

PRE-QUALIFICATION FORM – RA CONSULTANTS

# Pre-Qualification Form: RISK ASSESSMENT STUDY Consultants

Name and Address of Consultants:

Date:

## Notes to Applicants

- Please type or print your replies legibly.
- Enter the date on which you complete the questionnaire at the bottom of each page.
- Please answer all questions. If the question does not apply to you, please put "NA" (Not Applicable).
- Please include all attachments (additional pages) in the related sections e.g. Section D attachments shall be D1, D2 or D3, etc.
- The following are guidelines for consultants seeking to perform consultancy services for Trakhees-EHS Jurisdiction.

## General:

1. Registration with Trakhees-EHS is required for all Environment, Health & Safety consultants who intend to work for Trakhees-EHS jurisdictional areas. EHS will maintain information on the qualifications and capabilities of registered consultants in its information system.
2. Consultants who are seeking registration with EHS shall submit the application with following documents :
  - 2.1 Introduction letter addressed to the COO, Environment Health & Safety-Ports, Customs & Free Zone Corporation, providing a general brief on your firm.
  - 2.2 One copy of the attached questionnaire fully completed and signed by an Authorized representative.
  - 2.3 Copy of the supporting documents. Agencies to complete the format covering all details and submit for approval.
3. The processing fee of AED 10,000/- for New Application payable by cash or cheque addressed to PCFC-Trakhees will be required to be paid for the Registration, which will be valid for one year.  
For Renewable of Registration, every year a fees of AED 5,000/- will be required to be paid.
4. Copy of valid Trade License issued from Chamber of Commerce should be attached.
5. Copy of ISO/quality certification should be submitted.
6. Premises/office could be inspected by EHS at any time during the year.
7. The company person should have an insurance coverage for the professional liability. Please provide details and attach a copy of the policy.
8. CVs of all locally available engineers/ consultants whose names are required to be listed in the approved list and passport copy with evidence of UAE residence (passport copy with visa page).
9. Attested copies of academic and professional qualification/certifications.
10. Approval from other authorities.
11. Proven track record summary for major relevant studies.

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## 1.0 General Information

1. **Name of the Company** :
- Address** :
- Telephone Numbers** :
- Fax Number** :
- E-Mail** :
2. **Contact Person Name** :
- Designation** :
- Mobile Telephone No.** :
3. **Courier Address** :
4. **Location Plan** : Please attach location plan to show existing office.
5. **Bank Information** :
  - **Bank Name**
  - **Address**
  - **Contact Name**
  - **Telephone No.**

## 2.0 Range of Engineering Specialties

Please mark down on the table the type of services offered with respect to each discipline which best describes your Consultancy services in accordance with your commercial registration license/certificate. Please indicate **ONLY** those services of which you have appropriate experience and expertise, which can be verified by EHS.

Type of activities Provided:

SL.	Discipline	Planning	Design	Supervision	Audits
2.1	Commercial Facilities				
2.2	Residential Facilities				
2.3	Industrial Facilities				
2.4	General Warehousing Facilities				
2.5	Dangerous Goods Warehousing				
2.6	Petrochemical Industries				
2.7	Oil Refinery				
2.8	LP Gas Man/Storage/filling				
2.9	Chemical Storage Tanks				
2.10	Tobacco Industries				
2.11	Hotel Industries				
2.12	Institutional Facilities				
2.13	Radioactive				
2.14	Rail Roads				
2.15.	Ports & Marine Industries				
2.16	Container Terminal				
2.17	Construction Industries				
2.18	Power Stations/Sub Stations				
2.19	Textile Industries				
2.20.	Cement Industries				
2.21	Steel Industries				
2.22	Occupational Health				

### 3.0 Operating Resources

Please provide details of the operating resources available within your firm.

#### 3.1 Hardware

Item No.	Hardware	Number	Type	Capacity
3.1.1	Workstation			
3.1.2	Computers			
3.1.3	Monitors			
3.1.4	Scanners			
3.1.5	Plotters/Colour Printers			
3.1.6	GPS Surveying Stations			
3.1.7	Monitoring Equipment			
3.1.8	Others *			

#### 3.2 Software

No.	Discipline	Software	Version
3.2.1	Fire & Explosion Index Modeling		
3.2.2	Toxicity & Dispersion Index Modeling		
3.2.3	Consequence Modeling		
3.2.4	Heat Radiation Modeling		
3.2.5	Drawing		
3.2.6	Planning/Scheduling		
3.2.10	Others (Specify)		

## 4.0 Human Resources

Please indicate the availability of the following professionals. Please note C.V. in the attached format is required for all the professionals.

No. of Technical Staff :  
No. of Administration Staff :

SL. No.	Professional Discipline	Availability Yes/No	Number	Work Experience		
				Intl.	Gulf	UAE
4.1	Fire Engineer					
4.2	Environmental Engineer					
4.3	Safety Engineer					
4.4	Chemical Engineer					
4.5	Mechanical Engineer					
4.6	Marine Engineer					
4.7	Structural Engineer					
4.8	Civil Engineer					
4.9	Draughtsman/CAD Operator					
4.10	Administration Staff					
4.11	Accountant					
4.12	Others *					

\* To be listed out

## 5.0 Resume Format

1. POSITION :
2. NAME :
3. DATE OF BIRTH :
4. NATIONALITY :
5. EDUCATION QUALIFICATION: (State the name of the institution, its location and the year the qualification obtained)
6. OTHER PROFESSIONAL TRAINING:
7. LANGUAGE AND DEGREE OF PROFICIENCY :
8. MEMBERSHIP OF PROFESSIONAL SOCIETIES :
9. EXPERIENCE WITH CURRENT COMPANY :
10. WORK EXPERIENCE IN THE UAE. :
11. WORK EXPERIENCE IN THE GULF :
12. WORK EXPERIENCE IN OTHER COUNTRIES :
13. CURRENT BASE ADDRESS :



## 6.0 Experience/Past Performance

### 6.1 Length In Business

Please confirm the number of years experience as a Consultant Engineer

International	Gulf	UAE

### 6.2 DETAILS OF INVOLVEMENT IN MAJOR PROJETS IN LAST 2 YEARS)

Sl. No	Project Name	Location	Client	Project Value	Project Description	Duties Performed
1						
2						
3						
4						
5						
6						
7						

\* Additional Sheets may be used if required.

### 6.3 Record of Claims/Arbitration

Please provide 5 year record of Claims/Arbitration with your major Clients.

## 7.0 Organization and Management

### 7.1 Trade License

Please provide details of UAE Trade License (attach copy)

### 7.2 Pre-qualifications

Please provide details of Pre-qualifications with International Gulf/UAE Organization.

### 7.3 Organization Chart

Please indicate here or attach organization chart showing the company structure showing the positions of directors and all key personnel.

### 7.4 Manager in-charge

Please indicate here the manager in-charge of the consultancy office and attach CV in the prescribed format.

### 7.5 Sub-Consultants

Please provide details of any sub-consultants involved by you.

Sl. No.	Sub-Consultants	Discipline

### 7.6 Joint Venture

Please provide details of joint venture , otherwise state “NOT APPLICABLE”

### 7.7 Reference

Please provide details of the companies/personnel from whom reference can be obtained for your the company.

### 7.8 Insurance

Please provide details of possession of PL/PI Insurance (attach policy copy)

## 8.0 Quality

### 8.1 ISO Accreditation

Please confirm whether your company is ISO accredited? Provide details.

### 8.2 Quality Statement

Please provide/submit your company quality statement?

### 8.3 Quality Assurance Manual

Does your company have Quality Assurance Manual? If so, attach copies of the cover and table of contents pages.