List of Frequently Asked Questions (FAQ)

1. How can I access the Vendors & Contractors PQ application form?
   https://esourcing.knpc.com
2. How long is the review cycle?
   The review cycle is 4 to 5 weeks provided that the PQ application is complete and no additional information is requested from the applicant.
3. Is the Financial Section mandatory for all contractors and vendors? Yes, all vendors and contractors are required to submit their last 3years audited financial statements.
4. Is HSE Section mandatory for all contractors?
   No, please refer to PQ application for more details.
5. How can I submit my PQ application?
   You can submit your request on-line https://esourcing.knpc.com for obtaining Username and Password. Upon receiving the Username & Password you can submit your application online along with all required documents.
6. How much is the PQ fees?
   Application processing fee is KD 50 (for local companies) or US$200 (for foreign companies) per applied Product SubClass / ServiceSection. Fees to be deposited in the following account numbersand carbon copy of original challan to be attached along with PQapplication.

   Kuwaiti Dinar Account Number & Details:

   Account Name: Kuwait National Petroleum Co.Bank

   Name: National Bank of Kuwait

   Branch: Head Office Swift

   Code: NBOKKWKW

   IBAN Account Number: KW69NBOK0000000000001000007909

US Dollar Account Number & Details:

Account Name: Kuwait National Petroleum Co.Bank

Name: National Bank of Kuwait

Branch: Head Office Swift

Code: NBOKKWKW

IBAN Account Number: KW66NBOK0000000000001000314968

7. Are you accepting Cheque or Demand Draft?
No, fee should be deposited in one of the above mentioned accountsonly.

8. Can someone initially review my application before submission?
Yes, V & CEC helpdesk is available from 10am to 2pm Sunday, Tuesdayand Thursday to initially check PQ applications prior to submission.

9. How many years experience does a vendor/contractor need prior to submitting a PQ application?
For Manufacturers:
- 5 years experience is mandatory for international manufacturers.

- Past experience is not required for local manufacturers. Resources/capabilities will be assessed based on site visit.

For Contractors:
- 3 years experience is mandatory.

10. Do international manufacturers/contractors need a local agent inKuwait to submit a prequalification application?
Local agent is not mandatory to submit PQ application.

11. Are you conducting site visit to the applied companies?For Contractors:
Yes, all new local contractors will be subject to site visit. For international contractors it will be based on the importance of theworks.

For Manufacturers:
Yes, for critical items the manufacturer will be subject to site visit.

12. Are you approving Stockiest or Distributors?
No. We are not approving Stockiest or Distributors, however they could apply for inclusion on Commercial Directory.

13. What is the difference between approved vendor & non-approved vendor?
Approved vendors can participate in KNPC limited tenders and they can supply materials to EPC/PC contractors for KNPC Projects. Non approved vendors can only participate in KNPC general inquiries.

14. How can we register as a supplier to participate in KNPC general inquiries?
CWP helpdesk is available from 7.00am to 3.00pm to help you register as a supplier.

Contact Tel: 2388 7792 email id: cwphelp@knpc.com

15. We have manufacturing facilities in multiple locations in the same country. Can we submit separate PQ application for each facilities? Not required, one PQ application is enough with registered office name.

16. We have manufacturing facilities worldwide. How can we register our facilities?
Separate PQ application along with all necessary documents (country wise) is required for each facility.

17. We are in the KNPC approved manufacturers list. However, we have a sales office in middle east nearest to Kuwait to provide better service to our clients. Can we register our sales office?
Of course, we need an authorization letter from the approved manufacturer, stating that, "our middle east office will participate in KNPC tenders on our behalf" this letter should be addressed to Chairman V & CEC.

18. We are in the KNPC approved manufacturers list. However, we only conduct business via our authorized distributors/stockiest. Hence, we are not interested to participate directly in KNPC tenders. Can we register our nearest distributor to participate in KNPC tenders for our products?
Yes, we can make a relationship with your distributor. However, an authorization letter is required from the approved manufacturer addressed to Chairman V & CEC stating that, "our distributor M/s. will participate in KNPC tenders on our behalf" the same should be attested by the respective country Arab Chamber of Commerce and Kuwait embassy.

19. If we are rejected for a product code/type of work due to a specificreason, when can we reapply again?
Applicants can reapply after six (6) months from date of rejection fax / email provided that they rectify the areas of concern highlightedearlier by KNPC.

20. How long is our approval letter valid for?For
Contractors: 5 years

For Manufacturers: 5 years

21. If KNPC conducted a site visit to assess our manufacturing facility andrejected the same, when can we reapply to be scheduled for a sitevisit?
The manufacturer can reapply after 5 years in order to be rescheduledfor a site visit. The same is not applicable for local manufacturers.