**SUPPLIER Pre-Qualification QUESTIONNAIRE**

This pre-qualification, does not commit Harvest Operations Corp. (“Harvest”) to include company in any bid or proposal, award any work, pay any costs incurred in this preparation or contract for any goods and/or services.

## INTRODUCTION

Harvest and its affiliates are committed to maintaining the highest of business standards recognizing the importance of credibility, integrity, and trust to our success. We promote competitive procurement to the maximum extent practical and evaluate supplier’s products and services on quality, technical application, price and other relevant objective factors. To remain competitive within the oil and gas industry Harvest requires materials and services at the best possible value.

Should you require further information about Harvest values, locations or structure please access our web site at [www.harvestenergy.ca](http://www.harvestenergy.ca/)

## INSTRUCTIONS FOR COMPLETION

Answers given shall apply specifically to the company named and must be exclusive of the activities of parent, associated or subsidiary companies, except where specified otherwise. Activities, carried out on by parent, associated or subsidiary companies, shall be considered as “sub-contracted”.

Information other than specifically asked for in this questionnaire may be taken into consideration at Harvest’s discretion. The information provided shall be considered “Confidential”, for use by Harvest Operations and its agents.

**Questions that do not pertain to your company’s services should be designated “n/a”.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Company Information** | | | | | | | | | | | | | | |
| Name of Company: | |  | | | | | | | | | | | | |
| Type of Company : | |  | | | | | | | | | | | | |
| (Limited, Private, Subsidiary, Partnership, etc.) | | | | | | | | | | | | | | |
| Country of Registration: | |  | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | |
| City, Province/State: | |  | | | | | | | | | | | | |
| Postal Code: | |  | | | | | Country: | | | |  | | | |
| Telephone #: | |  | | | | | Fax: | | | |  | | | |
| Email: | |  | | | | | Website: | | | |  | | | |
| GST # | |  | | | | | | | | | | | | |
| What is the gross annual revenue of your company? $ | | | | | | | | | | | | | | |
| Financial Establishment: | |  | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | |
| City, Province/State: | |  | | | | | | | | | | | | |
| **2. Key Personnel** | | | | | | | | | | | | | | |
| Please list the names and contact information for applicable personnel in your company. | | | | | | | | | | | | | | |
| **Position** | **Name** | | | | **Email** | | | | | | | | **Yrs. of Service** | |
| President |  | | | |  | | | | | | | |  | |
| Vice President |  | | | |  | | | | | | | |  | |
| General Manager |  | | | |  | | | | | | | |  | |
| Sales |  | | | |  | | | | | | | |  | |
| Engineering |  | | | |  | | | | | | | |  | |
| QA/QC |  | | | |  | | | | | | | |  | |
| Operations |  | | | |  | | | | | | | |  | |
| What is the number of staff? Employees:       Other: | | | | | | | | | | | | | | |
| Does your company have First Nations content?  Yes  No | | | | | | | | | | | | | | |
| Provide details: | | | | | | | | | | | | | | |
| Please indicate who will coordinate communication between Harvest Operations Corp. | | | | | | | | | | | | | | |
| Name: |  | | | | | Function: | | | |  | | | | |
| Telephone #: |  | | | | | Email: | | | |  | | | | |
| **3. References** | | | | | | | | | | | | | | |
| Please provide references from three companies that you are currently doing business with. | | | | | | | | | | | | | | |
| **Company** | | | **Contact Name** | | | | | | **Phone #** | | | **Email:** | | |
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| **4. Affiliates** | | | | | | | | | | | | | | |
| Please provide the names of parent, associated and subsidiary companies (if applicable). | | | | | | | | | | | | | | |
| **Name** | | | | **Kind** | | | | **% of Participation** | | | | **City/Country** | | |
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| **5. Standards** | | | | | | | | | | | | | | |
| Please provide your company’s acceptance to Harvest’s standards for the following: | | | | | | | | | | | | | | |
| Payment terms: Net 60 days | | | | | | | | | | | | | | Yes  No |
| Invoices: all invoices must be submitted through OpenInvoice | | | | | | | | | | | | | | Yes  No |
| Subcontractors: contractor has full responsibility for the coordination of all subcontractor’s work and compliance with federal, provincial and local regulations and ordinances | | | | | | | | | | | | | | Yes  No |

**SERVICES**

## Services (in *italics*) refer to both products & services.

|  |  |  |
| --- | --- | --- |
| **1. Service Type** | | |
| Please identify the types of *services* your company provides. | | |
| Drilling *Services* | Daywork  Rig Moves  Tools  Float Equipment  Mud  Bits  Logging  Transport  Wellhead  Mats  Survey  Directional  Cementing  Construction  Other: | |
| Completion *Services* | Frac  Pumping  Packers  Well Testing  Cementing  Logging  Transport  Coil  Wireline  Snubbing  Downhole Tools  Other: | |
| Pipeline *Services* | Install  Boring  Transport  Downhole Tools  Other: | |
| Tubular *Services* | Coatings  Inspection  Other: | |
| Production *Services* | Artificial Lift:  Pumpjack  BHP  ESP  Chemicals  Sucker Rods  Other:  Maintenance, Repair & Operations:  Valves  Fittings  Consumables  Process Pipe  All  Other: | |
| Facilities *Services* | Rotating Equipment:  Pumps  Compressors  EPCM  Pipeline Construction  Facility Construction  Inspection  Non-Destructive Testing  Piledriving  Electrical & Instrumentation  Other: | |
| Miscellaneous *Services* | Environment  Remediation  Fluid Hauling  Testing  Maintenance  Supervision  Fuel  Contract Labour  Engineering  Rentals  Lubricants  Communications  Vehicles  Safety  IT  Office  Other: | |
| **2. Areas of Service** | | |
| Northeast BC | | Conklin |
| Northern Alberta | | NWT |
| Central Alberta | | Southeast Saskatchewan |
| Southern Alberta | | Other: |
| **3. Health, Safety & Environment** | | |
| Harvest uses ComplyWorks to assist with its Contractor Engagement Program and to manage contract and supplier compliance, information and safety data. Harvest requires all suppliers to be registered with an “approved” status on ComplyWorks before providing any *services*. | | |
| Is your company registered with ComplyWorks?  Yes  No | | |

**GOODS & MATERIALS**

| **1. Goods and Materials** | | |
| --- | --- | --- |
| Please identify the types of goods your company manufactures or supplies | | |
| Artificial Lift | | Buildings / Structural Skids |
| Chemicals | | Communication Equipment |
| Compressors, Air | | Compressors, Gas |
| Containment | | Drivers (motors, engines, turbines) |
| Electrical | | Exchangers |
| Filtration & Separation Equipment | | Flare / Incinerator / Burner Equipment |
| General Fabrication / Welding Equipment | | Generators |
| Heaters | | Health, Safety & Environmental |
| Instrumentation, Measurement & Control Systems | | Insulation & Refractory Materials |
| Mechanical Repair Equipment & Accessories | | OCTG & Linepipe |
| Office Equipment | | Office Furniture |
| Office Supplies | | Oilfield Supplies |
| Oils & Lubricants | | Pipe & Fittings |
| Pressure Piping | | Pressure Vessels |
| Process Equipment | | Pumps |
| Wellhead Equipment | | Valves |
| Vehicles / Tractors (on & off-road) | | Vessels |
| Welding Equipment & Accessories | | Other (please list) |
| **2. Areas of Ser**v**ice** | | |
| Northeast BC | Conklin | |
| Northern Alberta | NWT | |
| Central Alberta | Southeast Saskatchewan | |
| Southern Alberta | Other: | |
| **3. Quality Management** | | |
| Does your company have a quality management system?  Yes  No | | |
| If yes, please describe:  . | | |