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Preferred Vendors List (PVL) Technical Data Submittal Instructions

Vendors whose materials, products, systems, or packages are categorized on the PVL (See List of Current PVL Categories) may submit their technical materials as per the following instructions at their discretion.

In this initial TECHNICAL DATA SUBMITTAL phase, the Vendor will have their properly submitted technical data made available to the Project Engineering and Procurement Services. In this initial phase, that will be the extent of input possible by the Vendor. QP will take no further action until it is determined that a particular product is potentially suited to the Company's needs.

Only in the event of future selection by QP will a technical assessment carried out for proposed product. Assessments are product-specific and no blanket approval is granted to any Vendor.

It must be noted that submittal of such technical material by the Vendor does not constitute, nor will it cause to be initiated, any pre-qualification by QP. Additionally, during the initial phase the only confirmation QP will issue will be one of receipt of transmittals, after which no further status will be provided, again, until a specific Vendor's product has been selected for assessment.

Details of the subsequent phases, TECHNICAL ASSESSMENT and PRODUCT APPROVAL FOR LISTING, will be discussed only with the selected Vendors.

QP reserves the right to modify both the PVL and its procedural administration at its discretion and this may be done without prior notice.

DETAILED INSTRUCTIONS for TECHNICAL DATA SUBMITTAL PHASE

1.0 Technical Data Submittal for Possible PVL-related Consideration

1.1 Vendors may submit their properly formatted (refer to section **2.0**) technical data for products currently categorized in the PVL to the following dedicated email address:

vendortechsubmittal@qp.com.qa

1.2 It is required that the Vendor include a brief (not to exceed 2 pages) **VENDOR CONTACT INFORMATION** file (See PVL Registration Template) that contains: their company's full legal name; their parent company (if applicable); current email address; website; corporate contact information; requested category of equipment / material to be supplied; and, applicable factory site(s). Note that this typically excludes such data for representatives or agents employed by the Vendor (If the Vendor desires to include an agent or representative's contact data, please do so *only* in Section 12.0 of the **VENDOR CONTACT INFORMATION** file). As changes occur with respect to contact data or manufacturing sites, for example, the Vendor may send an updated **VENDOR CONTACT INFORMATION** file to the email address in subsection **1.1** and include the phrase "*Change Notice*" in the email subject field. See subsection **2.6** (below) and attached **template**.

1.3 Technical submittals should be made only by the Vendor (manufacturer) whose products or materials are described by that submittal. These products should be related to either the Oil & Gas Industry or associated Building & Civil project applications.

1.4 Flash disks and CDs will not be allowed for data uploading of Vendor technical submittals by QP.

1.5 Hardcopies of Vendor materials will not be accepted. All submittals *must be* electronic and received by QP via the above mentioned email address (refer to subsection **1.1**) and structured as specified in section **2.0**.

2.0 Technical Data File Formats, Size, and Content

2.1 The acceptable formats for electronic file submittals are:

Microsoft Word™ (*.doc or *.docx)

Microsoft Visio™ (*.vsd)

Adobe Portable Data File (*.pdf)

**Microsoft PowerPoint™ (*.ppt or
*.pptx)**

**Joint Photographic Experts Group (*.jpg
or *.jpeg)**

AutoCAD™ (*.dwg)

Microsoft Excel™ (*.xls or *.xlsx)

- 2.2** Video files of any format, whether separate or imbedded, will *not* be accepted.
- 2.3** Transmitted files should not exceed 3.0 MB in total size. Multiple transmittals are acceptable; however, the Vendor's name should be included in each subject line and each transmittal should be sequentially numbered, e.g. 1 of 5, ... , 5 of 5, etc.
- 2.4** Vendor submitted technical data should include:
1. Company Profile / Brochures
 2. Product or material data sheets
 3. Product specifications
 4. Current ISO and product marking certificates
 5. Relevant QMS and QC documentation
 6. Product catalogues
 7. Details of manufacturing and testing facilities
 8. Details of sub-vendors, where applicable
 9. Typical Test certificates
 10. Customer reference list (including within GCC)
 11. Approvals from major Oil & Gas companies
 12. Latest Audit reports of QP / Contractor / Certification Agency, etc.

Vendor submitted data shall not include (any non-technical materials such as):

1. Company personnel data (e.g. CVs, biographical data),
 2. Company financial history or data,
 3. Commercial data,
 4. Product pricing information,
 5. Marketing plans, etc.
- 2.5** Again, email submittal's "subject line" should contain the submitting Vendor's Company name.

3.0 Terms of Participation

The technical submittal by the Vendor is non-binding on QP's part in that QP does not guarantee that such submittal by the Vendor will gain either a technical presentation to QP or acceptance of their products or materials for entry on the QP **Preferred Vendors List (PVL)**. The technical materials submitted potentially may be used internally by QP for the preliminary evaluation and assessment of the various products and materials and their respective suitability for potential use in QP project applications. Should additional technical information be needed, the Vendor will be contacted for supply of that information using the data provided in the **VENDOR CONTACT INFORMATION** file mentioned in subsection **1.2**. Other than confirmation of receipt, QP will not provide, give, offer, or render any information, advice, or suggestions to any Vendor regarding their product or material status prior to QP's internal decision to technically assess a Vendor's product or material.