



**KUWAIT NATIONAL PETROLEUM COMPANY (K.S.C)**

**KUWAIT**

**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**  
**FOR**

**KNPC SPENT CATALYST SALE FOR METAL**  
**RECLAMATION FACILITY (MRF) IN KUWAIT**

**PART – I**

**DECLARATION AND INSTRUCTIONS**



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**PART – I**

**DECLARATION AND INSTRUCTIONS**

**A) DECLARATION FOR PRE-QUALIFICATION**

To: The Chairman  
Internal Purchasing Committee (IPC)  
Kuwait.

Dear Sir,

We have examined the PRE-QUALIFICATION questionnaire and confirm that we have replied to all its enquiries/questions accurately and truthfully to the best of our knowledge, information and belief and our representative's signature here below testifies to this effect.

We wish to be considered for inclusion in the list of bidders for selection as Contractor for the work briefly described herein and assure of our competence and resources to execute fully the work described herein to the highest ethical and professional standards and as per requirements of Kuwait National Petroleum Company.

We understand, acknowledge and accept that to satisfactorily evaluate our submittal, Kuwait National Petroleum Company (hereinafter "KNPC" or the "Company") shall have the right at its own option, to visit our offices, project sites and works in progress, with a view to audit and verify our financial, technical and other resources. We assure to make available to Kuwait National Petroleum Company (KNPC) representatives all facilities required for this purpose.

We confirm that all charges related to the preparation of Pre-qualification document shall be borne by us without any claims whatsoever against the Company.

Information submitted by us in response to the requirements of this PRE-QUALIFICATION Document are true and correct in every detail and take full responsibility to its authenticity.



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We agree that the Company can contact any reference given by us related to the Pre-Qualification Documents hereof for verification.

We acknowledge fully that Kuwait National Petroleum Company has absolute discretion in the selection of Bidders for this Work and that Kuwait National Petroleum Company shall not be obligated nor required in any manner whatsoever to assign a reason for refusing the issue of Bid Documents to us or to enter into any correspondence concerning the selection of Bidders.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Authorized Signature for and on behalf of: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Company Seal



## **B) INSTRUCTIONS TO APPLICANTS**

- 1.0. Applicants must submit their answer to the Pre-Qualification Questionnaire clearly and legibly type-written in English.
- 2.0. The two originals of the Document completed in all respects and duly signed & stamped by Applicant's authorized person must be returned in sealed envelopes and marked "PRE-QUALIFICATION: MRF/PQ-001 – KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY (MRF) IN KUWAIT". The same shall be addressed to the Chairman, Internal Purchasing committee, Kuwait and shall be deposited by 13:00 hrs on Kuwait time.

All replies will be treated in strict confidence by the Company in assessing the suitability of Applicants for the above tender. Any Pre-Qualification Documents submitted after the closing date shall be disregarded.

- 3.0. The pre-requisite for Pre-Qualification is that the Applicant shall demonstrate to the Company's satisfaction that the Applicant has a sufficient and proven technical as well as financial record to construct and operate proposed Spent Catalyst Metal Reclamation Facility (MRF) in Kuwait.
- 4.0. The Applicant is advised that, should he be awarded the contract for the work, he is responsible to act as sponsor for his employees in Kuwait who are engaged on this contract, as per the Kuwait laws as amended and/or modified from time to time.
- 5.0. Applicants are to note that the attached Scope of Work and relevant contract conditions are exclusively for pre-qualification to tender purpose only. It must be clearly understood by the Applicants that this Document should not in any way be construed to be an Invitation to Tender. The replies to the Pre-Qualification Questionnaire, submitted by the Applicants, would deem to be without obligation whatsoever, on the part of the Company.

The Company shall have absolute discretion to decide on the tendering process and shall be under no obligation to pre-qualify any Applicant and or to give reasons for pre-qualifying / disqualifying any Applicant or to proceed with the contract by inviting any of the prequalified bidder or to proceed in any other manner as it may think fit or invite a pre-qualified bidder to bid.

However in case of acceptance and any consequent Bid submission / Evaluation, the same will be reviewed against the pre-qualification information submitted by the Applicant against this document or any documents submitted pursuant to the representations made in this document.

- 6.0. Applicants are requested to specifically answer all the questions and submit responses in English with the pre-qualification questionnaire in a single bound Document. Additional pages if needed should be inserted where applicable for



replying to the questions. Any additional information that Applicants wish to offer should be clearly separated from the specific responses to the questions within the single bound document referred to herein above. Failure to do this may result in disqualification. Please do not include company reports or other handouts of an advertising nature unless they contain relevant and specific information requested in the questionnaire. Applicants must clearly identify such information by cross references.

- 7.0. All clarifications in connection with this Pre-Qualification including queries on the documents, etc. shall be addressed directly to Chairman, Internal Purchasing Committee (IPC), KNPC not later than three weeks prior to closing date.
- 8.0. KNPC reserves to seek any clarifications on the details provided by the Applicant at any time as it deems appropriate.
- 9.0. Applicant shall note that Pre-Qualification Questionnaire (Part III) is divided into four (4) sections as mentioned below.

#### **SECTION ONE & TWO**

Section One & Two deals primarily with Applicant's interest in the scope of the work and its specific experience(s) in the recent period. The Applicant(s) is to take special note that he must answer all questions in Section One & Two in order to qualify for evaluation of Section Three of the Questionnaire.

#### **SECTION THREE**

Section Three requests detailed information about Applicant's company and its organization.

#### **SECTION FOUR**

Section Four contains the formats of Attachments 1 thro' 12 to Pre-Qualification Questionnaire which are to be filled by the Applicant with respect to the relevant questions in Section One to Section Three.

- 10.0. Applicants are reminded that they must clearly answer without any ambiguity all questions and complete all the four sections of this questionnaire, in full, including additional information requested on Attachments.
- 11.0. The Applicant shall attest and testify that all the required information which have been submitted are accurate to the best of his knowledge, information and belief.

Pre-Qualification" with this Part I of the Document shall be filled accordingly, signed, stamped and submitted along with the Pre-Qualification Documents.

- 12.0. Any Pre-Qualification Application submitted after the closing date will not be considered.



**KUWAIT NATIONAL PETROLEUM COMPANY**  
**(K.S.C)**

**KUWAIT**  
**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANT**  
**FOR**

**KNPC SPENT CATALYST SALE FOR METAL**  
**RECLAMATION FACILITY (MRF) IN KUWAIT**

**PART – II**  
**SCOPE OF WORK & SPECIFICATION**



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**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**MRF/PQ-001**  
**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**  
**(MRF) IN KUWAIT**

**PART-II**

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# **KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

## **MRF/PQ-001**

### **FOR**

## **KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY (MRF) IN KUWAIT**

### **PART-II**

## **SCOPE OF WORK AND SPECIFICATIONS**

### **1.0 INTRODUCTION**

The Company intend to enter into a twenty (20) years Agreement for collection, handling, transportation, processing, metal recovery & disposal of all types of spent catalyst generated in Company refineries from August 2024 onwards .

This document covers the scope of works and operational requirements to be applied and complied with by the Contractor for the Collection, handling, and transportation of all types of spent catalyst generated in Company refineries.

Contractor is required to construct and operate a new Metal Reclamation Facility (MRF) in Kuwait where, metals will be recovered from suitable spent catalyst. There after the Contractor shall be responsible for the safe disposal of the spent catalyst in compliance with Environmental (K-EPA) regulations.

#### **Definitions**

- |      |           |   |  |
|------|-----------|---|--|
| 1.1. | Company   | : | Means Kuwait National Petroleum Co. (KNPC) having its address at P.O. Box 70, Safat 13001, in the State of Kuwait.   |
| 1.2. | HS&E      | : | Means Health, Safety & Environment   |
| 1.3. | K-EPA     | : | Means Kuwait Environmental Public Authority  |
| 1.4. | Applicant | : | Means the potential organization/firm (s) which plans to construct and own a spent catalyst processing facility in Kuwait, and submitting a Pre- qualification with the intent of becoming pre- qualified as a potential Bidder. |





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- 1.5. Bidder : Means the Pre-qualified organization who actually submits its offer/bid according to the terms of the Tender document for the subject contract subsequent to its pre-qualification.
- 1.6. Contractor : Means the successful Bidder to whom the Contract has been awarded and Agreement signed with the Company.
- 1.7. Contract : Means the aggregate of all documents specified in the Form of Contract as forming part of the Contract document.
- 1.8. Form of Contract : Means the signature document of the Contract.
- 1.9. Month : Means a Gregorian calendar month, and “Day” a calendar day.
- 1.10. Superintendent : Means the person or persons appointed from time to time by the Company and notified in writing to the Contractor to act as Superintendent for the purposes of the Contract
- 1.11. Works : Means and includes all those things to be done or provided by the Contractor hereunder together with all other obligations to be performed by, and responsibilities of the Contractor during the Contract period.
- 1.12. MRF : Means a Metal Reclamation Facility built, owned & operated in Kuwait by a Kuwaiti company on its own or having partnership with foreign company(s).
- 1.13. Spent Catalyst processing: Fee : Means the cost incurred by the Contractor towards, handling, storage, processing and disposal off KNPC spent Catalyst.
- 1.14 Spent Catalyst : All type of spent catalyst (mixed with support materials) generated from KNPC process units.



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## **2.0 DESCRIPTION OF THE SPENT CATALYST**

Catalyst is extensively used in Company refineries to obtain valuable products like LPG, Naphtha, Kerosene & Diesel from Kuwait Export Crude residues (KEC). During the refining process sulfur & carbon are deposited on the catalyst. The catalyst also absorbs many metal impurities from different feed stocks & in doing so becomes inactive and is called spent catalyst.

## **3.0 SCOPE OF SERVICES BY THE CONTRACTOR**

The Scope of the Contractor, as part of his contractual obligations, shall include but not be limited to the following:-

- 3.1 The Contractor shall collect spent catalyst, within sixty(60) working days as and when instructed by the Company, from various operating units in Company refineries in coordination with the Company & the spent catalyst unloading sub-Contractor appointed by the Company.
- 3.2 Contractor shall supply all necessary materials, manpower, tools, tackles, supervision, transportation etc. required for spent catalyst handling & transportation from the respective refinery units to Contractor MRF facility in Kuwait for processing & metal recovery.
- 3.3 The Contractor shall be responsible for proper handling & transportation as per K-EPA and Company regulations including requirements for filling wastes for filling waste transportation manifests
- 3.4 The Contractor shall be responsible for processing the spent catalyst collected from Company refineries in its MRF in Kuwait & its safe disposal in compliance with K-EPA regulations. To this effect, the Contractor shall submit proper certificate to Company that the spent catalyst have been treated/disposed of in accordance with the said K-EPA regulations.
- 3.5 After treatment & disposal of spent catalyst, the Contractor shall acknowledge, agree and confirm through fax or letter that the Company has no liability for the spent catalyst disposed off by the Contractor. The Contractor shall follow the K-EPA directives as applicable.
- 3.6 The Contractor needs to submit a certificate by K-EPA that they are permitted to handle, process, reclaim metal and dispose spent catalyst in compliance with K-EPA regulations.
- 3.7 The Contractor shall be responsible to comply with all the requirements of the Contract, national and international regulations and their amendments/supersession for handling, processing, metal recovery, and safe disposal or any other actions with respect to the spent catalyst. The Company will not have any liability once it is removed from Company's premises. However, the Contractor will inform Company immediately of any incident / complaints at any stage of the process.



- 3.8 In the event of export of semi-processed material, after reclamation of required metals, the Contractor shall submit a signed confirmation from the receiving facility (disposer) to Company that the spent catalyst has been received by the receiving facility (disposer). Such receiving facility (disposer) shall be approved by applicable environmental agencies of the respective country of the disposer.

The Contractor shall also submit a disposal certificate from the receiving facility (disposer) mentioning the treatment method applied for each type of the catalyst and confirming that the spent catalyst has been disposed as per the standards showing each shipment treatment details with date.

It is Contractor's responsibility to obtain and submit such certificates to Company irrespective of exemption from other trans boundary requirement of Article 6 claimed by the Contractor. Contractors shall ensure all requirements under Basel convention are fulfilled .any expectation claimed by the Contractor shall be supported /endorsed by KEPA.

- 3.9 The Contractor shall execute Catalyst Secrecy Agreements with the respective Catalyst Manufactures for all types of spent catalyst for handling, transportation, processing, metal reclamation & disposal etc. as and when requested by the Company.

- 3.10 The Contractor shall arrange for insurance cover as required by the Company to indemnify & hold Company harmless with regard to the loses & claims arising out of unsafe transportation /storage / processing and disposal of spent catalyst. The insurance shall cover but not be limited to the following:

- i) Workman Compensation policy,
- ii) Third partly liability insurance policy,
- iii) Contractor all risk insurance policy.

Further disposal of any semi processed or waste materials within Kuwait shall be to a receiving facility (disposer) approved by K-EPA. KNPC receives the right to verify any approvals/certificates mentioned in 3.8 at any point of time during the term of the contract.

- 3.11 The Contractor shall not assign this contract or enter into sub-contracting of any activity related to primary business of operation of Metal Reclamation Facility (MRF) in Kuwait for spent catalyst processing and metal reclamation.



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#### **4.0 METAL RECLAMATION FACILITY (MRF) REQUIREMENTS:**

- 4.1 The Metal Reclamation Facility should be located in Kuwait. The Contractor should construct and operate Metal Reclamation Facility in Kuwait. MRF should be commissioned by fourth quarter of 2024 and it should be able to process all type of spent catalyst generated in KNPC Refineries. It should also have the capability to reclaim suitable metals like Vanadium, Nickel etc.
- 4.2 The technology selected for MRF should be proven and in commercial use for at least 5 years. Further the Contractor's partner/technology provider should own and operates a similar catalyst processing facility elsewhere. This facility should be using same technology for metal reclamation as planned in Kuwait. The technology selected should comply with K- EPA regulations with respect to environmental emissions related to air liquid and solid waste
- 4.3 The Metal Reclamation facility processing capacity should be adequate to handle KNPC Refineries complete spent catalyst quantities.
- 4.4 The required land for MRF should be purchased/ leased by the Applicant and plot area should be adequate to house spent catalyst processing facilities, storage and also should have adequate spare capacity for future expansions.
- 4.5 The Applicant shall be fully responsible to arrange the required land for MRF project. All related clearances/approvals from Kuwait Government shall be obtained by the Contractor only. KNPC commitment to MRF project is limited to supply of spent catalyst only during the contract period of 20 years. The supply of spent catalyst shall be as per price formula.
- 4.6 The Applicant is required to furnish following details related to proposed MRF:
  - A. Feasibility Study report for MRF Project.
  - B. Project financing plans.
  - C. Details of Technology, process schemes etc.
  - D. Details of Manpower including Kuwaiti manpower.
  - E. Plans for residual spent catalyst waste disposal.
  - F. Details of measures adopted for effluents emissions to meet K-EPA regulations.
  - G. Commitment letter to obtain all the clearances required for the project.
  - H. MRF project commissioning schedule and Bar chart .

#### **5.0 MANDATORY REQUIREMENT:**

In order to be considered for evaluation for pre-qualification, the Applicant should agree to offer Minimum 30 % of total equity capital of MRF project to Kuwait retail public through an approved Initial Public offer (IPO). The Applicant is required to submit an undertaking with his application and indicate a time frame to meet this requirement.



## **6.0 PRICE BASIS**

- 6.1 The Agreement for sale of KNPC spent catalyst for MRF project shall be based on a pricing formula linked with spent catalyst processing fee and metal value.
- 6.2 The Contractor is required to collect and process all type of spent catalyst generated in KNPC refineries in its Metal Reclamation facility in Kuwait. However pricing shall be based only on ARDS catalyst quantities.
- 6.3 All other type of spent catalysts from KNPC refineries shall be given to the Contractor on “As is where is” basis. However cost of drums used to store and transport these catalysts quantities shall be payable by the Contractor.
- 6.4 The estimated quantities of fresh catalysts as loaded in various units in KNPC Refineries along with details of frequency of change out, approximate metal content etc. is provided in Appendixes-I & II. As is evident from these details KNPC spent catalyst contains various type of metals. However the Contractor is required to pay to KNPC only the value of Vanadium and Nickel metal content present in spent ARDS catalyst quantities.

## **7.0 ESTIMATED QUANTITIES OF SPENT CATALYST**

The estimated quantities of spent catalyst from different units along with the estimated composition and life of each catalyst is provided in the Appendixes – I & II. The quantities mentioned are on fresh catalyst basis and are only for guidance subject to variation.

Due to changes in process technology / refinery unit configuration, it is possible that usage of some type of catalyst in any unit / refineries may be discontinued by the Company. Also, new units / refinery could be added to the list. The Contractor shall have no claim due to such changes in future. However, the Company shall inform the Contractor in advance of such changes.

## **8.0 RESPONSIBILITIES OF CONTRACTOR**

### **8.1. Spent catalyst collection & transportation**

The Contractor is responsible to collect, handle, transport and process all type of spent catalyst generated in Company refineries and mentioned in Appendix-I & II during the period of contracts in its spent catalyst processing facility.

Contractor shall be allowed to collect spent catalyst from the Company refineries only after submission of documentary evidence and approval from K-EPA for his storage, handling and processing in MRF in Kuwait.



Company shall inform the Contractor in writing the details of spent catalyst to be collected for disposal on an on-going basis. Contractor shall be required to start collecting the spent catalyst from any of the refineries premises within sixty (60) working Days of such notice from Company. Any site inspection / sampling to be done on the catalyst shall be Contractor's responsibility.

Once the catalyst is offloaded in drums / bins from the reactor / vessel, the Contractor shall collect these drums / bins & transport the same to his storage yard in Kuwait. All tools, tackles and transportations of the same are to be provided and handled by the Contractor.

**8.2. Good House-Keeping**

Contractor, at all times, shall ensure and keep the spent catalyst collecting areas clean and free from debris.

**8.3. Spent Catalyst Processing**

The Contractor shall process the spent catalyst in his existing MRF to recover metal and to make catalyst disposable in compliance with K- EPA regulations. The Contractor shall submit proper certificates to Company confirming the catalyst have been treated and disposed off in compliance with the said regulations.

**8.4. Waste Disposal**

The Contractor shall make all necessary arrangements, including supply of all necessary, materials, labor, transportation, etc. to store / treat any solid / liquid waste arising out of spent catalyst processing / treatment and then dispose it off as per K-EPA regulations

**8.5. Other Miscellaneous Responsibilities**

8.5.1. Contractor shall ensure the provision of required Personal Protective Equipment (PPE) and compliance for handling different industrial waste as per Company HSE Guidelines. PPE signs shall be displayed at locations wherever industrial waste materials are handled or stored (e.g. eye goggles, gloves, respiratory protection signs, helmets and safety shoes etc.).

8.5.2. The Contractor shall follow Company HSE guidelines & workers welfare guidelines

8.5.3. The Contractor shall provide personnel trained and certified to issue work permit in handling hazardous industrial waste and shall supply all necessary equipment's required for a safe operation.



- 8.5.4. The Contractor's personnel shall be properly trained on general handling of hazardous material and special training on highly hazardous materials as applicable.
- 8.5.5. The Contractor's personnel shall be properly trained & adhere with Company solid waste management and manifest authorization procedures.
- 8.5.6. The Contractor shall ensure and prepare the necessary records / procedures/practices for the Company to perform necessary audits by the company.

## **9.0 CONTRACTOR SUPPLIED FACILITIES, EQUIPMENT & PERSONNEL**

The Contractor shall provide all necessary manpower, tools, plant equipment, transport, materials and consumables, etc. including site offices (Port cabins) at KNPC refineries and storage facility in Kuwait as per K-EPA guidelines (No storing is allowed at Company sites more than two months), and safety equipment for his personnel.

### **9.1 Tools and Equipment**

- 9.1.1 The Contractor shall provide and maintain all tools, equipment and transport required for the collection and transportation of the spent Catalyst including but not limited to the following:

- A. Forklifts / Flatbed Trailers / Boom Trucks
- B. Safety Apparatus
- C. Portable Offices
- D. Sanitation Facilities
- E. Vehicles / pick-up trucks,
- F. Tools & tackles.
- G. First aid equipment.

- 9.1.2 All Contractor's supplied equipment/tools shall conform to all prevailing Company Safety Standards/requirements and approved by the Company. All tools, transportation and equipment shall be liable for inspection by Superintendent's Representative before the commencement and during the course of the Contract.

- 9.1.3 The Company reserves the right to instruct the Contractor to remove and replace any item(s) not in accordance with the Company's standards. Check list form for vehicles and equipment shall be filled in and submitted to the Company on Monthly basis.

### **9.2 Transport**





9.2.1 The Contractor shall provide, at his own cost, suitable transport for Contractor's representatives, supervising Engineers, supervisors and laborers to commute and to report progress of the facility to the Company Representative during normal and extended working hours.

9.2.2 Contractor shall provide, at his own cost, suitable transport to all his personnel within the Refinery to which they are assigned during normal and extended working hours on all working Days, holidays and off days. Contractor shall arrange all necessary gate passes for his staff and equipment's.

### **9.3 Office & Storage Facilities**

9.3.1 Contractor shall establish office(s) in the designated refinery to function as liaison office(s). It shall be installed at a location approved by the Superintendent. The office shall consist of, but not be limited to the following:

- A. Site Office
- B. Fully furnished with telephone instrument
- C. Stores as required
- D. One Septic tank for sewage disposal
- E. Suitable fenced storage yard for equipment and material excluding Catalyst.

9.3.2 Contractor shall provide and make arrangements, at his own cost, for tie-ins and extensions from the available points for:

- A. Drinking water
- B. Telephone connection
- C. Power – 5KW, 250V, single phase, 50-60 Hz.

9.3.3 Contractor shall be responsible for segregation of waste and disposal of garbage ,sewage etc. generated by him to an approved waste receiving facility as listed out in company's solid waste management procedure

9.3.4 The weather conditions at the worksite is as follows:

- A. Ambient Temperature: maximum: 55oC (under shade), minimum: 0oC.
- B. Relative humidity: 4% to 100%
- C. Others: Strong sand storms are common and even on comparatively still days. Fine dust is carried in suspension in the air.





(The above is only indicative and the design basis shall be as per the tender documents)

## **9.4 Personnel**

### **9.4.1 Contractor's Representative.**

The Contractor shall appoint after company approval one full time suitably qualified and experienced Engineer having capability to direct and manage the activities of the entire catalyst handling, disposal activities who will be called as Contractors Representative.

He shall maintain daily liaison with, and receive instruction from the Company. He should be able to converse in Arabic and / or English.

### **9.4.2 Supervisors**

The Contractor shall deploy suitably experienced and qualified English / Arabic speaking supervisor. The Contractor shall submit a list of such nominated supervisors to the Company Representative prior to the starting of work for his necessary review/interview/approval. The Contractor shall provide for necessary replacement during annual leave/sick leave coverage.

### **9.4.3 Safety Supervisors**

The Contractor shall deploy suitably qualified, experienced and knowledgeable in Environmental regulations, Safety Supervisors as per latest version of Company's "HSE Guidelines for Contractors" one for each refinery and they shall be available during execution of the works

The Contractor shall submit a list of such nominated supervisors to the Company Representative prior to the starting of work for his necessary review/interview/approval. The Contractor shall provide for necessary replacement during annual leave/sick leave coverage.

### **9.4.4 Qualification And Experience**

For Safety Supervisor, Educational Qualifications Shall be a three-year full time diploma in Engineering or Science graduate (in Physics or Chemistry or Math). Further, Work Experience for Refinery Safety Supervisors Shall have a minimum of three years working experience in the field of Safety in Oil Fields / Oil Refineries / Petrochemical Plant. He must be able to speak, read and write English very well.

### **9.4.5 Other Personnel**



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The Contractor shall engage adequate number of drivers, helpers, laborers, technical clerk etc. required for the smooth and efficient operation of the Works.

**Note:**

All costs for the above personnel and any other facilities that may be required for the Works shall be borne by the Contractor as part of his overheads.

**10.0 AUDITING / VISIT BY COMPANY**

Company will have the option to visit and audit Applicant MRF project in Kuwait for IMS Audit/or for any other purpose as and when required and instruct the changes as required, which the Contractor is obliged to comply with.

**11.0 GENERAL NOTES**

Contractor shall make all necessary arrangements and e-convenient techniques to keep the collected spent Catalysts in a safe way at all times to avoid hazards due to pyrophoric scales.

Contractor shall comply with Company Environment procedures regarding waste management, air quality & waste quality.

Applicant shall strictly adhere to prevailing K-EPA rules and regulations with regard to storage / transport of spent Catalyst to his Plant / Disposal Site.

KNPC to be informed immediately of any incident / complaints at any stage during spent catalyst handling / disposal process.

Internal Waste Transportation Manifest to be filled while transporting spent catalyst Internally within in KNPC and External Waste Transportation Manifest to be filled for external movement from KNPC.



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**KNPC SPENT CATALYST SALE FOR METAL**  
**RECLAMATION FACILITY (MRF) IN KUWAIT**

**PART – III**

**SECTION – 3**

**PQ QUESTIONNAIRE - SECTION 1, 2A & 2B**



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**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANT**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**

**(MRF) IN KUWAIT**

**PART – III**

**PQ QUESTIONNAIRE**

**1.0 SECTION 1**

**1.1 TO BE ANSWERED BY INTERNATIONAL COMPANY ONLY**

Please explain in brief your role /status /stake/ownership in new Metal Reclamation Facility (MRF) in Kuwait. (Use additional sheet if required.)

**1.2 TO BE ANSWERED BY KUWAITI COMPANY ONLY**

Please explain in brief your role /status /stake/ownership in new Metal Reclamation Facility (MRF) in Kuwait. (Use additional sheet if required).



## 2.0 **SECTION 2A**

### 2.1 **Applicable for International Company only**

- This Questionnaire to be filled in by the Applicant. In case of more than one Applicant, the Questionnaire to be filled by all Applicants.
- It is mandatory for Applicants to answer all Questions in order to be considered for Pre-qualification.

Sr. No.	Question	Please Tick one / Fill the details as required.	
1.	Are you the owner of the existing Metal Reclamation Facility (MRF) similar to new MRF project in Kuwait?	YES___	NO___
2.	Is your current facility in your country in operation for more than five years?	YES___	NO___
3.	Have you ever been involved in any litigation with the Company or other KPC subsidiaries	YES___	NO___
4.	Have you in the name of your company mentioned here in successfully executed similar contract for spent catalyst collection, handling, processing and metal reclamation from refineries?	YES___	NO___
5.	Do you accept price basis as per clause 6 in part II of PQ document?	YES___	NO___
6.	As a partner in MRF project do you agree to offer minimum 30% as IPO as explained in clause 5.0 of Part II (Technical Specification). If NO please explain the reasons.	YES___	NO___
7.	On Contract award, will you guarantee that MRF project in Kuwait shall be commissioned and ready to process KNPC spent catalyst from August 2024 or earlier?	YES___	NO___



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8. Do you agree to give access to Company Representatives?
- a. To visit your Head Office to verify your premises and resources. YES\_\_\_ NO\_\_\_
- b. To visit your worksite(s) and communicate with your client(s) directly where similar contract(s) have been completed and/or are being executed. YES\_\_\_ NO\_\_\_
- c. To communicate with your banker(s) and auditor(s). YES\_\_\_ NO\_\_\_
9. Have you formulated your own Safety & Environment Management System Standards / Procedures for requirement on similar contracts? YES\_\_\_ NO\_\_\_
10. Have you submitted list of customers with similar spent catalyst used in your existing facility? YES\_\_\_ NO\_\_\_
11. Do you agree to sign Non-Disclosure Agreement (NDA) with catalyst manufactures if required by the company? YES\_\_\_ NO\_\_\_
12. Do you agree for collection, transportation, processing in MRF, Kuwait & safe disposal of all type of spent catalyst generated by Company refineries as listed in Appendix-I & II of PQ document. YES\_\_\_ NO\_\_\_
13. Do you agree to comply with K-EPA regulations? YES\_\_\_ NO\_\_\_
14. Do you agree to submit K-EPA approval certificate as requested by the company? YES\_\_\_ NO\_\_\_
15. Do you have a license & EPA approval to operate your spent catalyst processing facility in your Country? (Attachment No.11 of Part-III, Section-4) YES\_\_\_ NO\_\_\_
16. Is the designed capacity of your existing spent catalyst processing facility more than 15,000 tons/year? YES\_\_\_ NO\_\_\_



- 
17. Do you agree to construct and operate complete Metal Reclamation facility in Kuwait to produce metals/metal compounds as finished products? YES\_\_\_\_ NO\_\_\_\_
18. Have You submitted, with your Application, MRF project technical details as requested under clause 5.0 of Section-3 of Part-III and as per Attachment-6 of Section-4 of Part-III of PQ document? YES\_\_\_\_ NO\_\_\_\_



### 3.0 **SECTION 2B**

#### **Applicable for Kuwaiti Applicant (s) only**

This Questionnaire to be filled in by the Applicant. In case of more than one Applicant, the Questionnaire to be filled by all Applicants.

It is mandatory for Applicants to answer all Questions in order to be considered for Pre-qualification.

<b>Sr. No.</b>	<b>Question</b>	<b>Please Tick one / Fill the details as required.</b>	
1.	Are you the owner of new Metal Reclamation Facility (MRF) project in Kuwait?	YES___	NO___
2.	Is your Technology Provider own & operate similar spent catalyst processing facility?	YES___	NO___
3.	Have ever been involved in any litigation with the Company or other KPC subsidiaries?	YES___	NO___
4.	Do you accept price basis as per clause No 6 of Part II of PQ document?	YES___	NO___
5.	As a partner in MRF project do you agree to offer minimum 30% as IPO as explained in clause 5.0 of Part II (Technical Specification). If NO please explain the reasons?	YES___	NO___
6.	On Contract award, will you guarantee that MRF project in Kuwait shall be commissioned and ready to process KNPC spent catalyst from August 2024 or earlier?	YES___	NO___
7.	Do you agree to give access to Company Representatives?		
	a. To visit your Head Office to verify your premises and resources.	YES___	NO___
	b. To visit your worksite(s) and communicate with your client(s) directly where similar contract(s) have been completed and/or are being executed.	YES___	NO___





- c. To communicate with your banker(s) and auditor(s). YES\_\_\_ NO\_\_\_
8. Have you formulated your own Safety & Environment Management System Standards / Procedures for requirement on similar contracts? YES\_\_\_ NO\_\_\_
9. Do you agree to sign Non-Disclosure Agreement (NDA) with catalyst manufactures if required by the company? YES\_\_\_ NO\_\_\_
10. Do you agree for collection, transportation, processing in MRF, Kuwait & safe disposal of all type of spent catalyst generated by Company refineries as listed in Appendix-I & II of Part-II? YES\_\_\_ NO\_\_\_
11. Do you agree to submit K-EPA approval certificate as requested by the company? YES\_\_\_ NO\_\_\_
12. Do you agree to comply with K-EPA regulation? YES\_\_\_ NO\_\_\_
13. Do you agree to construct and operate complete Metal Reclamation facility in Kuwait to produce metals/metal compounds as finished products.? YES\_\_\_ NO\_\_\_
14. Have you submitted, with your Application, MRF project technical details as requested under clause 5.0 of Section-3 of Part-III and as per Attachment-6 of Section-4 of Part-III of PQ document? YES\_\_\_ NO\_\_\_

**Note 1:** In support of above answers to Section One of the Pre-qualification document, the Applicant (only International Company or Technology provider of Kuwaiti Applicant) is required to provide documentary proof of his past and current experience with similar contracts and work of the type described in the scope of Work. The information shall include, but not be limited to the following:

- a. Location of the work and complete address.
- b. Type of metal recovered.
- c. Type of spent catalyst handled.
- d. Duration of the contract.

**Note 4:** The Applicant's answers to Notes 1 above shall be given in Attachment No. 1 of section -4 part-III to the PRE-qualification document.



**KUWAIT NATIONAL PETROLEUM COMPANY (K.S.C)**



**KUWAIT**

**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANT  
FOR**

**KNPC SPENT CATALYST SALE FOR METAL  
RECLAMATION FACILITY (MRF) IN KUWAIT**

**PART – III**

**SECTION – 3**

**APPLICANT DETAILS**



## 1.0 SECTION THREE

Applicants are reminded that they must respond to each and every question contained in this PRE-QUALIFICATION Document to be considered for pre-qualification to bid for the work.

### 1.1 Applicant's Name

Address :

Telephone Number :

Telex :

Facsimile Number :

Name & Title of 2 Senior Officers  
Directly involved with the Contract :

### 1.2 Name of Kuwaiti Applicant :

Address :

Telephone Number :

Telex :

Facsimile Number :

Senior Officer :

Register of Commerce Number :

### 1.3 Legal Status :

## 2.0 Any other details which are relevant

**Note:** Applicant (International /Kuwaiti) must provide details of his Legal Status in Attachment No. 2 to this Questionnaire.

Also, enclose a certified copy of the Agreement between International Applicant and Kuwaiti Applicant with Attachment No. 2 and a confirmation letter from International



Applicant/Technology Provider clearly showing its validity (Applications which do not conform to this requirement shall be disqualified).

## 2.1 Financial Detail

### 2.1.1 Applicant detail :

Sr. No.	Description	International Applicant	Kuwaiti Applicant
(a)	Registered Capital		
(b)	Paid up Capital		
(c)	Banking Association		

### 2.1.2 Financial Statement :

All Applicant International/Kuwaiti must provide audited financial statements for last 3 year in Attachment No. 3 to the Questionnaire under Section 3 of the Document Part – III.

Financial statement should include the following:

- I. Balance Sheet.
- II. Profit & loss statements.
- III. Cash flow statements.
- IV. Change in Equity Statement
- V. Auditor Report for public use.
- VI. The Notes

## 3.0 Personnel :

a) Total number of permanent employees: \_\_\_\_\_

Administrative: Kuwaiti: \_\_\_\_\_ Others: \_\_\_\_\_

Technical : Kuwaiti: \_\_\_\_\_ Others: \_\_\_\_\_

b) Number of permanent employees for similar work stated in the scope of work attached hereto: \_\_\_\_\_

c) The Applicant shall submit with this Document, a list of permanent staff, engaged in similar work in Attachment No. 4 to the Questionnaire under Section 3 of the Document Part – III. The Applicant shall also indicate number of Kuwaiti



employees, and the percentage of personnel that will form the part of the permanent Workforce, in case of award of Contract.

#### **4.0 MRF Project Financing plans :**

The Applicant (international & Kuwaiti) are required to provide details of how they intend to finance the project cost. These details should be provided under Attachment-5 of Section 4 of Part- III of the Questionnaire.

#### **5.0 MRF Project Technical details:**

The Applicant (International & Kuwaiti) are required to provide technical details of Metal Reclamation Facility .Applicant to provide the details as requested in Attachment-6 of Section 4 of Part-III of the Questionnaire.

#### **6.0 Land purchase/lease details:**

The Applicant shall furnish, with his application, adequate documents to support his claim of possession of suitable industrial plot for MRF project in Kuwait. Alternately if land purchase/Lease Agreement is yet to be finalized than the Applicant is required to provide adequate details /documents in support of his plans for land purchase/lease. The Applicant shall provide these details in Attachment-12 of Section-4, Part-III of the Questionnaire.

#### **7.0 Manpower:**

The Applicant shall clearly state as to what nationality of Manpower will be supplied for the under mentioned categories. The sources could be more than one country and it is expected that the Applicant will indicate the most likely combination in percentage of each category for this job. The Applicant's answer shall be given as Attachment No. 7 to the Questionnaire.

- a) Managers / Senior Administrative Staff(s)
- b) Engineers / Safety Engineers
- c) Supervisors / Foremen
- d) Sr. Technicians / Skilled Staff(s)

#### **8.0 Commercial Information:**

The Applicant shall provide detailed commercial information in Attachment No.9 (General Commercial Information) to the Questionnaire under Section 3 of the Document Part – III.



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## **9.0 Insurance:**

Attach current copy of your insurance certificates (Attachment No. 10) for general liability, automobile liability, workmen's compensation and employers' liability.

## **10.0 Approval Certificates:**

The international Applicant shall attach a copy of Approvals & Certificates for existing spent catalyst process facility in his country as per details given in Attachment-11 of section-4 of Part-III of Questionnaire.



**KUWAIT NATIONAL PETROLEUM COMPANY (K.S.C)**



**KUWAIT**

**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANT**  
**FOR**

**KNPC SPENT CATALYST SALE FOR METAL**  
**RECLAMATION FACILITY (MRF) IN KUWAIT**

**PART – III**

**SECTION – 4**

**ATTACHMENTS TO PQ QUESTIONNAIRES**



**MRF/PQ-001**  
**PRE-QUALIFICATION OF CONTRACTORS**  
**FOR**  
**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**  
**(MRF) IN KUWAIT**

**PART – III**

**SECTION – 4**

**LIST OF ATTACHMENTS**

ATTACH. NO.	TITLE	REF. IN PQ- QUESTIONNAIRE (CLAUSE NOS.)	ATTACHED YES / NO (**)
1.	DETAILS OF PAST EXPERIENCE	Note-1 of Section 2B	
2.	DETAILS OF LEGAL STATUS	1.3	
3.	FINANCIAL STATEMENTS	2.1.2	
4.	DETAILS OF ORGANIZATION CHART	3.0 ( C )	
5.	MRF PROJECT FINANCING PLAN	4.0	
6.	MRF PROJECT TECHNICAL DETAILS	5.0	
7.	MANPOWER BASED ON NATIONALITY	7.0	
8.	LETTER OF UNDERTAKING	-	
9.	GENERAL COMMERCIAL INFORMATION	8.0	
10.	COPIES OF INSURANCE CERTIFICATES	9.0	
11.	LICENSE & EPA APPROVAL CERTIFICATES	Question-15 of Section 2A	
12.	LAND PURCHASE/LEASE DETAILS	6.0	





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**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MFR) IN KUWAIT**

**ATTACHMENT NO.: 1 TO THE QUESTIONNAIRE \*\***

**DETAILS OF PAST EXPERIENCE**

I/We \_\_\_\_\_ attach hereunder details related to past experience as requested to questions described in Note-1 of Section 2B of the questionnaire. A brief summary of our understanding of the Kuwait employment situation is also attached.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

---

Date: \_\_\_\_\_

Applicant's Seal



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**  
**FOR**  
**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**  
**(MRF) IN KUWAIT**

Sheet 1 of 6

**ATTACHMENT NO.: 2 TO THE QUESTIONNAIRE \*\***

**DETAILS OF LEGAL STATUS**

I/We\*\*\* attach hereunder answers regarding Legal status of my/our\*\*\* company and Kuwaiti Applicant \*\*\* for the Clause 1.3 in Section three of the Questionnaire.

Details regarding Legal Status of Applicant:

Legal Status of Applicant i.e. Public Limited Liability Co., Corporation, Partnership, proprietorship etc.	
Date of company formation	
Country of Registration	
Parent Company/ultimate controlling entity, if any.	
Principal business	
Country from which control is exercised & relevant address	
Is any member of your group subject to any World Bank or United Nations restrictions or sanctions.	
Are you acting (or planning to act) as a consortium/joint venture? If Yes, are there less than or more than 5 consortium members. Who is the consortium leader?	



**Attachment- 2**  
**Sheet 2 of 6**

If yes, Consortium/joint venture Agreement (or detail of the consortium) to be attached.	
If the Applicant is a special purpose entity, please identify the party or parties that who will guarantee its obligations under the transaction.	
Other relevant information, if any.	

Please provide the following information regarding your Organization:

A) If Corporation, please provide names of officers.

1) Chief Executive Officer: \_\_\_\_\_  
Name Tenure of Office

2) President: \_\_\_\_\_  
Name Tenure of Office

3) Vice President: \_\_\_\_\_  
Name Tenure of Office

4) Head of Finance: \_\_\_\_\_  
Name Tenure of Office

5) State / Country in which  
you are incorporated \_\_\_\_\_

B) If general Partnership, please list names of Partners

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_



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**Attachment- 2**  
**Sheet 3 of 6**

C) If Limited Partnership, please list names of General Partner(s) and limited Partner(s)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

D) If sole Owner or proprietorship, please state name of owner

\_\_\_\_\_

E) If Public Limited Liability, list names of participants

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

-----XX-----XX-----XX-----

**Details regarding Legal status of Kuwaiti Applicant.**

Legal Status of Applicant i.e. Public Limited Liability Co., Corporation, Partnership, etc.	
Date of company formation	
Parent company/ultimate controlling entity, if any.	
Principal business/nature of business	

Please provide the following information regarding Organization of your local Agent:

A) If Corporation, please provide names of officers.

- 1) Chief Executive Officer: 

	Name	Tenure of Office
--	------	------------------
- 2) President: 

	Name	Tenure of Office
--	------	------------------
- 3) Vice President: 

	Name	Tenure of Office
--	------	------------------
- 4) Head of Finance 

	Name	Tenure of Office
--	------	------------------
- 5) State / Country in which you are incorporated 

--

B) If general Partnership, please list names of Partners

- 1) 

--
- 2) 

--
- 3) 

--



C) If Limited Partnership, please list names of General Partner(s) and limited Partner(s)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

D) If sole Owner, please state name of owner

\_\_\_\_\_

E) Other relevant information if any.



**Attachment - 2**  
Sheet 6 of 6

F) If Public Limited Liability, list names of participants

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Also, enclose a certified copy of the Agreement between Principal and Kuwaiti Agent and a confirmation letter from the Principal clearly showing its validity.

Applications which do not conform to this requirement shall be disregarded.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's

Seal \_\_\_\_\_



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**  
**FOR**  
**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**  
**(MRF) IN KUWAIT**

Sheet 1 of 3

**ATTACHMENT NO.: 3 TO THE QUESTIONNAIRE \*\***

**FINANCIAL STATEMENTS**

I/We\*\*\* attach hereunder answers regarding Financial & Business Details of my/our\*\*\* company and my/our Kuwaiti Applicant \*\*\* for the Clause 2.1.2 in Section Three of the Questionnaire.

**Details regarding Financial Statement of International Applicant:**

**Financial Performance Over the Last Three Years**

<b><u>Year</u></b>	<b><u>Annual Revenue</u></b>	<b><u>Annual Net Profit</u></b>	<b><u>Total Liabilities</u></b>	<b><u>Total Asset</u></b>
---	_____	_____	_____	_____
---	_____	_____	_____	_____
---	_____	_____	_____	_____

Attached a copy of Applicant's audited accounts for above period for the following :

- 1) Balance sheet
- 2) Profit & loss statement
- 3) Cash flow statement.
- 4) Auditor Report for public use.
- 5) Change in Equity statement
- 6) The Notes

The Financial reports should:

1. Carry the Applicant name.
2. Presented in Arabic or English.
3. Prepaid for public use.

Additional / subsequent statements issued to shareholders or to the press for the last year, which shall be certified true and correct, in writing, by a recognized auditing firm.





**BANK REFERENCE**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Account Number : \_\_\_\_\_

Bank Manager : \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Telex No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

The Applicant must submit a separate letter authorizing KNPC to verify Contractor's Bank account.

**Details regarding Financial Statement of Kuwaiti Applicant:**

**Financial Performance Over the Last Three Years**

<u>Year</u>	<u>Annual Revenue</u>	<u>Annual Net Profit</u>	<u>Total Liabilities</u>	<u>Total Asset</u>
---	_____	_____	_____	_____
---	_____	_____	_____	_____
---	_____	_____	_____	_____

**Attachment-3**

Sheet 3 of 3

Attached a copy of Applicant's audited accounts for above period for the following:

- 1) Balance sheet.
- 2) Profit & loss statements.
- 3) Cash flow statements.
- 4) Auditor Report for public use.
- 5) Change in Equity statement
- 6) The Notes

The Financial reports should:

1. Carry the Applicant name.
2. Presented in Arabic or English.
3. Prepaid for public use.

Additional / subsequent statements issued to shareholders or to the press for the last year, which shall be certified true and correct, in writing, by a recognized auditing firm.

**BANK REFERENCE**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Account Number : \_\_\_\_\_

Bank Manager : \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Telex No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

The Applicant must submit a separate letter authorizing KNPC to verify Contractor's Bank account.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



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**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**  
**FOR**  
**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**  
**(MRF) IN KUWAIT**

**ATTACHMENT NO.: 4 TO THE QUESTIONNAIRE \*\***

**DETAILS OF ORGANIZATION CHART**

I/We\*\*\* attach hereto the organization chart and details of permanent employees specified in Clause 3.0 ( C ) of Section Three of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**ATTACHMENT NO.: 5 TO THE QUESTIONNAIRE \*\***

**MRF PROJECT FINANCING PLAN**

I/We\*\*\* attach hereto the details of our plan to provide finance plan for the complete MRF project as specified in Clause 4.0 of Section Three of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



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**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**  
**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY**  
**(MRF) IN KUWAIT**

**ATTACHMENT NO.: 6 TO THE QUESTIONNAIRE \*\***

**MRF PROJECT TECHNICAL DETAIL**

I/We\*\*\* attach hereto the details of MRF project as per the following: in accordance with Clause 5.0 of Section Three of the Questionnaire.

1	Process Description of MRF project attached	Yes ____	No ____
2	Process Schematic of MRF project attached	Yes ____	No ____
3	Residual Spent Catalyst Disposal Plan attached	Yes ____	No ____
4	Detailed of Measures Adopted for Effluent Treatment attached	Yes ____	No ____
5	Commissioning Schedule along With Bar Chart attached	Yes ____	No ____
6	Copy of Agreement with MRF project Technology Provider attached.	Yes____	No ____
7	Process Flow Diagram (PFD) of MRF Project attached	Yes____	No ____

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

---

Date: \_\_\_\_\_

Applicant's Seal



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**ATTACHMENT NO.: 7 TO THE QUESTIONNAIRE \*\***

**MANPOWER BASED ON NATIONALITY**

I/We\*\*\* describe hereunder / attach hereto\*\*\* our proposed programme for achieving the required manpower and staffing levels inclusive of details of sources(s) of supply and / or methods of recruitment (Answer to Clause No. 7.0 of Section Three of the Questionnaire).

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**ATTACHMENT NO.: 8 TO THE QUESTIONNAIRE \*\***

**LETTER OF UNDERTAKING**

I/We\*\*\* describe hereunder / hereby undertake that we shall obtain all required approvals from concerned Government Authorities of Kuwait. Our failure to obtain required approval may result in our disqualification.

\*\* Note: To be submitted separately by International / Kuwaiti Applicants

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

Sheet 1 of 3

**ATTACHMENT NO.: 9 TO THE QUESTIONNAIRE \*\***

**GENERAL COMMERCIAL INFORMATION**

I/We\*\*\* furnish below answers to Clause 8.0 of Section three of the Questionnaire.  
(International & Kuwaiti applicant to provide answer to following questionnaire separately).

**General Commercial Information**

1	Have you ever refused to sign a Contract at the original Bid Price?	Yes ____	No ____
2	Have you ever failed to complete a Contract awarded to you?	Yes ____	No ____
3	Have you ever failed to complete a Contract within time limitations specified?	Yes ____	No ____
4	Have you ever been recipient of a “ <b>deficiency notice</b> ”?	Yes ____	No ____
5	Have you ever defaulted on a Contract?	Yes ____	No ____
6	Have you ever been involved in litigation concerning Maintenance Service Contracts of this nature?	Yes ____	No ____

If yes, give full details and particulars:

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**Attachment - 9**

Sheet 2 of 3

7	Have you ever filed for bankruptcy protection?	Yes ____	No ____
---	--	----------	---------

If yes, give full details and particulars:

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8	Have you ever been adjudged a bankrupt or been subject to a receivership or an order of reorganization?	Yes ____	No ____
---	---	----------	---------

If yes, give full details and particulars:

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9	Is your organization, including any subsidiaries, at this time subject to any court order relating to bankruptcy, receivership liquidation or reorganization?	Yes ____	No ____
---	---	----------	---------

If answer is "yes", attach details.



10 Provide a schedule giving brief details of all claims made or submitted during the last five (5) years for jobs undertaken.

- a) Claims by Applicant.
- b) Claims against Applicant.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



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**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**ATTACHMENT NO.: 10 TO THE QUESTIONNAIRE \*\***

**COPIES OF INSURANCE CERTIFICATES**

I/We\*\*\* attach hereto the copies of Insurance Certificates in accordance with Clause 9.0 of Section Three of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



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**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**ATTACHMENT NO.: 11 TO THE QUESTIONNAIRE \*\***

**LICENSE & EPA APPROVAL CERTIFICATES**

I/We\*\*\* attach hereto the copies of the following Certificates in accordance with Question No. 15 of Section -2A of the Questionnaire

- 1) Spent Catalyst Process Facility License.
- 2) Approval Certificate from Environment Protection Agency (EPA) of your Country.
- 3) ISO9001/ISO14001 Certificates
- 4) ISO 18001 Certificates

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

---

Date: \_\_\_\_\_

Applicant's Seal



**MRF/PQ-001**

**PRE-QUALIFICATION OF APPLICANTS**

**FOR**

**KNPC SPENT CATALYST SALE FOR METAL RECLAMATION FACILITY  
(MRF) IN KUWAIT**

**ATTACHMENT NO.: 12 TO THE QUESTIONNAIRE \*\***

**LAND PURCHASE/LEASE DETAILS**

I/We \_\_\_\_\_ attach hereto the copies of the following in accordance with Clause 6.0 of Section -3 of the Questionnaire

- 1) Land purchase/lease Agreement.
- 2) Possession letter for land for MRF project.
- 3) Land Allotment letter from concerned Kuwait Govt. Authorities.
- 4) Any other relevant documents to support Applicant claims of land availability.

Note: Applicant may attach any of the above or all to support his claim of land availability.

Signed by: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Seal



## DISCLAIMER

KNPC reserve the right at any time and at their sole discretion, for any or no reason and without notice or liability to any party, to modify, suspend or terminate the proposed project or the procedures set out herein, terminate the participation of any potential interested party in the proposed project, follow different procedures with respect to different parties, negotiate a transaction with one or more parties, enter into a transaction agreement or other special arrangements with any party or engage in any other transaction or arrangement of any kind, including without prior notice to you or to any other person, all without the obligation to consider or accept any pre-qualification Application submitted hereunder and shall not be obliged to give any reason for the acceptance or rejection of any Application(s) and assume no, nor do accept, any liability in respect of costs, losses, damages or expenses incurred by any party or its respective advisors, KNPC reserves the right, at its sole discretion, to consider any and all factors in selecting the parties to proceed in the proposed project. KNPC do not owe any duty of care to you or your representatives or advisors of any nature whatsoever with respect to the manner in which this process is conducted. You shall not have any claims, legal or otherwise, for any losses, damages, cost or expenses incurred whatsoever against KNPC arising out of relating to the proposed project and/or with respect to the manner in which the process contemplated in this document is conducted. For the avoidance of doubt, you must be responsible for all costs, expenses and/or time invested in this process by you, by your representatives and by your representatives and by your advisors in connection with your evaluation of the proposed project, preparation of the pre-qualification Application, and for any other costs and expenses related thereto.

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**APPENDIX-I**  
**Details of Spent Catalyst For Mina Abdulla Refinery.**

UNIT TAG No	UNIT NAME	FRESH CATALYST LOADED QUANTITY (MT)	FREQUENCY OF CHANGE	COMPOSITION		
U-14	Hydrocracker unit	313.3	4 YEAR	C	5	WT%
				S	6	WT%
				Tungsten trioxide	25	WT%
				Aluminium silicate	2.5-10	WT%
				Nickel salt	2.5-10	WT%
U-12	ARDS UNIT TRAIN (1)	642	1 YEAR	C	18	WT%
	ARDS UNIT TRAIN (2)	694.5		S	6	WT%
				V	14	WT%
				NI	2.5	WT%
U-15	KERO HDS	82	3 YEAR	C	2-7	WT%
				S	6	WT%
U-16	DIESEL HDS	78	1 YEAR	C	13-15	WT%
				S	6-8	WT%
U-17	NAPHTHA HDS	14	1 YEAR	C	1-4	WT%
				S	4-7	WT%
U-23	SULFUR RECOVERY UNIT	300	9 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-24	TAIL GAS UNIT U-24	282.8	10 YEARS	Co	2	WT%
				Mo	6	WT%
				Co	1-2	WT%
				S	3-5	WT%
U-18	HYDROGEN UNIT TRAIN -1	186.6	4 YEARS	ZINC S/CL	20-28 /0.1-0.4	WT%
	HYDROGEN UNIT TRAIN -2	186.6		NICKEL S /CL	0.01- 0.04 /0.01-0.35	WT%
	HYDROGEN UNIT TRAIN -3	186.6		IRON +CHROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL S /CL	0.01/0.2	WT%
U-03	HYDROGEN UNIT	139.41	4 YEAR	ZINC S/CL	20-28 /0.1-0.4	WT%
				NICKEL S /CL	0.01- 0.04 /0.01-0.35	WT%
				IRON +CHROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL S /CL	0.01/0.2	WT%
U-116	DHT	676	2.5 YEARS	C	13-15	WT%
				S	6-8	WT%
U216	DHT	676	3 YEARS	C	13-15	WT%
				S	6-8	WT%
U-117	NHT	97	2 YEARS	C	1-4	WT%
				S	4-7	WT%
U-115	KHT	310.504	2 YEARS	C	2-7	WT%
				S	6	WT%
U-123	SRU	381.99	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-125	ARU	43.68	4 YEARS			
U-113	ADSORBER TOTAL FOR ALL 3 TEAIN	308.42	1 YEARS			
U-112	ARDS	1021	1YEARS	C	18	WT%
				S	6	WT%
				V	14	WT%
				NI	2.5	WT%
U-212	ARDS	1021	1YEARS	C	18	WT%
				S	6	WT%
				V	14	WT%
				NI	2.5	WT%
U-127	CCR	114.7	5 YEAR			
U-114	Hydrocracker unit	987	2 YEAR	C	5	WT%
				S	6	WT%
				Tungsten trioxide	25	WT%
				Aluminium silicate	2.5-10	WT%
				Nickel salt	2.5-10	WT%
U-214	Hydrocracker unit	626	2 YEAR	C	5	WT%
				S	6	WT%
				Tungsten trioxide	25	WT%
				Aluminium silicate	2.5-10	WT%
				Nickel salt	2.5-10	WT%
U-118	HYDROGEN UNIT TRAIN -1	450	4 YEARS	ZINC S/CL	20-28 /0.1-0.4	WT%
	HYDROGEN UNIT TRAIN -2	450		NICKEL S /CL	0.01- 0.04 /0.01-0.35	WT%
	HYDROGEN UNIT TRAIN -3	450		IRON +CHROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL S /CL	0.01/0.2	WT%

**APPENDIX-II**  
**Details of Spent Catalyst of Mina AL- Ahmadi Refinery**

UNIT TAG No	UNIT NAME	FRESH CATALYST LOADED QUANTITY (MT)	FREQUENCY OF CHANGE	COMPOSITION		
U-41	ARDS	450	1 YEAR	C	18	WT%
U-42		450		S	6	WT%
U-81		450		V	14	WT%
U-82		450		NI	2.5	WT%
U-43	KEROSENE HDS	13	5 YEAR	S	5	WT%
				NI	4	WT%
U-44	OLD GOD	62	4 YEAR	S	5	WT%
				NI	4	WT%
U-58	NEW GOD	278	4 YEAR	S	5	WT%
				NI	4	WT%
U-84	HYDROCRACKER	320	4 YEAR	C	5	WT%
				S	6	WT%
				Tungsten trioxide	25	WT%
				Aluminium silicate	2.5-10	WT%
				Nickel salt	2.5-10	WT%
U-48	HYDROGEN	179	4 YEARS	ZINC, S/CL	20-28 /0.1-0.4	WT%
				NICKEL, S /CL	0.01- 0.04 /0.01-0.35	WT%
				IRON +CROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL, S /CL	0.01/0.2	WT%
U-49	HYDROGEN	179	4 YEARS	ZINC, S/CL	20-28 /0.1-0.4	WT%
				NICKEL, S /CL	0.01- 0.04 /0.01-0.35	WT%
				IRON +CROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL, S /CL	0.01/0.2	WT%
U-88	HYDROGEN	179	4 YEARS	ZINC, S/CL	20-28 /0.1-0.4	WT%
				NICKEL, S /CL	0.01- 0.04 /0.01-0.35	WT%
				IRON +CROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL, S /CL	0.01/0.2	WT%
U-89	HYDROGEN	179	4 YEARS	ZINC, S/CL	20-28 /0.1-0.4	WT%
				NICKEL, S /CL	0.01- 0.04 /0.01-0.35	WT%
				IRON +CROMIUM, S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL, S /CL	0.01/0.2	WT%
U20	TGT	25	4 YEARS	Co	2	WT%
	AGRP			Mo	6	WT%
				Co	1-2	WT%
				S	3-5	WT%
U-20	SULFUR RECOVERY UNIT	68	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
	AGRP			C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-21	SULFUR RECOVERY UNIT	72	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
	AGRP			C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-51	SRU	66	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-52	SRU	66	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-91	SRU	104	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-92	SRU	104	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-54	TGTU	31	4 YEARS	Co	2	WT%
				Mo	6	WT%
				Co	1-2	WT%
				S	3-5	WT%



**APPENDIX-II**  
Details of Spent Catalyst of Mina AL- Ahmadi Refinery

UNIT TAG No	UNIT NAME	FRESH CATALYST LOADED QUANTITY (MT)	FREQUENCY OF CHANGE	COMPOSITION		
U-55	TGTU	31	4 YEARS	Co	2	WT%
				Mo	6	WT%
				Co	1-2	WT%
				S	3-5	WT%
U-93	TGTU	53	4 YEARS	Co	2	WT%
				Mo	6	WT%
				Co	1-2	WT%
				S	3-5	WT%
U-86	FCC	485	1 YEAR	Al2O3	45	WT%
				Re2O3	2.5	WT%
				Fe	0.5	WT%
				Cu	10	PPM
				Ni	250	PPM
				V	1000	MAX PPM
				Na	0.22	WT%
U-47	SULFRIC ACID	8.4	4 YEARS	V2O5	8.00	WT%
U-141	ARDS	1004	1.25 YEARS	C	18	WT%
				S	6	WT%
				V	14	WT%
				NI	2.5	WT%
U-148	HYDROGEN	135	4 YEARS	ZINC S/CL	20-28 /0.1-0.4	WT%
				NICKEL S /CL	0.01- 0.04 /0.01-0.35	WT%
				IRON +CROMIUM. S	0.01-0.4	WT%
				COPPER+ZINC: S	0.01-0.4	WT%
				NICKEL S /CL	0.01/0.2	WT%
U-151&152	SULFUR BLOCK	168	4 YEARS	Al <sub>2</sub> O <sub>3</sub>	93.8	WT%
				C	0.2-1	WT%
				S	3-5	WT%
				Fe	0.5-1	WT%
U-144	NEW GOD	382	4 YEARS	S	5	WT%
				NI	4	WT%
U-135	COKER NHT	95	4 YEARS	C	1-4	WT%
				S	4-7	WT%
U-186	FCC NHT	100	4 YEARS	C	1-4	WT%
				S	4-7	WT%
U-125	LPG TREATING	46	4 YEARS	Adsorbent ( Mostly Al2O3 )		
U-25&26	CCR NHT	23	4 YEARS	Co	4	WT%
				Mo	10	WT%