



## Pre-Qualification Questionnaire

This pre-qualification, does not commit HOC 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 Operations and 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.

**This pre-qualification applies to products, works and services. For the sake of readability, in this document these are all called *services* (in *italics*).**

Questions that do not pertain to your companies services should be designated N/A.

| 1.0 Company Information   |                 |           |                                     |        |
|---|-----------------|-----------|-------------------------------------|--------|
| Name of Company:  |                 |           |                                     |        |
| Type of Company (Limited/Private /Subsidiary/Partnership/etc.): |                 |           | Country of Registration:            |        |
| Address (city, Province or State):                              |                 |           |                                     |        |
| Country   | Postal/Zip Code | Telephone | Fax                                 | E-mail |
| Web Page Address  |                 |           | GST Registration number (or equiv.) |        |
| What is the gross annual revenue of your company?               |                 |           | \$                                  |        |
| Financial establishment /Town / Prov.                           |                 |           |                                     |        |



Dun & Bradstreet Inc. #

**2.0 Key Personnel**

Please list the names and contact information for applicable personnel in your company.

| Position          | Name | E-mail address | Yrs. of service |
|-------------------|------|----------------|-----------------|
| President         |      |                |                 |
| Vice President    |      |                |                 |
| General Mngr.     |      |                |                 |
| Sales Mngr.       |      |                |                 |
| Engineering Mngr. |      |                |                 |
| QA/QC Mngr.       |      |                |                 |
| Operations Mngr.  |      |                |                 |

Please indicate the name of your focal point who will co-ordinate all communication between Harvest and your company:

|      |          |
|------|----------|
| Name | Function |
|------|----------|

|         |      |               |
|---------|------|---------------|
| Phone # | Fax# | Email address |
|---------|------|---------------|

What is the number of staff? \_\_\_\_\_ employees, \_\_\_\_\_ others.  
 Does your company have First Nations Content? Yes / No  
 Details: \_\_\_\_\_

**3.0 References**

3 companies that you are currently doing business with you.

| Company | Contact | Phone/e-mail |
|---------|---------|--------------|
|         |         |              |
|         |         |              |



**4.0 Affiliates**

Please list the names of parent, associated and subsidiary companies, if any:

| Name/Kind/<br>Percentage Of Participation | City/Country |
|---|--------------|
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |

**5.0 Standards**

Please provide your companies standards for the following

|   |  |
|---|--|
| Payment terms (HOC std. net 50 days from receipt)   |  |
| Invoices HOC prefers that invoices be submitted through our internet based application Open Invoice™, supplied by ADP.  |  |
| <u>Contractor has full responsibility</u> for the coordination of the Subcontractor's work, and their compliance with all federal, provincial and local regulations and ordinances. |  |