



هيئة كهرباء ومياه الشارقة

Sharjah Electricity & Water Authority

The Transformer
هيئة كهرباء ومياه الشارقة
Pre-Qualification Questionnaire
Sharjah Electricity & Water Authority



This document is the official property of Sharjah Electricity and Water Authority

GUIDELINES

This document is considered by the Company to be a very important one for evaluating suitability of an organization as a prospective supplier. Hence you are requested to follow these guidelines for completing the Questionnaire:

1. This Registration document shall be submitted with an introductory letter providing a brief profile of the Company's organization and main activities.
2. The Trade License, Chamber of Commerce any other registered license must be attached with this document.
3. All information shall preferably be typewritten and should be supported with appropriate documentation. This information is required to be updated by you every year by submitting a fresh Pre-qualification Questionnaire.
4. Please attach additional sheets if the space provided for any information is insufficient. Write your Company's 'Short' Name on each additional sheet, marking it with a reference number which should be entered in the Check List. Please ensure to enclose copies of the latest commercial licenses.
5. Every year copies of all renewed licenses and certificates should be sent to us, without which your registration shall stand automatically cancelled or suspended.
8. All correspondence shall be addressed to:

SHARJAH ELECTRICITY AND WATER AUTHORITY
CENTRAL STORES
INDUSTRIAL AREA # 5
P.O.BOX 1374
SHARJAH
UNITED ARAB EMIRATES

9. In case of difficulty in filling up the Questionnaire, please contact us through email as below:-

supplier.relations@sewa.gov.ae

10. There are 7 Sections to this Questionnaire, as under:

- Section 1: General Information
- Section 2: Financial Information
- Section 3: Product Profile
- Section 4: Organization & Quality Assurance
- Section 5: Health & Safety
- Section 6: Experiences & Company Resources
- Section 7: Company Declaration

Important Notes

1. The completed documents are to be hand delivered to the below address:-

Sharjah Electricity and Water Authority
Registration Section
Behind Sharjah Co-operative Society
Sharjah Electricity & Water Authority
Industrial Area – Halwan
Sharjah, U.A.E.



- 2. Prequalification documents sent through mail will not be accepted.
- 3. Suppliers are to ensure that the documents are complete in all respects.
- 4. Incomplete submissions will be rejected, and SEWA will not be responsible for such submissions.
- 5. Documents submission time is from 8:30 AM to 1:00PM on all days, except on Friday and Saturday.

CHECK LIST (To be attached with the main document)

- The below checklist must be attached to the main document when submitting.

| | |
|--|--|
| Organization Chart | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Trade License & Chamber of Commerce | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Company Profile | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Letter of Intent | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Letter from the Bank indicating the eligibility to prequalify with Sharjah Electricity and Water Authority | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Power of Attorney / Authorization | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| HSE Manual | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Product Profile | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Quality Manual | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Balance Sheet (last 3 years – audited) | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Performance certificate from past clients | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| ISO/OHSAS Certificates | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Key References – Client List with complete contact details | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| CV of 5 key personnel's | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Agency Agreements | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Purchase specification for Major Raw Materials Used | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Passport copy of the owner of the Trade License and any other partners. | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Certificates / Achievements/ Awards if any. | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Projects Profile | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Technical Collaboration Details | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| Testing Certificates | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| • Type Test Report/Certificate (validity of 6 Years) | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| • Routine Test Report/Certificate | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| • Final Inspection Check List | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| • List of testing equipment Used | Yes <input type="checkbox"/> NO <input type="checkbox"/> |
| • Calibration Certificates (Updated) | Yes <input type="checkbox"/> NO <input type="checkbox"/> |

(Authorized Signature and Stamp)

Instructions to Applicants

- 1) Kindly complete all the documents before 15 working days from the date of collection of the documents from the below location:-

**Sharjah Electricity and Water Authority
Registration Section
Behind Sharjah Co-operative Society
Industrial Area – Halwan
Sharjah, U.A.E.**

- 2) Please follow the below instructions to submit the pre-qualification documents:-
 - (a) All the applications must be submitted in one BOX completely sealed and closed.
 - (b) Packet 1 should contain all the Financial Information, completely sealed and closed. All the attachments must be in a box file labelled as below:-

FINANCIAL INFORMATION
PREQUALIFICATION DOCUMENT - SEWA/TPC/PQD/F/16/001

- (c) Packet 2 should contain all the Technical Attachments. This should be in a box file, labelled as below:-

TECHNICAL INFORMATION
PREQUALIFICATION DOCUMENT - SEWA/TPC/PQD/T/16/001

- (d) Packet 3 should contain the Prequalification Questionnaire. This should be in a box file, labelled as below:-

PRE-QUALIFICATION QUESTIONNAIRE
PREQUALIFICATION DOCUMENT - SEWA/TPC/PQD/Q/16/001

- (e) All the attachments must be properly number with the Section Number and the Point Number and must be in a separate box file. Each attachment must also be duly stamped on the right side corner bottom.
- (f) The Completed Checklist must be fixed on top of the main box which includes the three (3) packets with the signature and authorized signature from the supplier.
- (g) The Box consisting the Pre-Qualification Documents must be marked on the top as below:-

PRE-QUALIFICATION DOCUMENTS
PREQUALIFICATION DOCUMENT - SEWA/TPC/PQD/16/001

No other marks or any reference thereto should be printed outside the envelope.

- 3) A covering letter stating the submission of the Documents and the brief about the company must be in a separate envelope which must be addressed to the :-

**The Hon.Chairman
Sharjah Electricity and Water Authority**

SECTION - 1

GENERAL INFORMATION

هيئة كهرباء ومياه الشارقة

Sub Sections:-

Sharjah Electricity & Water Authority



1.1 Company Information

1.2 Ownership & Authorization

1.3 Certificates and Licenses

1.4 Agency Agreements

1.1 COMPANY INFORMATION

| Full Name of the Company (in English and Arabic) | | | | |
|--|-------------|---------------|-----|-------|
| Short Name /Alias (if any) | | | | |
| Date Established | | | | |
| Establishment location | | | | |
| <input type="checkbox"/> U.A.E <input type="checkbox"/> GCC Country Please Specify _____ <input type="checkbox"/> Other Country Please Specify _____ | | | | |
| Registered Address | | | | |
| Area | | | | |
| Street | | | | |
| Emirate/District | | | | |
| P.O Box /ZIP | | | | |
| Telephone | | | | |
| Fax | | | | |
| Email 1 | | | | |
| Email 2 | | | | |
| Website | | | | |
| Contact Persons: (Please include name of the Chief Executive of the Company) | | | | |
| FULL NAME | DESIGNATION | TELEPHONE NO. | FAX | Email |
| 1) | | Direct Number | | |
| | | Mobile | | |
| 2) | | Direct Number | | |
| | | Mobile | | |

1.2 OWNERSHIP, AUTHORIZATION, NATURE OF BUSINESS & REGISTRATION

100% Owned by U.A.E. National

51 % Owned by U.A.E. National

| | | |
|--|---|----------------|
| Type of Company | <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Private Ltd Company <input type="checkbox"/> Public Ltd Company <input type="checkbox"/> Limited Ltd Company | |
| Name of Owners | Nationality | % of Ownership |
| 1) هيئة كهرباء ومياه الشارقة | | |
| 2) Sharjah Electricity & Water Authority | | |
| 3) | | |
| Name of the Sponsor | | |
| Is this a Parent Company? | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Nature of Business | <input type="checkbox"/> Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Distributor | |
| | (i) <u>Registered Address:</u> | |

If the Company has a Sole Agent in the U.A.E please specify the full registered address in the U.A.E.with valid contact details.

(ii) Contact Details

Telephone: _____

Fax: _____

Email Id: _____

Website: _____

(iii) Details of the CEO/Manager/Representative:

1) Full Name: _____

2) Direct Land phone: _____

3) Fax: _____

4) Mobile Number: _____

5) Email Id: _____

6) Website: _____

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If the Company has a Distributor in the U.A.E., please specify the full registered address in the U.A.E.with valid contact details.

(i) Registered Address:

(ii) Contact Details

Telephone: _____

Fax: _____

Email Id: _____

Website: _____

(iii) Details of the CEO/Manager/Representative:

1) Full Name: _____

2) Direct Land phone: _____

3) Fax: _____

4) Mobile Number: _____

5) Email Id: _____

| | | | |
|-------------------------|-------------------|-------------|-----------|
| | 6) Website: _____ | | |
| Authorized Signature(s) | Name | Designation | Signature |
| | 1) | | |
| | 2) | | |

1.3 CERTIFICATES AND LICENSES

(a) Commercial License

| | |
|-------------------|--|
| Number | |
| Issue Date | |
| Expiry Date | |
| Issuing Authority | |
| Location | |

(b) Chamber of Commerce

| | |
|---|--|
| Chamber of Commerce Registration Number | |
| Date of Registration | |
| Expiry Date | |
| Issuing Authority | |
| Location | |

(c) Industrial License (if any)

| | |
|---------------------|--|
| Registration Number | |
| Issue Date | |
| Expiry Date | |
| Issuing Authority | |
| Location | |

1.4 AGENCY AGREEMENTS

(a) If the company is a Sole Agent / Exclusive please attach Exclusive Agency Agreement which must be registered in the U.A.E.

(b) Please enclose copies of Agency Agreements which are duly endorsed by U.A.E. Embassy in the home country of Principal Supplier(s) or by Local Government Authority.

_____ _____
Sharjah Electricity & Water Authority



هيئة كهرباء ومياه الشارقة
SECTION - 2
FINANCIAL INFORMATION
Sharjah Electricity & Water Authority



Sub Sections:-

2.1 Financial Analysis to Register Suppliers with SEWA

2.2 Financial Questionnaire

2.1 Financial Analysis to Register Suppliers with SEWA:-

Major Financial Indicators:

| SL No. | Ratio | Description | Calculation | Ratio |
|--------|-----------------------------------|--|-------------|-------|
| 1 | Debt Equity Ratio | Debt/Equity | | |
| 2 | TOL / TNW | Total Outside Liability / Tangible Net worth | | |
| 3 | Current Ratio (including AMTL) | Current Assets/ current Liability (including annual maturing term liabilities) | | |
| 4 | Current Ratio (excluding AMTL) | Current Assets/ current Liability (excluding annual maturing term liabilities) | | |
| 5 | Gross Profit Ratio | Gross profit/Net sales (in %) | | |
| 6 | Net Profit Ratio | Net profit/Net sales (in %) | | |
| 7 | Cost of Sales Ratio | Cost of sales/Net Sales % | | |
| 8 | Inventory Turnover ratio (days) | (Avg. Stock /Cost of Goods Sold)*365 (Stock - RM, WIP, FG, Stores and Spares) | | |
| 9 | Receivables Turnover Ratio (days) | (Receivables/Gross Sales)*365 | | |
| 10 | Creditors Turnover Ratio | (Sundry Creditors/Cost of Raw Material)*365 | | |

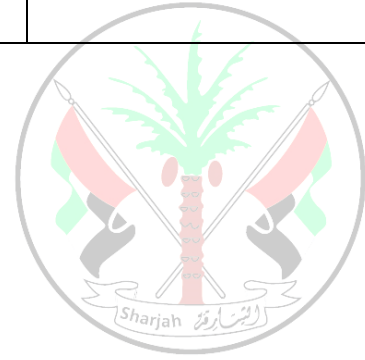
2.2 Financial Questionnaire

| SL No. | Description | Remarks |
|--------|---|---------|
| 1 | <p>Granting of Loan to Certain Parties Whether the company has granted any loans, secured or unsecured to companies, firms or other related parties.</p> <p>a) Whether receipt of the principal amount and interest are also regular and</p> <p>b) If overdue amount is more than AED 100 million, whether reasonable steps have been taken by the company for recovery of the principal and interest?</p> | |
| 2 | <p>Internal Control System</p> <p>Is there an adequate internal control system:</p> <p>a) Commensurate with the size of the company and The nature of its business</p> <p>b) For the purchase of inventory and fixed assets and for the sale of goods and services?</p> | |
| 3 | <p>Deposit of Statutory Dues:</p> <p>_____</p> <p>Is the company regular in depositing undisputed statutory dues? (in Details)</p> | |
| 4 | <p>Default in repayment of dues:</p> <p>Whether the company has defaulted in repayment of dues to a financial institution or bank or debenture holders?</p> | |
| 5 | <p>Guarantee for loans taken by others from banks or financial institutions :</p> <p>Whether the company has given any guarantee for loans taken by others from banks or financial institutions, the terms and conditions whereof are prejudicial to the interest of the company?</p> | |
| 6 | <p>Fraud Reporting :</p> <p>Whether any fraud on or by the company has been noticed or reported during the year? If yes, the nature and the amount involved is to be indicated.</p> | |

| | | |
|----|---|--|
| 7 | <p>Short term funds used for long term investment :</p> <p>Whether the fund raised on short-term basis have been used for long term investment?</p> <p>If yes, the nature and amount is to be indicated.</p> | |
| 8 | <p>Company listed in Stock Exchange? (Details if any)</p> | |
| 9 | <p>Company rate by any external rating agencies:</p> <p>Rating Agency:</p> <p>Date of Rating:</p> <p>Rating Grade :</p> | |
| 10 | <p>Segment Revenue :</p> <p>a) Percentage Revenue from transformer manufacturing and supply</p> <p>b) Others Segment revenue details, if any.</p> | |

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SECTION - 3

PRODUCTS PROFILE

Attach a latest product list with all the specification with the Original Document.

Sharjah Electricity & Water Authority



Sub Sections:-

3.1 Transformer Key Questionnaire – Product Profile

3.2 Completed transformer supply history in the U.A.E. And Outside U.A.E.

3.1 TRANSFORMER KEY QUESTIONNAIRE – PRODUCT PROFILE

- 1) Name and Type of the offered products
 - Attach a list of offered Transformer Ratings and Voltage Class and manufacturing location.
 - Attach a list of all the products with specifications, drawings and other details.
 - Attach a Product Profile or Catalogue of all the products including raw materials.
 - Attach a CD of all the Transformer Products you have.
- 2) Please describe the types and place of transformers manufactured.
 - Please attach a Transformer Product Profile with offered specification, drawings, manuals and details.
- 3) Kindly list all the standards applicable with the Issuing Agency and Validity with the place of issue.
- 4) Use Additional Sheets if required. Kindly specify the Section Number and Subsection Number on the top with the Company Name and Stamp on the Additional pages.
- 5) Kindly attach the Type Test Certificates of the Transformers (validity period of 6 Years only)
- 6) Kindly attach the Performance Certificates of the transformers.
- 7) Kindly attach a separate document explaining the below points:-
 - (a) Manufacturing Capacity
 - (b) Total years of experience in {Distribution & Power transformers}
 - (c) Previous Supply History
 - (d) Minimum of 5 years satisfactory experience (continuous operation) in power utilities in UAE or GCC – Performance certificate from power utilities shall be submitted.
 - (e) Additional information shall be furnished by the manufacturer regarding the place of design and assembly of the transformer.
 - (f) Research and Development Facilities
 - (g) Quality Assurance Plan.
- 8) Kindly attach a catalogue describing the technical and constructional features of the transformers.

- (a) Kindly provide list of all the raw- materials, product, accessories etc. along with vendor names, their location and type/models.
- (b) Storage
- (c) Storage Facility for Raw material-Racks, Shelf life, FIFO/LIFO
- (d) Identification and traceability of raw material, sub assembly product and final products.
- (e) Capacity and details of Fabrication facility , if any

9. Mention the processes at the different stages:

- a. Checklist at in-process activities including electrical Testing.
- b. Handling of NCRs and CAPA implementation
- c. Internal procedures and Work Instructions
- d. NCR analysis

10. Mention testing facilities:

1. Test lab Facility details
2. Internal Test Procedures and list of test carried on transformers as Routine Tests along with acceptance criteria's & respective clauses of applicable standards
3. Routine test formats
4. Sample test formats
5. Type test Format (if applicable) - *Type test reports shall not be more than 6 years from the date of testing.*
6. Are IEC, BS standards available?
7. Test procedures and Work Instructions

11. Mention Dispatch procedures

- Checklist for Pre-dispatch Inspection.
- Lifting facility and limit (Crane and Forklift).
- How do you ensure safe transit of product to customer?

12. Describe your after sales service in detail. Mention if any maintenance contracts are being provided?

3.2 Completed transformer supply history in the U.A.E. And Outside U.A.E.

(Kindly submit a separate document with the above heading separately for the projects/works undertaken in the U.A.E. and a separate document for the projects/works undertaken outside U.A.E.)

SECTION - 4

ORGANIZATION AND QUALITY ASSURANCE

Sub Section:-

4.1 ORGANIZATION & HUMAN RESOURCES

4.2 INFRASTRUCTURE

4.3 QUALITY ASSURANCE CERTIFICATIONS



4.1 ORGANIZATION & HUMAN RESOURCES

- 1) List below, by category of specialization, the number of personnel employed, indicating whether they are “permanent” employees or “hired”.

Also classify your staff strength as below. Please attach CV’s of 5 key personnel’s directly involved in the daily business activity of the company.

| | |
|----------------------|---------------|
| Engineers | No. of Staff- |
| Administrative Staff | No. of Staff- |
| Direct Workers | No. of Staff- |
| Indirect Workers | No. of Staff- |

- 2) Please enclose the following Organization Charts

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| • Organization Chart for your local office in U.A.E. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| • Organization Chart for your Corporate Office | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| • Organization Chart for your Head Office (if different from your Corporate Office) | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

4.2 INFRASTRUCTURE

- 1) Please enclose the following document and tick the box to confirm:

- i) AREA (Please specify the area occupied, in square meters)

Offices Warehouses Workshops/Plants

Testing Facility Others

ii) Please list application software used/available with you including Project Planning/Designing of Transformer:

iii) Please describe very briefly the list of machines/Testing Equipment/Measuring Instruments etc.

4.3 QUALITY ASSURANCE CERTIFICATIONS

• Please tick the appropriate box and provide required information:

1. Do you have ISO certification?

YES

NO

2. Do you have a QA Manual?

YES

NO

If yes, specify National/International Standard to which it is developed.

3. Is your HSE Management System approved by any inspection/certifying agency?
If yes, please specify which ones.



SECTION - 5

HEALTH, SAFETY & ENVIRONMENT

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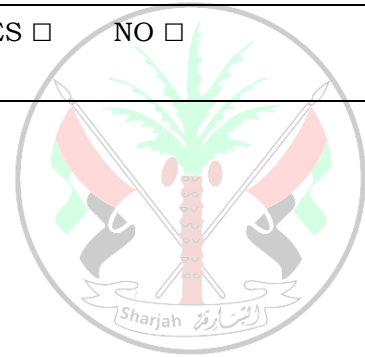


- Please tick the appropriate box and provide required information:

| | | |
|--|------------------------------|-----------------------------|
| 1. Do you have a formally documented HSE Management? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Do you have HSE Manual? If yes, please provide copy of HSE manual & list Of HSE Procedures. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Since when HSEMS implemented is in your company? | | |
| 4. Does your HSE System meet the requirement of ISO 14000 Series/ OHSAS 18000 series or other internationally recognized HSE system? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Is your HSE Management System approved by any inspection/certifying agency? If yes, specify which ones and provides last certification or surveillance audit report and copy of the certificates | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. Do you have an EMS Manual? If yes, please provide copy of the manual and the certificates. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

هيئة كهرباء ومياه الشارقة

Sharjah Electricity & Water Authority



SECTION - 6

EXPERIENCES AND COMPANY RESOURCES

هيئة كهرباء ومياه الشارقة
Sub Sections:-

6.1 Experiences and Client List.

6.2 Warehouses



6.2 WAREHOUSES

Specify location of Warehouse(s) you may have, for stocking various products:

(a) Within U.A.E.

1) Location _____

2) Covered Area _____ (sqm)

3) Open Yard _____ (sqm)

هيئة كهرباء ومياه الشارقة

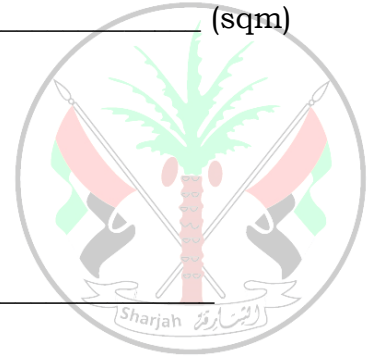
(b) Outside U.A.E. _____

Sharjah Electricity & Water Authority

1) Location _____

2) Covered Area _____ (sqm)

3) Open Yard _____ (sqm)



SECTION - 7

COMPANY DECLARATION

هيئة كهرباء ومياه الشارقة

Sharjah Electricity & Water Authority



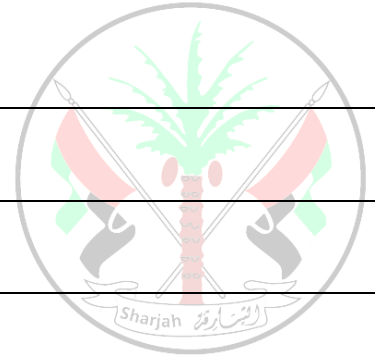
We hereby declare and undertake that all the information/documents provided are under our full legal responsibility and confirm that we indemnify and hold Sharjah Electricity and Water Authority, harmless against any claim or liability arising from the acceptance or use of such information/documentation whatever the source of such claim or liability.

We also authorize Sharjah Electricity and Water Authority, to verify and seek any way of confirmatory of such information/documents.

We acknowledge that submission of this Questionnaire does not give us any right whatsoever to be invited to tender for any work being so tendered by SEWA.

We undertake to inform SEWA, of any changes and will periodically update/confirm all items of supplied information.

| | |
|----------------------|---------------------------------------|
| Signature | |
| Full Name | هيئة كهرباء ومياه الشارقة |
| Designation | Sharjah Electricity & Water Authority |
| On behalf of | |
| Date | |
| Company Stamp | |



Note: Official Authorization / Power of Attorney from the owner to the above signed should be attached.

