

CONFIDENTIAL

Request For Information (RFI) Part 1 – Attachment 2

Information Requested From Recipient

The RFI Part 1 is comprised of the following Parts:

- (a) Invitation Letter (for review)
- (b) Instructions to Recipients (for review)
- (c) Attachment 1 – Project Background (for review)
- (d) Attachment 2 – Information Requested from Recipient (please complete)

For ease of completion and processing, this Attachment 2 has been made available as a separate PDF. Attachment 2 is only one Part of the RFI Part 1 set of documents and must be interpreted in the context of the INSTRUCTIONS TO RECIPIENTS.

ATTACHMENT 2 – INFORMATION REQUESTED FROM RECIPIENT

For all fields, please complete the information as applicable to the best of your ability.

Section A: Contact Information and Request Type

Using the checkbox below, please indicate whether this Submission is for a new supplier not previously registered, or for changing information about an existing supplier (double-click on box to check):

Register New Supplier		Amend an Existing Registered Supplier	
Company Name		Parent/Past Company Name (if applicable)	
Date Completed		RFI Part 1 was submitted to	
Company Phone Number		Company Email Address	
Contact Name		Contact Title	
Contact Phone (Used for correspondence)		Contact Email (Used for correspondence)	
Company Website		Business Structure	
		If you selected "Other" above, please describe here	
Street Address and Postal Code		City	
Province /State		Country	
Business Registration Number and GST Registration Number			

Section B: Scopes of Work and Business Capacity

B.1 Recipients' company supplies which of the following categories	
<i>Note: Please complete Section C: HSSE (Service) and/or Section D: Quality Management (Materials) as applicable based on your response to question B.1.</i>	
B.2 In one brief statement, please summarize what materials and /or services your business provides (Please identify if the Services are self-performed or sub-contracted):	
B.3 Indicate which of the following work categories your company has historically performed (please check all those that apply):	

	CATEGORY	SUB-CATEGORY	
	AGRICULTURE		
	AUTOMOTIVE & FLEET	PURCHASE & LEASE	MAINTENANCE
	BRAND, COMMUNICATIONS, MARKETING & ADVERTISING		
	CIVIL/EARTHWORKS/ROADS CONSTRUCTION	GENERAL CIVIL WORKS	ROAD
		DREDGING	PIPELINE
	COMMUNICATIONS / IT		
	CONSTRUCTION SERVICES	CONSTRUCTION & CONST. MANAGEMENT SERVICES (ONSHORE)	
		CRANES AND HEAVY LIFT	WELDING
		BOILERMAKING, TANKS & VESSELS	PAINTING
		IRONWORKING & STEEL	SCAFFOLDING
	DEVELOPMENT CORPORATION	FIRST NATION	COMMUNITY
	ELECTRICAL	ELECTRICAL HV	ELECTRICAL LV
		ELECTRICAL MV	TEMPORARY POWER
	ENGINEERING SERVICES	GENERAL ENGINEERING SERVICES	GEOMATICS & SURVEY
	EPC & EPCM		
	FABRICATION & MODULAR CONSTRUCTION	ONSHORE NORTH AMERICA	OFFSHORE
	FUELS		

CATEGORY	SUB-CATEGORY	
HEALTH, SAFETY, SOCIAL PERFORMANCE & ENVIRONMENTAL SERVICES	HSE CONSULTING	
	ENVIRONMENT MANAGEMENT SERVICES	
	SAFETY EQUIPMENT - SPECIALTY	
	WASTE AND WATER MANAGEMENT	
	MEDICAL & OCCUPATIONAL THERAPY	
INDUSTRIAL EQUIPMENT SALES, RENTAL, MAINTENANCE	GENERAL	TANKS
	CRANES, DAVITS, HOISTS AND WINCHES	OTHER SPECIALITY
	MAINTENANCE STRATEGY & EXECUTION	
INSTRUMENTATION	SERVICES	
INSPECTION	INSPECTION SERVICES	
INSULATION	COLD INSULATION (CRYOGENIC)	HOT INSULATION
LOGISTICS & MATERIALS MANAGEMENT	ROAD TRANSPORT - OBJECTS	ROAD TRANSPORT - PEOPLE
	AVIATION	MARINE
LOGGING & FORESTRY		
MECHANICAL	GENERAL & MISCELLANEOUS MECHANICAL EQUIPMENT	
	HVAC	
MRO/PVF/"ROPE&SOAP"	PPE, HAND TOOLS AND CONSUMABLES	VALVES
	ELECTRICAL CONSUMABLES	OFFICE PRODUCTS
PIPING	PIPELINE SERVICES	PROCESS PIPING
	PIPELINE	SHOP PRE-FABRICATION
PROFESSIONAL SERVICES	COMMUNITY AND GOVERNMENT RELATIONS	
	HR CONSULTING & SERVICES	
	TECHNICAL RESOURCES / SKILL LABOUR / MANPOWER	
REAL ESTATE	REAL ESTATE HARD SERVICES & REFURBISHMENT PROJECTS	
	FACILITIES MANAGEMENT SERVICES	ASSET PROTECTION (MANGUARDING)
	TEMPORARY, PORTABLE, MODULAR STRUCTURES	ASSET PROTECTION (IT/ACCESS)

CATEGORY		SUB-CATEGORY	
			CONTROL)
		WORKER ACCOMMODATION CONSTRUCTION	
	SCAFFOLDING		
	PLANT OPERATIONS, MAINTENANCE, TURNAROUND SERVICES		
	ROTATING EQUIPMENT		
	TECHNICAL RESOURCES / MANPOWER	TECHNICAL SAFETY AND CONSTRUCTION/OPERATIONS HSSE CONSULTANCY SERVICES	
	OTHER		
"OTHER CATEGORY"		"OTHER CATEGORY" SUB-CATEGORY	
		Please be aware that, should your scope of work fall into "Other", it is unlikely that CONTRACTOR foresees a strong requirement for your company's goods/services.	
B.4 How many years has your Company or Parent Company been in business for the scope that you currently provide?			
B.5 Your Company's annual revenues in CAD, averaged over the last three years, falls within what range? (If your company has operated for less than 3 years, please use your company's revenue for the last twelve months)			
B.6 What is the largest previous contract your company has successfully executed (all figures in CAD)?			
[Please provide a brief description of the scope of work for the contract above.]			
B.7 What is the size of contract that your company is capable of successfully performing ("sweet spot"), that you hope to bid for with Contractor and our sub-contractors? This figure should be in line with work executed by your company in the past, your available manpower, available plant capacity, etc. (all figures in CAD).			
B.8 What is your current number of employees (include contract staff)?			
B.9 Identify any previous experience performing work for any of the Joint Venture Partners of LNG Canada – Royal Dutch Shell, Korea Gas Corporation, Mitsubishi Corporation, and PetroChina Company Limited or their affiliated companies. If applicable, outline the scope of services, contract value, and your Joint Venture partner's contact details.			

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B.10 Does Company have an Approved Line of Credit?	
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If you answered "Yes" above, please indicate the amount of Line of Credit:	
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And currently available balance on the Line of Credit:	
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B.11 Is your Company Bondable?	
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If you answered "Yes" above, please indicate the maximum Bonding capacity:	
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and Provide names of institutions that will provide bonding or Guarantees for project:	
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B.12 Provide details of current back-log of work/ Secured order book (Please feel free to use additional sheet as required)	
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Project/Location	Contract Amount (incl. changes)	Percent Completed	Cost to Complete	Completion Date	Bonded (yes/no)

B.13 Please provide details of available staffing/manpower			
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FIELD SUPERVISION AND ADMINISTRATION			
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CLASSIFICATION	NUMBER	CLASSIFICATION	NUMBER
General Superintendent		Material Supervisors	
Administrators		Expeditors	
Accountants		Field Engineers	
Schedulers		Quantity Surveyors	
Cost Engineers		Safety Officer	

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CONTRACTOR CURRENT FIELD CRAFT / LABOR FORCE

CLASSIFICATION	CRAFT LABOR	SUPERVISORS/ FOREMEN	CLASSIFICATION	CRAFT LABOR	SUPERVISORS/ FOREMEN
Bricklayers			Electricians		
Carpenters			Instrument Fitters		
Laborers Civil			Insulators		
Ironworkers			Sheet Metal Workers		
Laborers Mech.			Painters		
Equip. Operators			Scaffolding		
Erector Riggers			Drivers		
Pipe fitters			Mechanics (Const. Equip.)		
Code Welders Carbon Steel			Other		
Code Welders Stainless Steel					

Section C: HSSE – To be completed by SUPPLIERS OF SERVICES

C.1 Does your company have a documented HSSE Management System (also known as a Health & Safety Manual, Safety Process, Safety Policy)? Please be aware Contractor may request a copy of the documentation at any time in the procurement process.	
C.2 Please confirm whether you have subscribed to ISNetworld or other similar agencies (PICS) and advise your status. If you are in the process of subscribing, or unwilling to subscribe, please provide details.	
[Please provide details in this space provided if NOT registered or the agency that you are registered with]	
C.3 What is your banding for HSSE in ISNetWorld, PICS, or Shell SQS at present?	
C.4 For reference, the definition of Total Recordable Case Frequency (“TRCF”) used by Contractor is as follows: ((Total number of Recordable Cases) multiplied by (1,000,000 execution hours)) divided by Contractor’s total execution hours for a defined period.	

Please provide the following HSSE information in a summary table for the period as applicable:

	2018 (YTD)	2017	2016	2015
Total Job Hours Worked				
Fatalities (“FAT”)				
Lost Time Incidents (“LTI”) & Lost Workday Cases (“LWC”)				
Restricted Workday Cases (“RWC”)				
Medical Treatment Cases (“MTC”)				
First Aid Cases				
Total Recordable Cases (FAT + LWC + MTC + RWC)				
Total number of environmental incidents reportable to Government or other Regulatory bodies				

Section D: Quality Management – To be completed by SUPPLIERS OF MATERIALS

QUALIY MANAGEMENT SYSTEMS:

Do you have a Certified Quality System?							
Standard Applied:	ISO9001	Yes		Other (specify):			
Existing Environmental System?		Yes		Certification?	Yes	No	
Standard Applied:	ISO14001	Yes		Other (specify):			
Existing Health and Safety System?		Yes		Certification?	Yes	No	
Standard Applied:	OHSAS 18001	Yes		Other (specify):			

Please list your HSSE/QUALITY Licenses and Registrations as applicable:

Examples of 'Types': Plumbing, Electrical, Gas, Dangerous Goods, Painters, Builders, Explosives, Radiation.

Please use the tables below where possible. The potential supplier may provide information in a different format provided this minimum content is included.

REGISTRATIONS		
Type	Number	Expiry Date

LICENSES		
Type	Number	Expiry Date

Please be aware Contractor may request a copy of any and all of the above documents, licenses and certifications at any time during the procurement process.

Section E: Local Content

<p>E.1 Does your company meet either of the following definitions? Please be aware Contractor may require your company to provide appropriate supporting documentation at any point in the procurement process.</p>	
<p>(a) Local Business means any business enterprise, including an Aboriginal Business, that is legally registered to carry out business within the geographical area located in the Regional District of Kitimat Stikine, which includes the District Municipality of Kitimat and City of Terrace, and the local Aboriginal communities of Haisla, Gitga’at, Gitxaala, Kitsumkalum, Kitselas, Lax Kw’alaams and Metlakatla (“local area”) and that (i) is at least 50.1% owned by one or more local residents, or (ii) has a substantial connection to the local area, which may include maintaining an office or an operations centre within the local area, employing a significant number of local residents, or paying business taxes within the local area.</p>	
<p>(b) Does your company currently employ Local people?</p>	
<p>If you answered “Yes” above, please estimate your current number of Local employees</p>	
<p>(c) Aboriginal Business means a business enterprise that is legally registered in one of the Provinces or Territories in Canada where the work is to be performed and is: (i) a band as defined by the Indian Act, including without limitation Métis, Inuit or Indians; (ii) a sole proprietorship; (iii) a limited company; (iv) a co-operative; (v) a partnership; (vi) a not-for-profit organization; or a (vii) joint venture consisting of one or more (Aboriginal) enterprises; and the foregoing has at least fifty-one percent (51%) ownership by Aboriginal peoples for which the management and daily business operations are controlled and operated by one or more such individuals. If no response is provided, Contractor will assume you are not an Aboriginal Business.</p>	
<p>(d) If you answered YES above, please elaborate on your Aboriginal affiliation:</p>	
<p>(e) Are you a member-owned Aboriginal Business or a Nation-owned Aboriginal Business? :</p>	
<p>(f) If you are an Aboriginal Business by virtue of being a joint venture, please briefly elaborate on the nature of your and the percentage ownership of each partner. [Please briefly elaborate on the structure of your joint venture, identifying each partner and their % ownership.</p>	

Section F: Organization & Labour Relations

F.1 Indicate your workforce union affiliation(s) and agreement expiry dates.
 If your organization is union and non-union, indicate the percentage breakdown:

Name of Union	Percentage of Workforce (Approximate)	Agreement Date
BC and Yukon Territory Building Construction Trades Council (Also known as the Building Trades Union, or BTU)		
Christian Labour Association of Canada (CLAC)		
Other:		
Other:		
Other:		

Alternatively, please indicate that Section F is not applicable: