENGINEERING DELIVERABLES and disciplines involved depend heavily on the type of WORK.
 - **Basic Engineering:** The ENGINEERING DELIVERABLES are complete enough to take decision to launch Detailed Engineering based on a refined cost estimate and planning.
 - **Detailed Engineering:** It includes Progettista services as required by Italian Law: It involves:
 - Requisition document of all equipment and material to be purchased (Material Take off, datasheets, specifications)
 - Development of the Basic Engineering based on characteristics of equipment and material purchased
 - Redaction of permitting and authorizations documents (UNMIG, Soprintendenza Archeologica, Comuni, Regione, Provincia, etc)
 - Redaction of Safety Plan (Piano di sicurezza)
 - Development of cost estimate (computo metrico)
 - Redaction of Call for Tender documents for contract of construction, installation, precommissioning, commissioning.

The ENGINEER DELIVERABLES shall be issued in English, in Italian or bilingual as specified case by case in each work order.

2.3.2 Other Services

The CONTRACT will include the supply of WORK as listed below:

- Geotechnical activity for the acquisition of technical parameters of the soil
- Geological and hydrogeological studies
- Surveys of sites and facilities, with static and dynamic structural analysis for addition-modification of the various types of structures

2.3.3 Management Services

The CONTRACT will also include the supply of services related to Site Management activities, in compliance with Legislative Decree 626/94 and Legislative Decree 81/08 such as:

- Direzione Dei Lavori (DDL)
- Collaudo Statico (CS)
- Collaudo in corso d'opera (CCO)
- Collaudo Tecnico-Amministrativo (CTA)
- Supervisione Lavori (SL)
- Coordinatore per la sicurezza in fase esecutiva (CSE)

2.3.4 Sample of Engineering services already identified

Identified WORK that could be requested to be performed by ENGINEER are:

Preparation of ENGINEERING DELIVERABLES (Progetto esecutivo) for subsequent Call for Tender for contract of construction for:

- Revamping of well site TE1 (Lavori di ristrutturazione ed adeguamento area pozzo TE1)
- Revamping of well site GG1 (Lavori di ristrutturazione ed adeguamento area pozzo GG1)
- Revamping of well site PT1 (Lavori di ristrutturazione ed adeguamento area pozzo PT1)
- Site preparation for drilling TRN (Preparazione del Sito per perforazione TRN)
- Site preparation for drilling GGE (Preparazione del Sito per perforazione GGE)
- Access roads TRN (Strade di accesso TRN)
- Access road GGE (Strade di accesso GGE)
- Maintenance of existing roads (Manutenzione delle strade esistenti)
- Decommissioning of Centro carico (Smontaggio Centro de Carico)
- Decommissioning of existing Flow line (Smontaggio Flowline esistente)

2.3.5 Sample of Management services already identified

Identified WORK that could be requested to be performed by ENGINEER are:

- Direzione Lavori for construction of flowlines and pipelines
- Collaudatore Statico for construction of flowlines and pipelines
- Coordinatore per la sicurezza for construction of flowlines and pipelines

2.3.6 Management and Project Services

For an adequate execution of WORK, ENGINEER shall provide as a minimum the following:

- Management and Project services: management, planning, cost control, accounting and reporting, documentation control



- Health, Safety and Environmental Management including all reporting, training and performance indicators in compliance with Contract documentation, with European and Italian Laws
- Quality Assurance and Quality Control

2.4 Engineering Office facilities

ENGINEER shall provide to COMPANY, if requested, the use of standard office facilities such as: 1 office double with 2 internet connections, 2 phones, 1 printer, access to fax, scanner and copier, paper, 2 parking places, access to ENGINEER messing if any.

2.5 Project Management Team

The CONTRACT will be monitored by COMPANY Project Management Team; members of such Team may be hosted in the ENGINEER office.

3. General information & ENGINEER'S availability

3.1 General Information

ENGINEER to complete Table 2 - General Information.

3.2 ENGINEER's Corporate Structure

ENGINEER to complete Table 3 - ENGINEER's Corporate Structure.

3.3 Financial Information

ENGINEER to complete Table 4 - Financial information concerning the ENGINEER.

3.4 Workload

Workload shall be expressed in man-hours.

3.4.1 General

ENGINEER to complete Tables 5a, 6a and 7a related to maximum capacity, current and potential workload and attach to these Tables workload histograms for all locations at which ENGINEER or potential partner(s) and/or main sub-Contractor(s)/Consultant(s) intend to perform the work. Information for projects in progress and/or planned should be provided.

Each histogram, for the period 2011 through to 2015, should provide the following information:

- Current and potential manpower usage
- Current and forecast maximum available manpower resources

Histograms containing the above information shall be provided for:

- Management and Project Services Personnel
- Engineering Personnel

And if ENGINEER performs also Procurement and Construction, ENGINEER shall provide for information only:

- Procurement Personnel
- Construction Personnel (Office and field supervision)

Total summary of the above for the ENGINEER (and potential Joint Venture Partner(s)/main sub-Contractor(s)/Consultant(s), if appropriate).



If the work is to be organised with Joint Venture Partner(s) or main sub-Contractor(s) /Consultant(s), supply a set of histograms as defined above for each partner and/or sub-Contractor(s)/Consultant(s).

3.4.2 Civil Engineering

Civil Engineering is the main activity of identified WORK. Table 5b, 6b, 7b, shall be completed in order to show maximum capacity, current, and potential workload in civil engineering.

4. Project experience

Provide a list (as in Table 8) of completed contracts in which ENGINEER provided all or a significant part of the Project Management and Engineering for the work in the oil and gas sector. Clearly indicate his position and responsibilities under such Contract(s).

ENGINEER is asked to highlight and detail any works performed of a similar nature and indicate which one were performed in Italy and Europe.

If such contracts were carried out in joint venture with others, clearly delineate what was ENGINEER's responsibility and contribution to the work. List the most recent projects first and go back no further than ten years. These projects should be completed projects. Exclude soon to be completed projects, proposals or study work.

Complete Table 8 – List of projects completed over the last 10 years.

5. Management & controls

5.1 Management and Project Services Personnel

Complete Table 9– Management and Project Services Personnel at ENGINEER Office.

Provide as an attachment to Table 9 Organisation Chart that clearly shows functional link between Management and Project Services personnel and engineering.

5.2 Policies and Procedures

COMPANY's highest level principles are stated in its Ethics Charter (see Attachment 1 to this Prequalification Questionnaire). ENGINEER is requested to demonstrate its compliance with these principles with Procedures and narrative related to Ethics in Table 10a. Policies and procedures for Project Control are also requested in Table 10b.

It is essential for ENGINEER to ensure that works and/or services are performed:

- Safely
- With minimal environmental impact
- In compliance with all applicable legislation, regulations, laws, standards.
- To a guaranteed quality
- On time
- Cost effectively
- With effective interface management.



5.3 Communication Networks and Information Technologies

Complete Table 11 – Communication Networks and Information Technologies and briefly describe how your computer/information technology system will benefit the Tempa Rossa Project.

The Tender documents will require more details related to ENGINEER's proposals to install and maintain a communication network and integrated Information Technology System which will effectively and efficiently provide the Project deliverables in a professional and competent manner.

It is important that the final Project deliverables (drawings, lists & schedules, procedures, data sheets, specifications, requisitions, referential, narratives, etc) be in an electronic format compatible with COMPANY computer systems so that they may be easily indexed, accessed and periodically updated by COMPANY. Further details of these requirements and referential will be provided with the Tender documents.

6. Activities

6.1 Engineering

Complete attached Table 12 related to current Engineering organisation of the ENGINEER and also complete Table 13 Engineering experience in the oil and gas sector.

6.2 Civil Engineering

Complete attached Table 14 related to civil Engineering experience. The Engineering Projects listed have Civil Engineering as main disciplines in the oil and gas sector.

6.3 Subcontracting// Externalised activities

Complete attached Table 15 related to current Engineering Subcontracting organisation subject to Art 118 of the Legislative Decree 163 of 2006, and Table 16 foreseen externalised activities.

6.4 Site Management Activities

Complete attached Table 17 related to Site Management activities and complete Table 18 experience in the oil and gas sector. Mention specifically in table 17 the number of qualified persons among ENGINEER Staff that could be assigned for Site management positions.

7. Health, Safety and Environment

In order to properly evaluate ENGINEER's experience in handling HSE, ENGINEER shall complete the related information in Table 19 – HSE, in compliance with all applicable laws and in relation to the Scope of work that may implies some interference with the Site.

8. Quality assurance// Quality control

ENGINEER shall demonstrate its corporate QA/QC program is comprehensive, fit for purpose and that such program has delivered to previous clients high quality projects and products.

Complete Table 20 – ENGINEER Quality Assurance/Quality Control.



9. Evaluation of the Prequalification Information by COMPANY

COMPANY will evaluate ENGINEER answers with criteria expressed in Table 21.

9.1 General information, financial information, Engineer availability

9.1.1 Engineer Statement/General Information /Engineer's Corporate Structure.

Should requested information not be provided, COMPANY reserves the right to exclude ENGINEER from the list of Tenderers.

9.1.2 Financial Information

See pass or fail criteria detailed in Table 4 – Financial Information.

In case of expression of interest from a group, ATI or consortium:

- the Risk Indicator/Level of the leader of the association will be analysed
- for the other criteria, the sum of the figures of all the members of the association will be used.

9.1.3 Workload

A score will be assigned depending on the capacity of ENGINEER to take additional work for the period 2011 to 2015 with a focus in 2012.

9.2 Technical Review

There are 2 kinds of items:

- pass or fail items (without score) which will lead to the elimination of the candidate in case the criteria are not fulfilled,
- scoring items. A given Project can be reported in different tables such as table 8, table 13 or 14, table 18 if this is relevant.

In order to be qualified with respect to the Technical Review, the Candidate will have to:

- Fulfill all the "pass or fail" items (items 4.2; 4.3; 4.8; 6.2 of table 21),
- Obtain a score equal to or greater than 50% for HSE (item 5.1 of table 21 HSE part),
- Obtain an overall weighted score equal to or greater than 60,

As mentioned in article 1.4, if ENGINEER intends to enter a Joint Venture or subcontract major parts of the works (equal to or greater than 25% of the Contract foreseen value), the relevant partner(s) or main Subcontractors should complete a separate Pre-qualification Questionnaire. Each Partners/main sub-Contractor(s) Pre-qualification questionnaire will also be evaluated and the requirements in order to qualify ENGINEER and its partner(s)/Sub-contract(s) will be as follow:

- In case of Joint Venture, one leader shall be nominated and will be called ENGINEER hereafter,
- ENGINEER shall fulfil the " pass or fail" items (items 4.2; 4.3; 4.8; 6.2 of table 21),
- ENGINEER shall obtain a score equal to or greater than 50% for HSE (item 5.1),



- Obtain an overall weighted composite score equal to or greater than 60. Composite means that the ENGINEER score will be used for items 3.1, 3.2, 3.3, 5.1, 6.1, and for other items of table 21, the best score between ENGINEER or its Partner(s)/Sub-contractor(s) will be used,
- Each Partner(s)/main sub-Contractor(s) obtains at least a 50% score in their relevant expertise

Concerning Partner(s)/ sub-Contractor(s) who will perform less than 25% of the Contract, ENGINEER shall impose the ENGINEER Management, Quality and HSE systems and procedures and the subcontractors shall follow it.

ATTACHMENT 1 ETHICS CHARTER

Ethics charter

Total is committed to growing its business based on shared values and common principles that clearly assert its ethical standards and accountability for all its businesses.

In particular, Total is accountable to:

- Its shareholders, with the objective of striving to ensure a good return on their investment and providing them complete and transparent information on a regular basis.
- Its customers, with the commitment to supplying quality products and services in strict compliance with accepted safety and environmental standards.
- Its employees, with attention to their professional development and the promotion of health and safety in the workplace.
- Its suppliers and partners, in accordance with clear contract terms and conditions. The Group expects them to comply with the principles and behaviours described in its Code of Conduct.
- The civil society. Total contributes to the social and economic development of the countries in which it operates, in compliance with local legislation and regulation. It is committed to protecting the environment and respecting local cultures.

More generally, Total stands for:

- The principles of the 1948 Universal Declaration of Human Rights.
- The principles of the International Labour Organization.
- The OECD guidelines for Multinational Enterprises.
- The Principles of the United Nations Global Compact.

Total respects the principles of free competition and rejects any form of corruption.

It does not intervene in the political processes of the countries in which it operates.

It is actively involved in environmental stewardship as part of its clear-cut commitment to sustainable development.

Total expects the Group's employees to make a positive contribution to the Group's ethics policy, which they carry out in the course of their daily routine. It therefore requires the Group's employees to adhere to the core values and principles expressed in the Code of Conduct. In particular, this involves:

- To strictly abide by all applicable legislation and regulation.
- To diligently apply the health, safety and environment rules.
- To build clear and honest relationships with customers, suppliers and associates.
- To ensure confidentiality of business information.
- To act with loyalty and integrity towards the Group by avoiding conflicts of interest and insider trading.
- To refrain from intervening in the political arena of the countries in which they have no civil rights.
- To contribute to a positive working team environment.



Christophe de Margerie
Directeur Général



Tables

Table 1 - ENGINEER Statement

Table 2 - ENGINEER - General Information

Table 3 - ENGINEER'S Corporate Structure

Table 4 - Financial Information

Table 5 - Maximum Capacity Workload

Table 6 - Current Workload

Table 7 - Potential Workload

Table 8 - Major Projects Completed

Table 9 – Management and Project Services Personnel at ENGINEER office

Table 10 - Policies and Procedures

Table 11 - Communication Networks & use of Information Technologies

Table 12 – Current ENGINEER personnel at ENGINEER office

Table 13 - Engineering Experience in oil and gas sector

Table 14 - Civil Engineering Experience in oil and gas sector

Table 15 - Subcontracting or other externalised activities

Table 16 - Subcontracting – or other externalised activities foreseen

Table 17 -Management activities for site

Table 18 -Management activities for site- Experience in oil and gas sector

Table 19 - Health, Safety and Environment (HSE)

Table 20 - Quality Assurance/Quality Control

Table 21 - Evaluation of the Prequalification Information by COMPANY



Table 1 - ENGINEER Statement

ENGINEER to provide the statement as set out below on ENGINEER's headed paper and submit as Table 1 to ENGINEER's Statement.

The Undersigned:

Certifies that the information contained in the attached response is a true reflection of the skills and capacity of the Contracting Company

Notwithstanding its interest for participating to the present Tender, ENGINEER understands and accepts that receipt of the attached response by COMPANY places no obligation whatsoever upon COMPANY to include ENGINEER in any invitation to tender for work.

Accepts COMPANY's requirement that ENGINEER must be a properly constituted company or corporate entity accepting liability or joint and several liability (as applicable) for the entire contract work scope if invited to tender for work.

Acknowledges that the information provided by COMPANY is confidential and has not been, and will not be, divulged to other persons or parties except to enable completion of this questionnaire, and such other persons or parties agree to maintain the confidentiality.

Signed:

Name:

Position

Date:

For and on behalf of:

Groups of Companies or Consortia may participate in the Tender procedure in accordance with Article 34 of Italian Law Legislative Decree n. 163 of 12 April 2006. The role, activity and share in the Consortium, as well as the present means and resources must be specified for each member of such a group.



Table 2 - ENGINEER - General Information

Table 2a - ENGINEER - General Information

Name of ENGINEER (Entity that will execute the CONTRACT)	
Address to appear on Tender communications	
Telephone number	
Fax number	
Country of registration	
Registration number	
Class of ENGINEER (S.p.A, Srl, S.A, Ltd, ATI)	
Registered office	
Location of ENGINEER office where work will be likely performed	

Contact for enquiries

Name	
Title	
Telephone number	
Fax number	
Telex number	
Address	



Table 2 b ENGINEER's STATEMENT

ENGINEER to provide the statement as set out below on ENGINEER's headed paper and submit as Table 2b as ENGINEER's Statement.

The Undersigned must, in addition to the general information provided:

- Confirms that he complies with the following conditions:
 - it is not in bankruptcy or any similar situation under national legislation or regulation,
 - it has not been sanctioned by tribunal or court final decision for any offence regarding its professional morality,
 - it has not committed a material professional fault proved by any contracting entity,
 - it is not in breach with its social or fiscal obligations such as non payment of taxes or social security contributions,
 - it has not made any false declaration proved by the contracting entity in the framework of the tendering procedure.
- Confirms he will prove the compliance with the requirements set forth by Article 38 of Legislative Decree n. 163 of April 12, 2006 and will commit to update such compliance during the Contract Duration in case of Contract award.

At the request of the COMPANY, it will be responsible to demonstrate that it fulfils these conditions by means of proof of police record extracts, or social contribution and tax payment certificates delivered by competent authority.

- Confirm its ability to provide a bona fide offer for the complete scope of the CONTRACT for the Tempa Rossa Project within the specified time from issue of the invitation to tender.
- Confirm its ability to provide guarantees when requested case by case (such as Performance Guarantee requested in Work Orders for schedule, work quality and ENGINEER accepts liquidated damages for failure to meet the guaranteed requirements.

Signed:

Name:

Position

Date:

For and on behalf of:



**Table 3 - ENGINEER'S Corporate Structure
Parent Company and ownership (if applicable)**

Parent Company	Share %

Ultimate Parent Company (if applicable)

Name ultimate Parent Company:

Associated/affiliated/subsidiary Companies (if applicable)

Company name	Associate/affiliate/subsidiary

Attachment to be provided:

ENGINEER's corporate organization chart



Table 4 - Financial Information

The candidate shall fill in the following financial grid.

Total Revenues of the 5 past years	
------------------------------------	--

	Y-1	Y-2	Y-3	Average
Fiscal year ending				
currency				
unit				
Income statement				
Sales				
EBITDA				
Operating Income				
Net interest				
Net income				
Balance sheet				
Fixed Assets				
<i>Tangible assets</i>				
<i>Intangible assets</i>				
<i>Financial assets</i>				
Current Assets				
<i>Stocks/WIP</i>				
<i>Cash & Cash Equivalent</i>				
<i>Receivables and others</i>				
Total assets				
Equity				
Long term liabilities				
<i>Long term debt</i>				
<i>Provisions and others</i>				
Current Liabilities				
<i>short term debt</i>				
<i>payables</i>				
Equity and Liabilities				
Net debt				
Cash flow statement				
Net cash flow from operations				
Capex				
Free cash flow				

The candidate shall also fill the following Financial ratios grid based on the last three years average of the financial grid.

Equity ratio	
Equity to capital employed	
Gearing	
EBITDA margin	



Operating margin	
Net margin	
Return on Equity	
Free cash flow to sales	
Adjusted net cash position	
Current ratio	

The ratios will be evaluated as follows

Pass or Fail Criteria:

- total Revenues must be filled by the candidates. The total of the 5 past years shall be equal or above three times the estimated Contract value.
- Dun & Bradstreet (D&B) Risk Indicator/Level will be checked by COMPANY. The candidate which obtains risk level equal to 1 or 2 will pass automatically.
- In case of not availability of D&B report and/or if the D&B Risk Indicator/Level more than 2, the Risk Indicator/Level will be analysed through the financial ratios grid. The result of the financial ratios grid shall be Pass or Fail.

The financial ratios grid will be evaluated through the following evaluation table.

Equity ratio	Ratio	<15%	15% - 30%	>30%
	Note	0	1	2
Equity to capital employed	Ratio	<30%	30% - 60%	>60%
	Note	0	1	2
Gearing	Ratio	<0%	0%-50%	>50%
	Note	2	1	0
EBITDA margin	Ratio	<0%	0%-10%	>10%
	Note	0	1	2
Operating margin	Ratio	<0%	0%-10%	>10%
	Note	0	1	2
Net margin	Ratio	<0%	0%-5%	>5%
	Note	0	1	2
Return on Equity	Ratio	<0%	0%-10%	>10%
	Note	0	1	2
Free cash flow to sales	Ratio	<0%	0%-5%	>5%
	Note	0	1	2
Adjusted net cash position	Ratio	<0	>or=0	
	Note	0	2	
Current ratio	Ratio	<1	>or=1	
	Note	0	2	

If the sum of the points collected is equal or above 4, the result of the financial ratios evaluation will be "Pass". Below 4, the result will be "Fail".



In case of expression of interest from a group, ATI or consortium:

- the Risk Indicator/Level of the leader of the association will be analysed,
- for the other criteria, the sum of the figures of the members of the association will be used.

If one of the "Pass or Fail" criteria analysis result is "Fail", the financial analysis result will be "Fail".

Bankers, External Financial Auditors & Bank Guarantee

	Name	Address
Main bankers		
External auditors		
First class international banks proposed for providing performance guarantee for this project, when requested case by case within a given work order		

Name bankers and auditors to be approached for references:

Attachment to be provided:

Annual reports for the last three fiscal years

Certified audit reports

Schedule giving monthly average conversion rate in EUR over the past three years when national currency are used in the above table



Table 5 - Maximum Capacity Workload

Table 5a General

Indicate what is the maximum capacity work load you can efficiently undertake and what are the critical criteria in this respect.

Attachment to be provided:

Histogram showing how current and potential workloads correspond with maximum capacity workload and ENGINEER's availability.

Table 5b Civil Engineering.

Civil Engineering is the main activity of identified WORK. Indicate what is the maximum capacity Workload you can effectively undertake in civil engineering and what are the critical criteria in this respect.

Histogram showing how current and potential workloads in civil engineering correspond with maximum capacity workload and civil ENGINEER's availability.



Table 6 - Current Workload

Table 6a General

Client/Project/Nature of works	Progress %	Contract Value MEUR	Scope* BEPCDMS	Overall Manpower (man-hours)	Engineering Manpower (man-hours)	Role**	Award Date (MM/YYYY)	Completion Date (MM/YYYY)

* Scope = Specify: **B**asic Engineering, Detailed **E**ngineering, **P**rourement, **C**onstruction, Site Management (**D**DL), com**M**issioning, **S**tart-up

** Role = Specify: **M**AIN ENGINEER, partner of **J**V, **s**ub-Contractor(s), **C**onsultants

Table 6b: Civil Engineering

Client/Project/Nature of works	Progress %	Contract Value MEUR	Scope* BEPCDMS	Overall Manpower(m an-hours)	Civil Engineering Manpower (man-hours)	Role**	Award Date (MM/YYYY)	Completion Date (MM/YYYY)

* Scope = Specify: **B**asic Engineering, Detailed **E**ngineering, **P**rourement, **C**onstruction, Site Management (**D**DL), com**M**issioning, **S**tart-up

** Role = Specify: **M**AIN ENGINEER, partner of **J**V, **s**ub-Contractor(s), **C**onsultants

Note: Project quoted in table 6a having a part in civil engineering shall be repeated in table 6b with a focus on civil engineering workload.



Table 7 - Potential Workload

Table 7 a: General

Potential workload, bids in preparation and pre-qualification underway

Client/Project/Nature of works	Scope* BEPCDMS	Overall manpower (man-hours)	Engineering manpower (man-hours)	Role**	Planned Award Date (MM/YYYY)	Planned Completion Date (MM/YYYY)

* Scope = Specify: **B**asic Engineering, Detailed **E**ngineering, **P**rourement, **C**onstruction, Site Management (**DDL**), com**M**issioning, **S**tart-up

** Role = Specify: **MAIN ENGINEER**, partner of **JV**, **sub-Contractor(s)**, **Consultants**

Table 7b: Civil Engineering

Client/Project/Nature of works	Scope* BEPCDMS	Overall manpower (man-hours)	Civil Engineering manpower (man-hours)	Role**	Planned Award Date (MM/YYYY)	Planned Completion Date (MM/YYYY)

* Scope = Specify: **B**asic Engineering, Detailed **E**ngineering, **P**rourement, **C**onstruction, Site Management (**DDL**), com**M**issioning, **S**tart-up

** Role = Specify: **MAIN ENGINEER**, partner of **JV**, **sub-Contractor(s)**, **Consultants**

Note: Project quoted in table 7a having a part in civil engineering shall be repeated in table 7b with a focus on civil engineering workload.



Table 9 – Management and Project Services Personnel at ENGINEER office

	Permanent (on ENGINEER payroll)	Consultants	
Management & Administration			
HSE			
QA/QC			
Project Manager			
Engineering Manager			
Project Services (cost control, planning, reporting)			
Document Controller			
Total number			

Attachment to be provided:

Organisation Chart with functional links between Management and Project Services and Engineering.



Table 10 Policies and Procedures

Table 10a: Procedures and narrative related to Ethics:

Demonstrate your compliance with COMPANY Ethic Charter

Table 10 b: Policies and procedures for project control:

List policies and procedures used for project control and describe how they are implemented:

Provide details for software used in planning/progress control, cost control:



Table 11 - Communication Networks & use of Information Technologies

Communication systems used

Describe IT systems in use by ENGINEER:

Engineering Software :

Auto CAD 2D

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Civil Engineering calculation software

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Other Engineering software:

Management Software:

Document management software in use

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Name:-----

Any other management software used

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Name:



Table 12 - Current Engineering personnel at ENGINEER Office

Permanent personnel by discipline	Lead Engineer (minimum 10 years in the discipline)		Engineer		Draftsman	
	Permanent (on ENGINEER payroll)	Consultants	Permanent (on ENGINEER payroll)	Consultants	Permanent (on ENGINEER payroll)	Consultants
Technical Safety						
Process						
Layout						
Piping						
Civil						
Structure						
Geotechnologue						
Electrical						
Instrumentation						
Static equipment						
Rotating equipment						
Total number						

Current engineering workload ENGINEER Office(man-hours)	
Potential engineering workload ENGINEER Office(man-hours)	

Name the sources used to increase if necessary engineering workforce:

Attachment to be provided:

Organisation chart showing key positions in Engineering and liaison with Project Management Team.



Table 13 - Engineering Experience in oil and gas sector

(Engineering completed over the last 5 years- except those having civil engineering as main discipline, see table 14)

Client/Project/Nature of works	Localisation of Office in charge	Engineering Direct Man-hours	Man-hours allocation by discipline (%)*						
			P	L	C	S	E	V	R

* Disciplines:

P: Process- Technical Safety-
L: Layout-Piping
C: Civil - Geotechnologue
S: Structure
E: Electrical- Instrumentation
V: Static equipment
R: Rotating equipment



Table 14 - Civil Engineering Experience in oil and gas sector

Engineering completed over the last 5 years having Civil Engineering as main discipline

Client/Project/Nature of works	Localisation of Office in charge	Engineering Direct Man-hours	Civil Engineering Man-hours	Man-hours allocation by discipline (%)*						
				P	L	C	S	E	V	R

Disciplines:

P: Process- Technical Safety-
L: Layout-Piping
C: Civil- Geotechnologue
S: Structure
E: Electrical- Instrumentation
V: Static equipment
R: Rotating equipment



Table 15 - Subcontracting or other externalised activities

Table 15 a Subcontract

Extent of subcontracting

Which type of engineering work is usually subcontracted?

Need to insert the type of activities ENGINEER typically subcontracted

Nature of subcontracts

Nature of subcontracts preferably used (lump sum, reimbursable, etc.):

Are subcontracts preferably awarded to affiliated companies?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Detail:

Organisation

Describe basic principles of organisation when subcontracting work within a project:



Table 15 b) Other Externalised activities, experience (which is not sub-contracting as per Art.118 of the Italian legislation decree 163/2006)

Detail:

Organisation

Describe basic principles of organisation when externalised work within a project:



Table 16 - Subcontracting – or other externalised activities foreseen

Do you plan to subcontract activities?

Yes No

Table 16 a : Engineering Work potentially subcontracted

Nature of work subcontracted	Subcontractor(s) Name

Remarks:

Table 16 b: Foreseen Externalised activities among the categories of work described in art.2.3.

Nature of work subcontracted	external entity Name

Remarks:



How do you manage typographical survey?

How do you manage geotechnical survey, (coring, analytic, reporting, characterization)?



Table 17 - Management activities for Site

Did you already perform these activities listed below?

Yes No

Personnel that has the qualification to take the position below	Permanent staff (on ENGINEER payroll)	CONSULTANTS
Direzione dei lavori		
Collaudo Statico		
Collaudo in corso d'opera		
Collaudo tecnico-amministrativo		
Coordinatore della sicurezza in fase di esecuzione		

Remarks

**Table 18 - Management activity for Site in oil and gas sector in the last 5 years
- Experience**

Site management activity(1)	Client/Project/Nature of works	Value of Project EUR	Value of site management activities provided in Eur	Award Date	Completion date

Note (1)

Site management activities:

- Direzione dei lavori (DDL)
- Collaudo Statico(CS)
- Collaudo in Corso d'Opera (CCO)
- Collaudo Tecnico- amministrativo (CTA)
- Supervisione Lavori(SL)
- Coordinatore per la sicurezza in fase di esecuzione (CSE)

Remarks:



Table 19 - Health, Safety and Environment (HSE)

		YES	NO
Respect for laws and regulation			
1	Are you in Compliance with international standards, Italian legislation		
2	Do you have HSE certificates ISO 14001		
3	Do you have HSE certificates OSHAS 18001		
Responsibilities of Management			
4	Do you have Corporate HSE Policy		
5	Do you have HSE Management System		
6	Do you have HSE organization chart (with names), job description, ...		
7	Do you practice HSE induction for all personnel		
8	Do you have nominated an HSE responsible		
Operational procedures			
9	Do you have operational procedure (work at high, lifting and handling, sampling procedure, etc.)		
Risk evaluation and mitigation plan			
10	Do you have general hazards identification (listing), job risks assessment and mitigation plan		
11	Do you have specific operational risks identification, evaluation and mitigation plan		
12	Do you have Housekeeping procedure		
Respect for the Environment & Sustainable Development			
13	Do you have Environmental plan (waste reduction, water/air/soil management, antipollution plan..)		
14	Do you have Waste management plan		
15	Do you have Sustainable Development plan, actions		
Safeguarding of Health			
16	Do you have Health and hygiene preparedness (medical fitness, capacity certificate, hygiene plan...)		
17	Do you have Personnel protective equipment		
18	Do you have Collective protective equipment (signals, collective protection material, etc.)		
19	Do you have a management procedure of dangerous substances		
20	Do you have Fire prevention/protection response procedure		
21	Do you have Alcohol, drugs & smoking policy and measures		
22	Do you have Driving policy and measures		
Contractors and Suppliers			
23	Sub-contractor evaluation system, close-out evaluation, contract HSE requirements (example..)		
Personnel competency and training			
24	Do you have Competence identifying for personnel and training plan		
Emergency preparedness			
25	Do you have emergency preparedness procedures, evacuation plan, fire fighting		
Incident analysis			
26	Do you have Incident/accident report system		
27	Do you have Anomalies reporting system		
Audits & inspections			
28	Do you have audits and inspections system (lifting, geotechnical equipments....)		
HSE Indicators & Performances			



Exploration & Production

TEMPA ROSSA Project

Pre-Qualification Questionnaire for Engineering Studies and other Services
Contract-IT-TPR-GE-PST-000483

Date: April 27th 2011

		YES	NO
29	Do you have Lagging indicators reported: Lost Time Injury Frequency LTIF, Total Recordable Incident Rate TRIR, Severity Rate SR, high potential Near Miss Incidents NIM and others...		
30	Do you have Follow-up action plan, HSE improvement plan, incentive plan.		

Attachment to be provided:

HSE Certificates

HSE Policy (signed by Management)

HSE Management System (Table of Content)

HSE organisation chart with names

HSE induction document (presentation)

Waste management procedure

Safety indicators (including incident statistics) for the last 3 years



Table 20 - Quality Assurance/Quality Control Management

	Yes	No	Date of implementation
Do you have a QA/QC policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you hired services of specialised consultants for that purpose?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a QA/QC Manual?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been audited by independent certifying authorities?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been presented for ISO 9000 certification?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a document quality control procedure?	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks:

Indicate responsibilities and authority of QA/QC manager and assistant:

Standards

Do you have experience with Company General Specifications?

List standards which the QA/QC system complies with:

Yes No

Do you operate with various quality standards on the same site?

Yes No

Details:



Attachment to be provided:

- 1) Current valid EN - ISO 9001 certificate or equivalent (front and back)
- 2) ENGINEER's Policy statements with regard to Quality Assurance
- 3) QA/QC organisation and Chart
- 4) QA Manual summary
- 5) Documentation Quality control procedure(drawing control, interval discipline checks, change control, approval process, document status and distribution reporting, Master Document register update).



Table 21 – Evaluation of the Prequalification information by COMPANY

See excel table

Table 21 a: HSE detailed table

Table 21 b QA/QC detailed table