

Transmission Prequalification Questionnaires

Technical Qualification Department (TQD)

Saudi Electricity Company (SEC)

- The purpose of this questionnaire is to evaluate your capability to supply products that consistently meet National Grid SA requirements.
- The questions contained in this questionnaire are of a technical nature. This form is to be completed by technically qualified personnel.
- National Grid SA reserves the right to request for repetition of complete or partial Type Tests. Cost of type test and associated travel cost of National Grid SA representatives & Third Party Independent Inspectors payments shall be borne by the manufacturer.
- National Grid SA reserves the right to request for a plant visit. Cost of travel cost of National Grid SA representatives shall be borne by the manufacturer.
- All information provided by manufacturer is accurate and authentic.
- Confidentiality: All information submitted for prequalification evaluation will be considered official information acquired in confidence, and the National Grid will maintain its confidentiality to the extent permitted by law.
- Manufacturer should agree to provide SEC/National Grid SA a Guarantee/ Warranty for the proposed material/equipment in respect of the defects due to design, manufacturing, installation and workmanship for a period of ten (10) years from the date of the Provisional Acceptance Certificate (PAC) of the project (in case of contract award) and from the date of delivery for the direct material supply order. The Guarantee/Warranty shall be applicable from first purchase order/ project and shall cover all cost of equipment/materials and labor as per guarantee/warranty of equipment/materials and workmanship and subsequently be reduced yearly in case of future project award. Guarantee/ Warranty certificate format must be same as SEC/National Grid SA format.
- NG has the right to close the PQ file if the manufacturer fails to respond after due date during PQ process .

Type Of Requests (PQ Classes)

Class	Definition
Class I	New Product (Newly introduced to the Company) (a) A new product from already pre-qualified plant (b) A new product from plant which is not pre-qualified
Class II	New Licensed Product (A previously pre-qualified product from the original factory and to be manufactured under license in a different factory/location)
Class III	Improved Product (A pre-qualified product that has been improved by the manufacturer)
Class IV	Product already in use (a) A product has major technical faults and/or design changes that need requalification (b) A product already used in the network but its prequalification is not documented

Class Wise Questionnaires Availability

Table 1 Mapping of Questionnaire with Product Class Type

Question No	Product Class					
	Class I		Class II	Class III	Class IV	
	a	b			a	b
Pre-requisites						
1	Yes	Yes	Yes	Yes	Yes	No
2	Yes	Yes	Yes	Yes	Yes	No
3	Yes	Yes	Yes	Yes	Yes	No
4	Yes	Yes	Yes	Yes	Yes	No
5	Yes	Yes	Yes	Yes	Yes	No
6	Yes	Yes	Yes	Yes	Yes	No
7	Yes	Yes	Yes	Yes	Yes	No
8	Yes	Yes	Yes	Yes	Yes	No
General Information						
1	No	Yes	Yes	No	No	Yes
2	No	Yes	Yes	No	No	No
3	No	Yes	Yes	No	No	Yes
4	No	Yes	Yes	No	No	Yes
5	No	Yes	Yes	No	No	No
6	No	Yes	Yes	No	No	No
7	No	Yes	Yes	No	No	No
8	No	Yes	Yes	No	No	No
9	No	Yes	Yes	No	No	No
10	No	Yes	Yes	No	No	No
11	No	Yes	Yes	No	No	No
12	No	Yes	Yes	No	No	Yes
13	No	Yes	Yes	No	No	Yes
Manufacturing Plant Information						
1	No	Yes	Yes	No	No	Yes
2	No	Yes	Yes	No	No	No
3	No	Yes	Yes	No	No	No
4	No	Yes	Yes	No	No	No
5	No	Yes	Yes	No	No	No
6	No	Yes	Yes	No	No	No
7	No	Yes	Yes	No	No	No

Class Wise Questionnaires Availability

8	No	Yes	Yes	No	No	No
9	No	Yes	Yes	No	No	No
10	No	Yes	Yes	No	No	No
11	No	Yes	Yes	No	No	No
12	No	Yes	Yes	No	No	No
13	No	Yes	Yes	No	No	No
14	No	Yes	Yes	No	No	No
15	No	Yes	Yes	No	No	No
16	No	Yes	Yes	No	No	No
17	No	Yes	Yes	No	No	No
18	No	Yes	Yes	No	No	No
19	No	Yes	Yes	No	No	No
20	No	Yes	Yes	No	No	No
21	No	Yes	Yes	No	No	No
22	No	Yes	Yes	No	No	No
23	No	Yes	Yes	No	No	No
24	No	Yes	Yes	No	No	No
25	No	Yes	Yes	No	No	No
26	No	Yes	Yes	No	No	No
27	No	Yes	Yes	No	No	No
28	No	Yes	Yes	No	No	No
29	No	Yes	Yes	No	No	No
30	No	Yes	Yes	No	No	No
31	No	Yes	Yes	No	No	No
32	No	Yes	Yes	No	No	No
33	No	Yes	Yes	No	No	No
34	No	Yes	Yes	No	No	No
35	No	Yes	Yes	No	No	No
36	No	Yes	Yes	No	No	No
37	No	Yes	Yes	No	No	No
Product Information						
1	Yes	Yes	Yes	Yes	Yes	Yes
2	Yes	Yes	Yes	Yes	Yes	No
3	Yes	Yes	Yes	Yes	Yes	No
4	No	No	No	Yes	Yes	No
5	Yes	Yes	Yes	Yes	Yes	No
6	Yes	Yes	Yes	Yes	Yes	No
7	Yes	Yes	Yes	Yes	Yes	No
8	Yes	Yes	Yes	Yes	Yes	No
9	Yes	Yes	Yes	Yes	Yes	No
10	Yes	Yes	Yes	Yes	Yes	No

Pre-Requisites

1. Provide a clause-by-clause compliance statement for latest revision of General Requirements (01-TMSS-01) and other applicable TMSS or TES (if applicable). List any deviations, to the applicable specifications along with technical justification. Please download the latest version of specifications from [here](#).

- i. Duly stamped on each page and signed by the authorized representative of the company
- ii. Provide filled up data schedules given at the end of the above specifications

Browse ...

(Attach 01-TMSS-01 latest specification)

Browse ...

(Attach other applicable latest specification(s))

2. Provide manufacturing experience and commencing date of manufacturing of subject product/equipment.

Browse ...

(Brief background description of plant)

Commencing Date

3. List of past supplied reference list of subject product(s)/equipment(s).

Browse ...

4. Provide a list of 3 utility companies and other major customers with contact name, address and telephone numbers, to whom you supplied the product locally and outside of your country (preferably in the Gulf region where the climatic conditions are identical to that of Saudi Arabia)

Indicate the rating, voltage, quantities and date supplied.

Utility Company/Customer Name	Contact Name	Address	Contact Number	
Country	Rating	Voltage	Quantity	Dispatch Date
<input type="text"/>	<input type="button" value="Browse ..."/>	<i>(Attach product supply certificates or end-user certificates)</i>		

5. Do you agree to provide extended warranty of 10 years to National Grid SA for the offered equipment, in respect of defects due to design, manufacturing, installation and workmanship from the date of Provisional Acceptance Certificate (PAC) of the project? Please refer below for complete guarantee/warranty statement sample.

☒ Yes

Guarantee/Warranty Letter No.	Letter Date
<input type="text"/>	<input type="button" value="Browse ..."/>

Warranty Statement Sample

Extended Warranty / Guarantee: Ten (10) years Extended Warranty confirmation exactly per the statement given below in the letter head of the Manufacturer duly stamped and signed by the authorized representative of the manufacturer shall be submitted.

“(Manufacturer Name) has agreed to give extended warranty/guarantee to SEC/National Grid SA for **(name of the equipment with rating shall be indicated here)** in respect of the defects due to design, manufacturing, installation and workmanship for a period of ten (10) years from the date of the Provisional Acceptance Certificate (PAC) of the project (in case of contract award) and from the date of delivery for the direct material supply order. The Guarantee/Warranty shall be applicable from first project/purchase order and shall cover all cost of equipment/materials and labor as per guarantee/warranty of equipment/materials and workmanship and subsequently be reduced yearly in case of future project award”

6 . Provide Plant Survey confirmation as per standard format.

Plant Survey Confirmation Letter No.

Letter Date

Browse ...

7 (a). Please upload the type test reports/certificates from national/international accredited test laboratory conducted in last 5 years.

Lab Name	Contact Name	Address	Contact Number	Certification Unique Reference Number
Lab Location	Field of Accreditation	Accreditation Type/No		Certification Issue Date
<input type="text"/>	<input type="button" value="Browse ..."/>	(Attach type test report for test conducted in last 5 years)		

Provide clarification on having multiple test reports from different test laboratory in different locations

(This is applicable only when multiple test reports of same product from different locations are uploaded)

7 (b). When these type tests were done? During design stage or on finished product before commercial launch?

☐ During Design Stage

☒ On Finished Product after commercial launch

7 (c). Was there any instance where type test failed? If Yes then provide the failure condition and type of improvement you made in product.

Failure Scenario	Testing laboratory report/third party report of failure & its causes	Design Improvements	Repetition of Tests & Results
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7 (d). Provide Type Test confirmation as per standard format.

Type Test Confirmation Letter No.	Letter Date
<input type="text"/>	<input type="button" value="Browse ..."/>

8 (a) Provide details about manufacturing experience

For local manufacturer	For international manufacturer	
Total manufacturing experience in years (Inside KSA)	Total manufacturing experience in years (International Market)	Total manufacturing experience of this product in years
Total manufacturing experience in years (Outside KSA)	Total manufacturing experience in years (Domestic Market)	

8 (b) Does your equipment/material falls under Communication/ SAS/Protection/AMI?

☐ Yes ☒ No

General Information

Company Information

1. Please provide Manufacturer's Name, Office Address and Contact details

Manufacturer Name	Address	
Contact Name	Email Address	Contact Number
Alternate Contact Name	Email Address	Contact Number

2. Provide website address of your company (if available)

Company Website

3. What is the nature of ownership of your Company? Choose from drop down list.

Sole Ownership, Partnership,
Limited Liability Company,
Public Company,
State Owned Company,
Others

▼

4. Do you have a local representative/vendor in Saudi Arabia?

☐

No

HQ Sales Office Contact
Person

Address

Contact Number

Email Address

☒

Yes

Local Sales Office Contact
Person

Address

Contact Number

Email Address

Browse ...

(Attach Authorization Letter from Manufacturer for local office. It should specify boundary of duties and responsibilities of manufacturer and local office)

Browse ...

(Attach Chamber of Commerce and Industry Membership Certificate)

Role (Choose all that applies)

☒ Commercial

☒ Technical Support

5. Does your Company have trade union affiliations?

☐

No

☒

Yes

Union Name

Contract Renewal Date

6. Please describe any mergers and acquisitions activity in your company has in the past, including relevant details.

Enter Information

7. Do you have customer service support center in Saudi Arabia?

☐

No

What arrangement can you make for providing customer services in case you do not have a local vendor in Saudi Arabia.

Enter Information

☒

Yes

What is your customer service (maintenance, repair and spare parts services) capabilities pertaining to product under pre-qualification? Please attach customer service details covering services hours/days, SLA, Type – L1/L2/L3, contact procedure etc.

Browse ...

(Attach customer support procedure)

8. What is the percentage allocation of R&D from the total annual budget?

% Allocation

9. Describe any current research activity and future research projects. List all original research papers published.

Enter Information

10. Is your Company a member of any research organization or National/International Industrial Society that is involved in research and development?

☐ No

☒ Yes

Research Organization Name	Research Activities	Your Involvement
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Financial Information

11. Please attach your last three years audited financial statements.

	Browse ...	(Year 1 – Most Recent)
	Browse ...	(Year 2)
	Browse ...	(Year 3)

12. Details about Subsidiaries/Joint Ventures

Subsidiaries/JV Name	% Equity Owned	Revenue	Business
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Add More

Existing Relationship

13. Do you have any prior co-operation with National Grid in terms of MOU, or other collaboration etc?

☐

No

☒

Yes

Enter Details like Date of MOU Signed, Any
reference number etc.

Product Information

1. Provide a clause-by-clause compliance statement for latest revision of General Requirements (01-TMSS-01) and other applicable TMSS or TES (if applicable). List any deviations, to the applicable specifications along with technical justification. Please download the latest version of specifications from [here](#).

- i. Duly stamped on each page and signed by the authorized representative of the company
- ii. Provide filled up data schedules given at the end of the above specifications

Browse ...

(Attach 01-TMSS-01 latest specification)

Browse ...

(Attach other applicable latest specification(s))

2. Please attach **product manual** including details of available sizes, ratings, material, drawing etc. for the product/material/equipment that is intended to be pre-qualified.

Browse ...

(**DO NOT** attach product brochure)

3. What National/International Codes and Standard(s) does your product meet?

Provide the complete standard(s) name with comma(,) separator.

4. Furnish the product life data (i.e. the expected mean time-to-failure life test, field test, etc.)

Enter Information

(Please attach data schedule)

Browse ...

5. What are the differences between your previously pre-qualified product and the newly improved one? Please mention the design improvements made to the product in last three years.
(Applicable only for pre-qualification of an improved product)

Design Improvement

Benefits Achieved

(Please internal test reports)

Browse ...

6. (a) Please provide following details for last three years for product under intended for prequalification.

Total Plant Capacity	Total Units Produced for Product	Total Units Sold (Local)	Total Units Sold (International)	(Year 1 – Recent)
Total Plant Capacity	Total Units Produced for Product	Total Units Sold (Local)	Total Units Sold (International)	(Year 2)
Total Plant Capacity	Total Units Produced for Product	Total Units Sold (Local)	Total Units Sold (International)	(Year 3)

6. (b) What percentage of plant capacity is fully engaged at present?

7. Do you manufacture the product under license?

☐ No☒ Yes

(Attach technical agreement certificate for licensing)

8(a). Do you manufacture the product completely in your factory?

☐ No

Describe the manufacturing activity, which is done by another factories, and provide their names and locations.

☒ Yes

8(b). Provide technical information of the main raw material used in the product

Raw Material	Supplier of Raw Material	Address	Contact Person Name	Contact Number
Email ID				

9. Describe any technical development in your products (especially the product under consideration) and manufacturing process.

10. Attach the specific quality control plan for product to be pre-qualified

(Attach Product Specific Quality Control Procedure)

Manufacturing Plant Information

General Plant Information

1. Please provide Manufacturing Plant Name & Location, Tel. No., Fax No.

Please furnish the details of all Manufacturing plants available and specify the plant (only one) which you wish to prequalify.

Manufacturing Plant Name	Location	Telephone Number	<input type="checkbox"/> Pre-Qualification Required
Contact Name	Designation	Telephone Number	

Add More

2. List all the products manufactured in your factory. Specify the product(s) that you intend to be covered by this pre-qualification and attach their catalogues

Product Name	Pre Qualification Required Yes No	<input type="text"/>	Browse ...
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(Attach product catalogue for the product that you want to be covered in PQ)

Add More

3. Provide the organizational chart of your Company and indicate the number of employees in each functional group

Engineering	Number of Employees	Roles and Responsibilities
Admin. & Sales	Number of Employees	Roles and Responsibilities
QC & QA	Number of Employees	Roles and Responsibilities
Inspection (if separate from QA/QC)	Number of Employees	Roles and Responsibilities
Production	Number of Employees	Roles and Responsibilities
Laboratory	Number of Employees	Roles and Responsibilities
Research	Number of Employees	Roles and Responsibilities
Others	Number of Employees	Roles and Responsibilities

Browse ...

(Attach Organization Chart)

4. Please provide details of key management personnel in your organization in below roles

General Manager	Key Executive Name	Contact	Experience and qualification
Quality Manager	Key Executive Name	Contact	Experience and qualification
Technical Manager	Key Executive Name	Contact	Experience and qualification
Operations Manager	Key Executive Name	Contact	Experience and qualification
Sales Manager	Key Executive Name	Contact	Experience and qualification

5. Attach a layout of your facilities showing the number of buildings and sizes (in square meters) of the storage area, production shops, engineering offices, testing laboratory, etc.).

Browse ...

(Attach Plant Layout)

Manufacturing Capabilities

6. Do you utilize computer applications for design, manufacturing and other operations in the factory?

☐ No

☒ Yes

Application Name

Functional Group

Application Usages

Add More

7. Attach a list of the major machines available in your factory indicating the type, function and number of years of operation

S.No

Equipment Description

Quantity

Model No.

Manufacturing year

Calibration Status

Remarks

Add More

8. Describe briefly the maintenance procedure of these machines

Enter Information

9. Attach a flow chart showing the different manufacturing stages of the subject product from raw material stage to finished product stage and indicate QA/QC activities for each stage

Manufacturing Stage	QA/QC Activities
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Add More

Browse ...

(Attach Manufacturing Chart)

10. Which of the following special process are performed during the manufacturing process? Identify the type and the standard/ procedure applied.

Welding, Surface Preparation, Painting, Galvanizing, Non-Destructive Testing (NDT), Others (Specify)

Enter Information

Quality System

11. Are the QA/QC personnel independent of other activities such as design, production, etc.?

☐ No ☒ Yes

12. To whom do the following report: QA Manager, QC Manager, Chief Inspector, Others QA/QC Staff (Specify)

Browse ...

(Attach Reporting Chart)

13. Do the Quality personnel have the authority to stop production if quality requirements are not being met?

☐ No ☒ Yes

14. Do you have a documented Quality System?

☐ No ☒ Yes

Does the system include?

Quality Assurance Manual ☐ No ☒ Yes

Quality Procedures ☐ No ☒ Yes

Work Instructions ☐ No ☒ Yes

Browse ...

(Attach Quality Manual)

15. What National/International Quality Standards (i.e. ISO 9001 or equivalent) does your quality system meet? Please furnish the latest valid certificates.

☐ No

☒ Yes

Certificate Name	Issue Date	Expiry Date		Browse ...
(Attach Certificate)				

Add More

16. Kindly attach the process flow of managing customer requirement indicating requirement review to final acceptance activities. Clearly mention the role of various departments involved in the process.

	Browse ...
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17. Please provide list of quality management records/documents that are controlled in your Company and the retention period?

Document Name	Retention Period (Years)
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Add More

18 a. Do your purchase orders to suppliers and contracts (work orders) to sub-contractors include complete technical and quality requirements (e.g. specifications, drawings, test certificates, instructions, etc.)?

☐ No ☒ Yes

18 b. What are your criteria in selecting suppliers and sub-contractors? Attach a copy of your procedure.

Browse ...

(Attach supplier/sub-contractor selection procedure)

18 c. Describe how your approved sub-contractor / supplier list is developed / maintained / performance graded?

19. Describe your procurement quality control activities to ensure that your ordered items conform to specified requirements. Attach a copy of your procedure

Browse ...

(Attach Procurement Quality Control Procedure)

20. Describe your design control program

21. Describe methods of in-process inspection, testing and identification.

Enter Information

22. Are the measuring, inspection and testing equipment calibrated per documented procedure?

☐ No ☒ Yes *(Attach a copy of procedure)*

23. Is the calibration performed in-house or sub-contracted?

☐ In-House ☒ Sub contracted

24. Can the product and its inspection status be identified and traced at any stage of the manufacturing process? Please explain or attach a copy of your procedure.

☐ No ☒ Yes *(Attach a copy of procedure)*

25. What controls are applied when a non-conforming item is found at

Receiving Inspection	Control Procedure
In-Process Inspection	Control Procedure
Final Inspection	Control Procedure

26. Describe methods for controlling, documenting, segregating, correcting and disposing of materials found to be non-conforming

Enter Information

27. Describe actions taken for:

- Preventing recurrence of non-conforming product(s).
- Eliminating potential causes of non-conforming product(s).
- Ensuring that corrective actions are implemented and are effective.
- Documenting necessary changes in procedures resulting from corrective action.

Enter Information

28. Describe methods and timetable of internal audits to verify compliance to, and determine the effectiveness of the quality system and its elements

(Attach Audit Schedule)

29. Provide details as to the qualifications and training of personnel authorized to perform internal audits.

30. Is training given to your personnel per documented procedure?

☐

No

☒

Yes

31. What are the qualifications of your personnel who perform special tasks such as welding, NDT and internal quality audits?

32. Do you apply any statistical technique to verify acceptability of the process/product?

☐ No

☒ Yes

Explain Briefly

Testing Capabilities

33.a. Is your testing laboratory certified to any standard or recognized by any government agency?

☐ No

☒ Yes

Browse ...

(Attach certificate)

33.b. List all the tests performed in your laboratory. Are these tests carried out per documented procedures?

Test Name

As Per Documented Procedure?

Add More

☐ No

☒ Yes

33.c. List your major inspection, testing, analyzing and calibration equipment

Equipment	Function	Rating	Years in Operations	Add More
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33.d. Is your laboratory electrically shielded and temperature / humidity control is achieved?

☐ No ☒ Yes

34.a. Are design test data certified by Independent Testing Laboratories?

☐ No ☒ Yes

Provide Details

34.b. Are you affiliated to any testing association?

☐ No

☒ Yes

Name of the Association

Affiliated Since

Add More

Material Handling, Storage and Shipping Capabilities

35. Provide a list of your material handling equipment, indicating the quantity and load capacity

Receiving Materials	Equipment	Quantity	Load Capacity
Production	Equipment	Quantity	Load Capacity
Storage	Equipment	Quantity	Load Capacity
Shipping	Equipment	Quantity	Load Capacity

36. Do you have separate areas for,

Incoming Materials	<input type="radio"/> No	<input checked="" type="radio"/> Yes
In-Process Materials	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Hold Materials	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Rejected Materials	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Finished Products	<input type="radio"/> No	<input checked="" type="radio"/> Yes

37.a. Is there a periodic inventory of materials?

☐

No

☒

Yes

Explain Briefly

37.b. What are your shipping methods for the finished product

Enter Information

37.c. Detail your packing procedures to protect the product against damage and environmental effects which might be caused during shipment

Enter Information

37.d. Describe your procedure for storage of raw materials to prevent deterioration, especially those with specific shelf life.

Enter Information