	<b>REQUEST FOR INFORMATIONS</b>	<b>Code : REC-TL-ACH-031</b>
		<b>Révision : 5</b>

Dear Sir/Madam

TotalEnergies Marketing Lebanon and the whole oil industry live with permanent risks. TotalEnergies Marketing Lebanon continuously develops preventive means to control these risks.

TotalEnergies Marketing Lebanon has been providing itself **for several years** with an organization for the management and control of safety in all its operations.

Our company is searching for suppliers who could support us in achieving our policy and our safety goals.

Enclosed is the Hygiene, Safety, Environment, Quality commitment of TotalEnergies Marketing Lebanon signed by its Managing Director.

We would be grateful if you could answer the following questionnaire in view of a future cooperation.

We also want to confirm that all the information given in this questionnaire shall be kept confidential.

Sincerely,



## REQUEST FOR INFORMATIONS

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### Commitment to Hygiene, Safety, Security, Environment and Quality

The approach of TotalEnergies Marketing Lebanon in terms of Hygiene, Safety, Security, Environment and Quality is in line with the directions of the company TotalEnergies, for several years now.

The HSEQ management system of TotalEnergies Marketing Lebanon complies with One – Maestro framework of our Company.

Therefore, in compliance with the applicable rules and regulations, we apply the following principles:

1. Ensure the protection of employees, subcontractors and assets against all kinds of accidents or incidents: injuries, occupational diseases, material damages, fires, as well as regarding security related events.
2. Limit and control the impact of our activities on the environment and on the health of employees, subcontractors, and neighboring residents , by preventing pollution and by improving the living environment in and around our sites for all their users.
3. Ensure that our activities and facilities comply with the applicable regulations in the country.
4. Sustainably meet the expectations of our customers by ensuring on-time product supply with a quality according to the specifications in force, and with the will to constantly improve the quality of our products and services.
5. Distribute our products while controlling the risks related to loading, transporting, and unloading.
6. Make our suppliers and service providers our partners in their commitment to our approach in terms of Hygiene, Safety, Environment, Quality and VPSHR (Voluntary Principles on Security and Human Rights).
7. Reduce the risk of road accidents for our employees and contracted drivers, through appropriate training and risk analysis of the various roads in the country.
8. Listen to our stakeholders to integrate their needs into our strategy, and maintain regular communication to inform them about issues related to Hygiene, Safety, Security, Environment, Quality, and Transport.
9. Promote among our employees a culture based on professionalism, consistency in the respect and implementation of rules, competencies management, return on experience practice and continuous learning.
10. Contribute to achieving the 17 United Nations Sustainable Development Goals (SDGs), particularly in terms of access to energy, decent work, human rights and climate change.

To achieve these goals, we are consolidating the implementation of management systems for Hygiene, Safety, Security, Environment, Quality, and Transport, in accordance with international standards and the rules of our Company.

Complying with alert schemes and information procedures is an essential point in our operations, in order to react quickly to any emergency.

This approach is based on the vigilance and involvement of all. TotalEnergies Marketing Lebanon employees and partners are the implementors of these commitments.



**Adrien BÉCHONNET**  
Managing Director & Country Chair

June 2022

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Corporate name	
Address	
Telephone	
Fax	
e-mail	
Website	
Register number at the Commercial Registry	
Company's capital	
Date	

**Name of the person qualified to represent the supplier:**

Contact: ----- Mobile no: -----

Function:-----

*(N.B. submit the supporting documents)*

**A. Activities of the company**

1) What are your specialties, your fields of activity, your competences?

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2) What kinds of products or services are you likely to offer us?

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3) Can you provide us with your list of material and/or a catalogue?

YES

NO

4) Can you give us a clients' reference list? (if yes, please enclose the list to this questionnaire)

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YES  NO

5) Can you give us a list of the projects accomplished (if yes, please enclose the list to this questionnaire)

YES  NO

6) Is your company certified ISO 9001 – 14001 – OHSAS 18001 etc...

YES  NO

If yes specify: .....

**B. Company's staff**

7) How many employees do you have? What are their specialties? Give a global and brief organization chart of the company

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8) Is your staff qualified for the services you are offering us?

YES  NO

9) If yes, do you have documents certifying this? (e.g. engineer degree, welding certificate, electrical qualification)

YES  NO

10) Are your products or services certified by a recognized body?

YES  NO  If yes, which one

.....

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11) Do you include in your accounts the average number of training days per employee?

YES  NO

If yes what is the ratio: number of days of training per employee per year  
 .....

12) What is the average age of your employees?  
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13) What is the average level of education of your employees? (Bacc+xx, Bacc, secondary, pre-secondary, etc...)  
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**C. Performance of the company**

14) Can you provide us with a precise planning of the works to be accomplished or the service to be offered?

YES  NO

15) If it is about works, can you provide us with the execution plans (shop drawings for the works) before the works start or a delivery scheme for the service?

YES  NO

16) If it is about works, can you submit "as built" plans at the end of the works?


YES  NO

17) What are your average deadlines for the treatment of the different demands (e.g. demands of modification or a problem of non-compliance of delivered product)?

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18) Do you have a post-sale service?

YES  NO

If yes, what is the average deadline for reacting to a demand?

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**D. Company safety behavior (Site works)**

19) Do you commit yourself to respect the safety, health and environmental instructions while working with TotalEnergies Marketing Lebanon and to make all your staff working on site apply these instructions?

YES  NO

20) Is your material available with instructions for assembly, use, safety, maintenance, along with a safety sheet (for the chemical products)?

YES  NO

21) Is your staff equipped with safety shoes, helmets and gloves, with adequate scaffolding, a safety harness?

YES  NO

22) Do you hold a history of your incidents/accidents?

YES  NO

23) Are you ready to report to us (daily, weekly, monthly or other) about your activities within our sites in terms of hours of work, persons intervening on the site, number and nature of accidents/incidents?

(Form TotalEnergies Marketing Lebanon to fill out)

YES  NO

24) What kind of insurances do you have in case of accidents occurring on our sites?

\_\_\_\_\_

25) Are you ready to meet our purchasing conditions enclosed?

YES  NO

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If yes, please sign

**E. Miscellaneous**

26) How do you see your status in the Lebanese market?  
(reputation/competition...)

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27) How has your company been doing the last 3 years?  
 Progressing strongly                       stable                       losing speed

28) Are you ready to accept a payment on the basis of 30 days end of month?  
 YES     NO

29) Are you ready to get your payment by bank transfer?  
 YES     NO

If yes, please provide your bank info as well as the address of the bank:

.....  
 IBAN number: .....

30) Do you have a financial registration number?  
 YES     NO

If yes, please give the number. Submit a copy of the registration:  
 .....

31) Are you subjected to VAT?  
 YES     NO

If yes, please give VAT number:  
 .....