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| 原文 | 译文 |
| **GENERAL INFORMATION TO BIDDER** | **投标人须知** |
| **1.0 INTRODUCTION**  PC (Turkmenistan) Sdn Bhd (hereinafter referred to as PC(T)SB) is a company operating in Block 1, Offshore Turkmenistan. | **1.0 说明**  PC (Turkmenistan) Sdn Bhd（以下简称“PC(T)SB”）是负责运营近海1号区块的一家土库曼斯坦公司。 |
| This tender is for the establishment of a CONTRACT for the PROVISION OF WELL MAINTENANCE AND INTEGRITY SOLUTIONS for PC(T)SB Production Wells. | 本次招标旨在为PC(T)SB**生产井井维护和完整性解决方案**签订服务**合同**。 |
| 1.1 The primary duration of the CONTRACT is three (3) years. | 1.1 **合同**的主要期限为三（3）年。 |
| 1.2 The scope of work and details of the requirement are specified in the CONTRACT FORM and EXHIBITS. Please study these carefully. | 1.2 **合同格式和附件**中规定了工作范围和要求细节，请仔细阅读。 |
| 1.3 PC(T)SB hereby invites bidder to submit bid proposals for the PROVISION OF WELL MAINTENANCE AND INTEGRITY SOLUTIONS for PC(T)SB Production Wells under Tender No. PCT/TSS/2018/006. | 1.3 PC(T)SB特此邀请投标人提交PC(T)SB**生产井井维护和完整性解决方案投标书**，招标编号为PCT/TSS/2018/006。 |
| 1.4 A materials purchase CONTRACT for PC(T)SB will be established with successful bidder based on PC(T)SB Terms and Conditions as per CONTRACT FORM in SECTION V. Important factors to be used during the selection process include, but not limited to :-  - Bidder's Prices,  - Compliance with Technical Criteria,  - Compliance to Turkmenistan Laws and Regulations  Possession of all required by legislation registrations and certifications  - Proposal for term CONTRACT,  - Compliance with PC(T)SB Standard Terms and Conditions  - **Membership in “The Union Industrialists and Entrepreneurs of Turkmenistan” (for local Turkmenistan Bidders)**  Statement on the Absence of conflict of interest (no relatives, friends, neighbours, other acquaintances at PC(T)SB, including participation in this specific bidding once as a Contractor or Sub-contractor only, otherwise to declare about it in the Statement) in free written form  **Any bid proposal, which does not comply with the instructions stated in this bid document, will be disqualified at PC(T)SB discretion. Prior notification will not be given to any Bidder.** | 1.4 将根据**第五部分合同格式**中的PC(T)SB条款和条件与中标人签订PC(T)SB材料采购**合同**。遴选过程中应考虑的重要因素包括但不限于：  ——**投标人的报价**；  ——**技术标准符合性**；  ——**土库曼斯坦的法律法规合规性**；  是否具备法律规定的所有注册和认证条件  ——**远期合同方案**；  ——**是否遵循PC(T)SB标准条款和条件**  ——**土库曼斯坦工业家和企业家联盟成员资格（针对土库曼斯坦当地投标人）**  **无利益冲突声明**（在PC(T)SB无亲属、朋友、邻居、和其他在生意上打过交道的人，包括曾仅作为**承包商**或**分包商**参加过特定的投标，否则应在**声明**中阐明），以自由书面形式提交。  **任何投标书如不符合本招标文件中的说明，PC(T)SB将酌情取消其资格且不事先通知任何投标人。** |
| 1.5 In order for PC(T)SB to fully assess the relative merits of each bid, Bidder is requested to furnish PC(T)SB with any and all relevant and complete information as set forth in this Bid Document. | 1.5 为使PC(T)SB能够全面评估每份投标书的相对优势，请投标人向PC(T)SB提供本**招标文件**中规定的任何及所有相关和完整的信息。 |
| 1.6 Bidder is urged to comply strictly with each and every one of the provisions of this Bid Documents and must submit Bidder's proposal strictly in accordance with the terms of the Bid Documents. | 1.6 请投标人严格遵守本**招标文件**的每一项规定，并必须严格按照**招标文件**的条款提交投标书。 |
| **2.0 INVITATION TO BID DOCUMENTS (ITBD)** | **2.0 招标邀请文件（ITBD）** |
| 2.1 The Invitation to Bid Documents comprises the following:  Section I - Bid Acknowledgement  Section II - General Information to Bidder  Section III - Instructions to Bidder  Section IV - Form of Bids and Appendices  Section V - CONTRACT FORM & Exhibits | 2.1 **招标邀请文件**组成如下：  第一部分——**投标确认书**  第二部分——**投标人基本情况说明**  第三部分——**投标人须知**  第四部分——**投标书格式和附录**  第五部分——**合同格式和附件** |
| **3.0 INTENTION TO BID** | **3.0 投标意向** |
| 3.1 Bidder is requested to check the Bid Documents upon receipt and to advise PC(T)SB IF THERE IS ANY OMISSION OR PAGES MISSING. | 3.1 请投标人在收到**招标文件**后进行核对，**如有任何遗漏或缺页，请告知**。 |
| 3.2 Bidder is also advised to confirm within seven (7) days upon receipt of Bid Documents whether Bidder intends to submit a proposal and also to confirm its address and name of representative to whom PC(T)SB shall address all communications. | 3.2 投标人在收到**招标文件**后七（7）日内应确认其是否打算提交投标书，并确认其地址和代表姓名后，PC(T)SB将向其发送所有函件。 |
| **4.0 BID CLOSING DATE** | **4.0 投标截止日期** |
| 4.1 The Bid Closing Date as follows:  Submission to Dubai office: 11 July 2018 at 16:00 hours Dubai local time.  Submission to Ashgabat office: 11 July 2018 at 17:00 hours Ashgabat local time. | 4.1 投标截止日期如下：  提交至迪拜办事处：迪拜当地时间2018年7月11日16:00时。  提交至阿什哈巴德办事处：阿什哈巴德当地时间2018年7月11日17:00时。 |
| **5.0 BID VALIDITY** | **5.0 投标有效期** |
| 5.1 Bid Proposals shall be binding for a period of one hundred twenty (120) calendar days from the Bid Closing Date. Bidder may assume that award for the CONTRACT will be made within one hundred twenty (120) calendar days from the Bid Closing Date. | 5.1 投标书有效期为**投标截止日**起一百二十（120）个日历日。投标人可以假定将在**截标日期**起一百二十（120）个日历日内授予合同。 |
| 5.2 Bidder shall also quote for any adjustment to extend the bid validity for each 30 days period up to an additional period of sixty (60) days beyond the validity period as stipulated in item 5.1 above, if any. | 5.2 投标人应针对所有更改项（如有）进行报价，并保持其报价在第5.1项基础上延长有效期30-60日。 |
| **6.0 DURATION OF CONTRACT** | **6.0 合同期限** |
| 6.1 Subject to termination provision provided in the CONTRACT, the duration of the CONTRACT will be three (3) years. | 6.1 除合同规定的终止条款外，合同期限为三（3）年。 |
| **7.0 COMMENCEMENT DATE** | **7.0 生效日期** |
| 7.1 The tentative date of commencement of the CONTRACT will be on or about **October 2018** or on a date (earlier or later than the date indicated herein) to be mutually agreed between PC(T)SB and the successful Bidder. | 7.1 **合同**中规定的暂定开工日期为**2018年10月**或PC(T)SB与中标人共同商定的日期（早于或晚于本合同所述日期）。 |
| 7.2 PC(T)SB shall give sixty days (60) days advance notice on the actual Commencement Date to allow CONTRACTOR to get ready with personnel and relevant arrangements. | 7.2 PC(T)SB应提前六十（60）天通知实际**开工日期**，以便**承包商**做好人员准备和相关安排。 |
| **8.0 COMPLIANCE WITH LAW** | **8.0 遵守法律** |
| Bidder's attention is drawn to ARTICLE 30 of the CONTRACT whereby CONTRACTOR shall be responsible for and shall bear all the cost obtaining all necessary or appropriate licenses or import licenses or customs clearances or permits wherever applicable and required by law from the relevant governmental authorities of Turkmenistan. Bidder is therefore advised to consult its consultant on requirements for registration and/or incorporation of companies that may be imposed on CONTRACTOR by the relevant governmental authorities in connection with the performance of the WORKS in Turkmenistan. PC(T)SB would like to further emphasize on the Section II- General Information to Bidder, and more particularly draw Bidder's attention to ARTICLE 30 of the CONTRACT whereby CONTRACTOR shall be responsible for compliance with all local laws enforced from time to time and that relate to the WORKS. | 请投标人注意**合同第30条**，根据该条规定，**承包商**应负责从土库曼斯坦相关政府部门获得所有必要或适当的许可证或进口许可证或清关手续或法律规定的许可并承担所有费用。因此，建议投标人就有关政府当局可能对**承包商**提出的与在土库曼斯坦实施工程有关的公司注册和/或设立要求咨询其顾问。PC(T)SB希望进一步强调**第二部分**——**投标人须知**，并特别提请投标人注意**合同第30条**，根据该条规定，**承包商**应负责遵守当地不时实施的与工程有关的所有法律。 |
| **9.0 TAXES AND DUTIES** | **9.0 税费与关税** |
| Bidder's attention is also drawn to ARTICLE 8 of the CONTRACT which requires Bidder to be responsible for any taxes, levies, customs charges and other duties (corporate or personal) imposed or levied on the Bidder, Subcontractor and/or his employees. PC(T)SB shall have the right to withhold TAXES from payments due to CONTRACTOR under the CONTRACT to the extent that such withholding may be required under the legislation and/or by any relevant authorities of Turkmenistan and/or the relevant authorities of any other country and payment, by PC(T)SB to such authorities of Turkmenistan or the authorities of any other country, of the amount of money so withheld will relieve PC(T)SB from any further obligation to CONTRACTOR with respect to the amount so withheld; current rate of the tax that might be withheld in Turkmenistan (if applicable) is 15% of the invoice amount. | 还请投标人注意**合同第8条**，该条要求投标人负责对**投标人**、**分包商**和/或其雇员征收的任何税款、征费、关税和其他税费（公司或个人）。PC(T)SB有权从根据**合同**应支付给**承包商**的款项中预扣**税款**，但以土库曼斯坦和/或任何其他国家的立法和/或任何相关当局可能要求的预扣税款为限，PC(T)SB向土库曼斯坦或任何其他国家的相关当局支付所预扣的金额将免除PC(T)SB就所预扣金额对**承包商**承担的任何进一步义务；土库曼斯坦可能预扣的税款（如适用）的现行税率为发票金额的15%。 |
| **Bidder is therefore strongly advised to consult its tax consultant on the applicable taxes, levies, charges and duties that may be imposed or levied on CONTRACTOR in connection with the performance of the CONTRACT. Should the successful bidder wish to pay the taxes directly to Tax Authorities of Turkmenistan, it is required to provide PC(T)SB with confirmation letter from Tax Authority of Turkmenistan.** | **因此，强烈建议投标人向其税务顾问咨询在履行合同过程中可能对承包商征收的适用税项、税费和关税。如果中标人希望直接向土库曼斯坦税务机关缴纳税款，则必须向PC(T)SB提供土库曼斯坦税务机关的确认函。** |
| **10.0 BANK GUARANTEE / PERFORMANCE GUARANTEE** | **10.0 银行保函/履约保函** |
| Bidder's attention is drawn to ARTICLE 9 of the CONTRACT which requires successful Bidder to provide an irrevocable and unconditional first call **Bank Guarantee** issued by an international commercial bank acceptable to PC(T)SB for the performance of CONTRACTOR's obligation under the CONTRACT. In addition, if so requested by PC(T)SB, successful Bidder shall also furnish PC(T)SB with a **Performance Guarantee** issued by the Principal or parent company of the successful Bidder. Performance Guarantee and Bank Guarantee are provided in Exhibit VI (A) of CONTACT Form respectively. | 请投标人注意**合同第9条**，该条要求中标人提供由PC(T)SB可接受的国际商业银行出具的不可撤销且无条件的见索即付**银行保函**，以履行**合同**项下的**承包商**义务。此外，如果PC(T)SB提出要求，中标人还应向PC(T)SB提供由中标人的委托人或母公司出具的**履约保函**。**履约保函**和**银行保函**分别载于**联系表格附件6(A)**。 |
| **INSTRUCTIONS TO BIDDER** | **投标人须知** |
| **1.0 PURPOSE OF INSTRUCTIONS** | **1.0 投标人须知的目的** |
| 1.1 These INSTRUCTIONS TO BIDDER are part of and are to be read in conjunction with all other sections of the Invitation to Bid Documents. | 1.1 本**投标人须知**是招标文件的一部分，应与**招标邀请文件**的所有其他部分一并阅读。 |
| 1.2 The purpose is to inform Bidder of the proper practices which must be adopted to satisfy the requirements of PC(T)SB for the submission of bid and award of CONTRACT, and to enable PC(T)SB to fully assess the relative merits of each Bid. **Deviations from these practices may result in the offered Bid being rejected a**t **PC(T)SB’s discretion**. | 1.2 旨在告知**投标人**为满足PC(T)SB对提交投标书和授予**合同**的要求，所必须采取的适当做法，并使PC(T)SB能够充分评估每份投标书的相对优点。**如有偏离此等惯例的投标，**PC(T)SB**可自行决定拒绝与否**。 |
| **2.0 BID ACKNOWLEDGEMENT** | **2.0 投标确认书** |
| 2.1 Upon receipt of Invitation to Bid Documents, Bidder is required to confirm receipt by completing the BID ACKNOWLEDGEMENT included under Section I of this Invitation to Bid Documents and forwarding the same within seven (7) days of receipt of this Invitation to Bid Documents. The contents of the BID ACKNOWLEDGEMENT may be sent as a letter or as a fax. | 2.1 投标人在收到**招标邀请文件**后，须填写本**招标邀请文件第一部分**中的**投标确认书**，确认收到本**招标邀请文件**，并在收到本**招标邀请文件**后七（7）天内以信函或传真形式递交。 |
| **3.0 PREPARATION OF BID PROPOSAL** | **3.0 投标书编制** |
| 3.1 Bidder's proposal shall be in full conformity with requirements as set out in this Bid document. Nothing shall be deemed to change or supplement this basis except revisions to the Bid Document issued in writing by PC(T)SB to all Bidders. If Bidder wishes to present alternatives, Bidder may do so ONLY AFTER having duly complied with the requirements of the ITB documents. | 3.1 投标人的投标书应完全符合本**招标文件**的要求。除PC(T)SB以书面形式向所有投标人发布的对**招标文件**的修订外，任何内容均不得视为对本依据的更改或补充。如果投标人希望提出备选投标方案，其只能在充分遵守**招标邀请文件**的要求之后提出。 |
| 3.2 Bidder is required to complete the Bid Proposal in black ink (typed or handwritten) and return the Bid Proposal, along with any annotations and accompanying material that must be in the English Language with translation into Russian. | 3.2 投标书须打印或使用不褪色的黑色墨水填写，并将**投标书**连同任何注释和附带材料一并交回，此等材料需为英文且附上俄语翻译版本。 |
| 3.3 Bidder shall state in the Bid Proposal, the registered address of the Bidder and be signed by the usual signature of its principal officer whose full name and position shall be typed or printed in the space provided below the signature. | 3.3 投标人应在**投标书**中注明投标人的注册地址，并由其主要负责人惯常署名，其全名和职务应打字或用印刷体书写在签名下方的空白处。 |
| 3.4 When requested by PC(T)SB, satisfactory evidence of the authority of the person signing on behalf of the Bidder must be furnished. | 3.4 一旦PC(T)SB提出要求，须提供投标人代表签署人充分的授权证明。 |
| 3.5 The Bidder's Company official stamp must be inserted at the foot of each page of the Bid Proposal and all such pages are to be initialled by the Bidder. Alterations or erasures in any details submitted by the Bidder shall be explained and initialled in the margin by the Bidder. | 3.5 必须在**投标书**每页的页脚加盖投标人公司公章，并且所有页面均须由投标人草签。**投标人**提交的任何细节如有改动或擦除，应由**投标人**解释并在空白处草签。 |
| 3.6 Should the Bidder consider that any of the items contained in these Invitation to Bid Documents for which it is not given specific opportunity to individually price, have a cash value, it will include the same into the appropriate element of its prices and/or rates and/or percentages. | 3.6 如果投标人认为本**招标邀请文件**所载的任何项目具有现金价值，而招标人没有给予其单独定价的特定机会，则投标人应将该现金价值纳入其单价和（或）费率和（或）百分比的适当部分。 |
| 3.7 The Bidder shall bear responsibility for and pay all costs and expenses and other charges incurred in preparing its Bid Proposal. | 3.7 投标人应支付编制其投标书过程中产生的所有成本、费用和其他收费。 |
| 3.8 At the Bid Closing Date, Bidder must submit two (2) sealed Bid Proposal packages in accordance with Item 6.3 below and addressed and marked as indicated in item 6.4 and 6.5 | 3.8 投标人必须于**投标截止日**按照下文第6.3项提交两（2）个密封**投标文件**袋，并按第6.4项和第 6.5项所示致函和标记。 |
| 3.9 If the Invitation to Bid Documents contains conditions that the Bidder feels it cannot comply with at any prices, these shall be listed in Appendix 2(a) & 2(b) - EXCEPTION FORM of Section IV - FORM OF BID AND APPENDICES and to be submitted in the Bid Proposal. The Bidder should fully reference each and every clause qualified, together with the reasons for inability to comply and the precise wording for any proposed modifications. PC(T)SB wishes the Bid Proposal to be made without exceptions and reserves the right to reject any Bid Proposal if it contains any exceptions. | 3.9 如果**招标邀请文件**中包含**投标人**认为其无法遵守的任何价格条款，该等条款应列于**第四部分——例外情况表——投标书格式和附录——附录2(a)和2(b)**，并随**投标书**一同提交。**投标人**应详列每项符合条件的条款，并说明未能符合条件的原因，以及建议修改的准确措辞。PC(T)SB希望**投标书**无任何例外情况，并保留拒绝任何包含任一例外情况的**投标书**的权利。 |
| 3.10 If the Bidder is prepared to carry out and can price a requirement, but would prefer an alternative the Bidder should submit its alternative Proposal(s) in detail as per Appendix 3 - PROPOSED ALTERNATIVE of Section IV - FORM OF BID AND APPENDICES, such alternatives must be submitted in addition to a Bid Proposal calculated on the basis set out in the Invitation to Bid Documents. Any consideration of such alternative(s) shall be entirely at the discretion of PC(T)SB. | 3.10 如投标人准备执行某项要求并能为其定价，但希望采用备选投标方案，则投标人除提交基于**招标邀请文件**中详述提及的**投标书**外，还应按照**第四部分——投标书格式和附录**——**附录3——备选投标方案**，提交此等详细的备选**投标书**。PC(T)SB可自行决定是否采用该等备选投标书。 |
| 3.11 **Bidder is required to submit bid proposals for the complete scope as required by individual package. Partial bid submissions of each package will be disqualified. Bidder, therefore is required to sub-contract the portion of the scope which Bidder does not provide.** | 3.11 **投标人须就各合同包所要求的全部范围提交投标书**。**针对部分内容提交的标书将被取消资格。因此，投标人须将其无法提供的部分内容进行分包。** |
| 3.12 A soft copy format in CD form containing 1 each Technical Proposal and 1 each Price Commercial Proposal (**In Microsoft word**), shall be submitted together with the original and copy of the Technical and original and copy of the Commercial Proposal respectively. In the event there is a discrepancy between the original set and the soft copy, the original set shall govern. **BIDDER TO ENSURE THAT THE CD COPY OF THE TECHNICAL PROPOSAL DOES NOT CONTENT ANY PRICE PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION OF BID.** | 3.12 提交**技术标**和**商务标**正本和副本时，应同时提交光盘形式的软拷贝，**技术标**和**商务标**各一份**（微软word格式）**。如果正本与软拷贝不一致，应以正本为准。**投标人应确保技术标的CD副本不包含任何投标报价方案。不遵守此要求可能导致投标资格被取消。** |
| 3.0 Site Visit / Tender Briefing | 3.0现场踏勘/招标说明会 |
| If there is a requirement for the Tender Briefing and/or Site visit, PC(T)SB may advise a suitable time, date and venue for a tender briefing and/or clarification and may delegate his representatives to conduct the same. Bidder shall be responsible for his own traveling arrangements, including, but not limited to, visa approval, traveling permits, accommodations, meal and transportation to the site. Bidder’s representatives shall bring their own safety gears such as helmets, boots, glasses etc. Bidder’s personnel shall be limited to two (2) persons during the site visit /tender briefing venue. | 如须召开**招标说明会**和／或**现场踏勘**，PC(T)SB可建议一个合适的时间、日期及地点召开招标说明会和／或阐明会，并可委派其代表参加有关活动。投标人应自行负责差旅安排，包括但不限于签证审批、旅行许可、住宿、膳食和前往现场的交通。投标人代表应自备安全装备，如安全帽、安全靴、安全防护镜等。在现场踏勘/招标说明会现场时，投标人的人员应限于两（2）人。 |
| **5.0 BID PROPOSAL FORMAT** | **5.0 投标书格式** |
| 5.1 The Proposal shall be submitted in **two** **(2)** **separate** **sealed envelopes**, i.e. **"TECHNICAL PROPOSAL"** and **"COMMERCIAL PROPOSAL"** and shall be in accordance with the format stated in item 5.3 and 5.4 below. | 5.1 **投标书**应**分别用两（2）**个**信封密封**提交，即**“技术标”**和**“商务标”**，且格式应符合下文第5.3项和第5.4项所述要求。 |
| 5.2 Bidder must ensure that the **"TECHNICAL PROPOSAL"** does not contain any pricing or cost. Failure to comply with these instructions may render Bidder's Bid Proposal invalid. | 5.2 **投标人**必须确保**“技术标”**不包含任何报价或成本。不遵守该等须知说明可能导致投标人的投标书无效。 |
| 5.3 **“TECHNICAL PROPOSAL”** shall include but not be limited to the following:  Section T1 **Covering Letter** | 5.3**“技术标”**应包括但不限于以下内容：  **T1部分** **投标函** |
| 5.3.1 Bidder shall submit a covering letter together with the Bid Proposal using its official company letterhead and signed (in ink) by the usual signature of its principal officer whose full name and position shall be typed or printed under his/her signature. | 5.3.1 投标人应在提交**投标书**时一并提交一封投标函。该投标函应使用投标人公司的正式信笺，并由其主要负责人惯常署名（墨水笔书写），其主要负责人的全名和职务应打字或用印刷体书写在其签名下方。 |
| 5.3.2 Bidder shall list the contents of Bidder’s proposal and qualify any special additions not specifically requested for. | 5.3.2 投标人应列示投标书的内容，并对未明确要求的任何特别补充内容加以限定。 |
| 5.3.3 Bidder shall state whether the company, if awarded thisCONTRACT,will actually undertake the WORKS or it will be undertaken by Affiliated company, principal, associate, subsidiary. | 5.3.3 如果被授予此**合同**，投标人应说明是亲自承担**工程**，还是由其关联公司、主要公司、联营公司、子公司承担工程。 |
| 5.3.4 Bidder shall state the name of the principal company that Bidder is representing/working with. | 5.3.4 投标人应说明其代表/合作的主要公司名称。 |
| Section T2 **Proposal Form**  As per **Appendix I** of the Form of Bids and Appendices. | **T2部分** **投标书格式**  根据**投标书格式和附录**中的**附录1**。 |
| Section T3 **Technical Exceptions**  As per **Appendix 2** of the Form of Bids and Appendices. Bidder to complete and submit **Appendix 2(a)** of Bidder's exception for submission in Technical Proposal. | **T3部分 技术例外情况**  根据**投标书格式和附录**中的**附录2**。投标人应填写并提交**附录2(a)**中的投标人例外情况，并随**技术标**一同提交。 |
| Section T4 **Proposed Alternatives**  As per **Appendix 3** of the Form of Bids and Appendices. | **T4部分** **备选投标方案**  根据**投标书格式和附录**中的**附录3**。 |
| Such information should, as a minimum contain the following :  1. Curriculum Vitae (CV) of at least two (2) candidates for each position specified in Appendix 5 – CONTRACTOR PERSONNEL detailing each person's qualifications, experience, levels of responsibility held and employment history with dates. | 该类资料至少应包括以下内容：  1. 附录5—**承包商人员**中规定的每个职位至少有两（2）名候选人的**简历（CV）**，详细说明其资历、经验、责任等级及工作经历，列示工作相应时间段。 |
| The successful Bidder shall be responsible for all necessary arrangements required in connection with the issuance of work permits, visas, etc. which shall be required for its personnel engaged for the WORKS. | 中标人应负责为其参与工程的人员签发工作许可证、签证等所需的一切必要安排。 |
| Section T6 **Equipment specifications**  Bidder shall provide the specification of the proposed Equipment based on PC(T)SB requirement as per **Appendix 6**. | **T6部分** **设备规格**  投标人应根据PC(T)SB的要求（见**附录6**）提供拟用设备的规格。 |
| Section T7 **Insurance - Certificates**  Bidder shall furnish certified true copies of insurance certificates required as per **Appendix 7**. | **T7部分** **保险——证书**  **投标人**应提供**附录7**所要求的经核证无误的保险证书副本。 |
| Section T8 **Capability and Experience / Quality Assurance**  Bidder is required to provide separately, details of Bidder, its principal or Affiliate experience in executing work of a similar nature as per template in **Appendix 8**. | **T8部分** **能力和经验/质量保证**  **投标人**须按照**附录8**中的模板，分别提供**投标人**、其主要或**附属**公司的类似工程经验详情。 |
| Management Program to be implemented under the Contract. The outline should provide sufficient detail to describe the principles of the program and shall include a list of the various procedures as per **Appendix 8.** | 投标人应提交一份计划书，概述根据合同将实施的质量管理计划。该大纲应提供足够的细节以描述该计划的原则，并应包括**附录8**所列各种程序的清单**。** |
| Section T9 **Financial Report**  As per **Appendix 9** of the Form of Bids and Appendices | **T9部分** **财务报告**  根据**投标书格式和附录**中的**附录9** |
| Section T10 **Safety Assessment Questionnaire**  As per **Appendix 10** of the Form of Bids and Appendices | **T10部分** **安全评估问卷**  根据**投标书格式和附录**中的**附录10** |
| Section T11 **Administration Information**  As per **Appendix 11** of the Form of Bids and Appendices | **T11部分** **行政管理信息**  根据**投标书格式和附录**中的**附录11** |
| Section T12 **Bidder’s questionnaire**  As per **Appendix 12** of the Form of Bids and Appendices | **T12部分** **投标人基本情况表**  根据**投标书格式和附录**中的附录**12** |
| Section T13 **Unpriced SCHEDULE OF COMPENSATION**  As per **Appendix 13** of the Form of Bids and Appendices | **T13部分** **未标价费用表**  根据**投标书格式和附录**中的附录**13** |
| **5.4** **COMMERCIAL PROPOSAL** shall include the following: | **5.4** **商务标**应包括以下内容： |
| Section C1 **Covering Letter**  Covering letter shall be similar with that of the Technical Proposal | **C1部分** **投标函**  应与技术标的投标函类似 |
| Section C2 **Schedule of Compensation**  As per **Appendix 4** of the Form of Bids and Appendices | **C2部分** **费用表**  根据**投标书格式和附录**中的**附录 4** |
| Section C3 **Exceptions**  Bidder must submit the complete and detailed listing of only the exceptions that have cost impact and / or schedule impact in the format provided in the Appendix 2(b). All exceptions including those that have no cost and / or schedule impact are to be detailed in Section T3 as per appendix 2(a) of the technical proposal with no costs shown therein. **BIDDER shall in no circumstances put any exceptions to PC(T)SB Terms and Conditions and Contract Form in the Section C3**. These shall be listed in Section T3 Appendix 2(a) of Technical proposal. | **C3部分** **例外情况**  投标人必须按照**附录2(b)**提供的格式提交详细的完整例外情况清单，仅列出对成本和/或进度有影响的例外情况。所有例外情况，包括对成本和/或进度没有影响的例外情况，均应根据技术标附录2(a)，在**T3部分**详细列出，其中不得显示任何成本。**投标人在任何情况下，均不得违反PC(T)SB在C3部分条款和条件以及合同格式中的任何例外情况**。此等例外情况应在**技术标附录2(a)T3部分**中列出。 |
| Section C4 **Proposed Alternatives**  As per **Appendix 3** of the Form of Bids and Appendices. | **C4部分** **备选投标方案**  根据**投标书格式和附录**中的**附录3**。 |
| **6.0 SUBMISSION OF BID PROPOSAL** | **6.0 投标书的提交** |
| 6.1 The Bid Closing Date and Time for receipt of Bid Proposal shall be as advised in Section II - GENERAL INFORMATION TO BIDDER of this Invitation to Bid Document. | 6.1 **投标截止日期**和**接收投标书的时间**见本**招标邀请书第二部分——投标人须知**。 |
| 6.2 Bid Proposal may be forwarded by courier service or may be delivered by hand. | 6.2 **投标书**可通过邮寄或专人递送。 |
| 6.3 Bidder shall stamp the reverse side of each envelope as shown in the picture. (See the sample at the end of Section IV). Bidder shall ensure that all proposals for submission to PC(T)SB pertaining to the tender are properly wrapped, sealed **(no scotch tape!)** and labelled accordingly as follows: | 6.3 投标人应在每个信封的背面加盖公章，如图片所示。(见**第四部分**末尾的样本）。投标人应确保提交至PC(T)SB的投标书均妥善包装、密封**（不得使用胶带！）**并贴上如下标签： |
| 6.4 Bid Proposal must be addressed to PC(T)SB as follows: | 6.4 **投标书**必须按以下地址寄往PC(T)SB： |
| **1) For Bidders located in Turkmenistan:**  **PC (Turkmenistan) Sdn Bhd**  81 (block-B) Turkmenbashy Shayoly,  Ashgabat 744027, Turkmenistan  **Attn: Secretary, Tender Committee** | **1) 土库曼斯坦当地投标人：**  **PC (Turkmenistan) Sdn Bhd**  81 (block-B) Turkmenbashy Shayoly,  Ashgabat 744027, Turkmenistan  **Attn: Secretary, Tender Committee** |
| **2) For International Bidders:**  **PC Iraq Holdings B.V.**  Gate 2, Level 4, Dubai International Financial Centre (DIFC), Sheikh Zayed Road  Landmark: Next to Standard Chartered Bank Building  P.O.Box 506594 | Dubai, UAE  Tel : +9714 4408 500  **PC (Turkmenistan) Sdn Bhd**  **Attn: Secretary, Tender Committee**  Contact person: Keneth Disomol Lonzaga | **2) 国际投标人：**  **PC Iraq Holdings B.V.**  Gate 2, Level 4, Dubai International Financial Centre (DIFC), Sheikh Zayed Road  Landmark: Next to Standard Chartered Bank Building  P.O.Box 506594 | Dubai, UAE  Tel : +9714 4408 500  **PC (Turkmenistan) Sdn Bhd**  **Attn: Secretary, Tender Committee**  Contact person: Keneth Disomol Lonzaga |
| 6.5 Bid Proposal must be contained in sealed envelopes or packages bearing the name of the Bidder and be marked, besides that as described in Clause 6.3 above, as follows: | 6.5 **投标书**必须装入印有**投标人**名称的密封信封或文件袋中，除上述**6.3条**所述外，还必须标明以下内容： |
| **"STRICTLY CONFIDENTIAL"**  **TENDER NO**  **:**  **PCT/TSS/2018/006**  **TENDER TITLE**  **:**  **PROVISION OF WELL MAINTENANCE AND INTEGRITY SOLUTIONS for PC(T)SB Production Wells**  **NOT TO BE OPENED BY MAIL ROOM** **NO COMMERCIAL VALUE** | **“严格保密”**  **招标编号**  **:**  **PCT/TSS/2018/006**  **招标标题**  **:**  **PC(T)SB 生产井油井维护和完整性解决方案**  **不得在收发室打开**  **无商业价值** |
| There must be no other mark on the envelope or package, except PC(T)SB 's address and the name and return address of the Bidder. | 除PC(T)SB的地址以及**投标人**的名称和回邮地址外，信封或文件袋上不得有任何其他标记。 |
| Where a pre-addressed envelope or label is provided with the Invitation to Bid Documents, the Bid Proposal is to be submitted using that envelope or label. | 若**招标邀请文件**附有预留地址的信封或标签，则应使用该信封或标签递交**投标书**。 |
| 6.6 Bid Proposal delivered by hand to PC (Turkmenistan) Sdn Bhd office are to be deposited into the designated tender box at the address as mentioned in clause 6.4 above, directions to which are available with the receptionist at the main office lobby. | 6.6 经专人递交至PC (Turkmenistan) Sdn Bhd 办事处的**投标书**应放入上述6.4条所述地址的指定投标书箱内，递交说明可向总办事处大厅的接待员索取。 |
| 6.7 Bid Proposal received later than the Bid Closing Date and time stated in the Letter of Invitation to Bid may be rejected, notwithstanding the means of delivery to PC(T)SB. | 6.7 在**招标邀请书**中规定的**投标截止日期**之后收到的投标书，无论以何种方式送达PC(T)SB公司，均有可能被拒收。 |
| 6.8 Except under exceptional circumstances no extension of the time and date by which Bid Proposal must be submitted will be granted. | 6.8 除特殊情况外，不得延长提交投标书的时间和日期。 |
| 6.9 Unless specifically requested, PC(T)SB will not acknowledge delivery of a Bid Proposal. | 6.9 除特有要求外，PC(T)SB将不确认投标书的递交。 |
| 6.10 Bid Proposal may be withdrawn by written or fax requests only, which must be received by PC(T)SB prior to the Bid Closing Date. | 6.10 **投标书**可采用书面或传真方式申请撤回，且此类申请必须于**投标截止日期**之前送达PC(T)SB。 |
| 6.11 Bidder shall retain a photocopy of the Bid Proposal. | 6.11 投标人应保留投标书的复印件。 |
| 6.12 The Bidder's covering letter shall not contain any financial or contractual matters. Neither shall any financial or contractual matter be transmitted by fax unless specifically instructed otherwise by PC(T)SB. **Failure to comply with these instructions may render the Bid Proposal invalid.** | 6.12 **投标人**的投标函不得含有任何财务或合同事项。除非PC(T)SB另有特别说明，否则不得以传真方式传送任何财务或合同事项。**不遵守须知说明可能导致投标书无效。** |
| **7.0 CONSIDERATION OF BID PROPOSAL** | **7.0 投标书审议** |
| 7.1 PC(T)SB hereby reserves the right to request any further information it may deem necessary to evaluate the Bid Proposal, which may include but not be limited to a breakdown of, or supplement to, any lump sum prices, rates or percentages tendered. | 7.1 PC(T)SB特此保留要求提供其认为评估投标书所需的任何进一步资料的权利，此等资料可能包括但不限于投标书中任何总价、费率或百分比的细目或补充。 |
| 7.2 PC(T)SB will require Bidder to provide satisfactory evidence of the Bidder's credit worthiness and financial soundness and capacity to handle the CONTRACT and in this connection the Bidder may be required to furnish a certified copy of its latest published accounts, details of similar Contracts successfully completed, a banker's reference, details of existing third party loans or guarantees (if any) and other relevant information. | 7.2 PC(T)SB将要求投标人提供充分证据，证明投标人的信誉、财务状况和处理**合同**的能力，为此可能要求投标人提供其最新公布账目的核证副本、成功完成类似合同的详细资料、银行证明、现有第三方贷款或担保（如有）的详细资料及其他相关资料。 |
| 7.3 No part of any Bid Proposal submitted will be returned to the Bidder. | 7.3 所提交投标书的任何部分将不会返还给投标人。 |
| **8.0 ACCEPTANCE OF BID PROPOSAL** | **8.0 投标书验收** |
| 8.1 PC(T)SB may, at its option, reject all Bid Proposals received or may accept any Bid Proposal which in PC(T)SB 's sole judgment is the most advantageous to PC(T)SB. PC(T)SB reserves the right to accept or reject all or part of the Bid Proposals at PC(T)SB's discretion and PC(T)SB will be under no obligation to explain the reason thereof. | 8.1 PC(T)SB可选择拒绝收到的所有投标书，或接受其独立判断为对其最有利的任何投标书。PC(T)SB保留自行决定接受或拒绝全部或部分投标书的权利，且无义务解释其中的缘由。 |
| 8.2 The successful Bidder (if any) will be required to enter into a formal CONTRACT with PC(T)SB which will be on the same terms and subject to the same conditions as contained in the Invitation to Bid Documents and the Bid Proposal, subject to any mutually agreed modifications. Such formal CONTRACT shall be made in accordance with Section V - CONTRACT FORM. | 8.2 中标人（如有）须与PC(T)SB签订正式**合同**，该合同的条款和条件与**招标邀请文件**和**投标书**中的条款和条件相同，须经双方商定可进行修改。该正式**合同**应根据**第五部分——合同格式**签订。 |
| 8.3 PC(T)SB shall not be deemed to have accepted any offer unless and until a CONTRACT is duly signed or a letter or fax of intent is sent by PC(T)SB to the successful Bidder. | 8.3 除非PC(T)SB正式签署**合同**，或PC(T)SB向中标人发出意向书或传真，否则不得视为PC(T)SB已接受任何报价。 |
| **9.0 REQUEST FOR FURTHER INFORMATION** | **9.0 请求提供进一步信息** |
| 9.1 Any further information, clarification or request which may be required by the Bidder in order to complete its Bid Proposal or any interpretation thereof, must be obtained by written fax (+993 12 398000 ext.1107) sent to the address given below : | 9.1 投标人为完成其投标书或对其进行解释而可能需要的任何进一步信息、澄清或要求，必须通过书面传真（+993 12 398000 ext.1107）发送至以下地址： |
| "Attention: Secretary, Tender Committee"  **PC (Turkmenistan) Sdn Bhd**  **81 (block-B) Turkmenbashy Shayoly,**  **Ashgabat 744027, Turkmenistan**  **Fax: +993 12 398000 ext.1107** | **"Attention: Secretary, Tender Committee"**  **PC (Turkmenistan) Sdn Bhd**  **81 (block-B) Turkmenbashy Shayoly,**  **Ashgabat 744027, Turkmenistan**  **Fax: +993 12 398000 ext.1107** |
| **TENDER NO：PCT/TSS/2018/006**  **TENDER TITLE：PROVISION OF WELL MAINTENANCE AND**  **INTEGRITY SOLUTIONS for PC(T)SB Production Wells** | **招标编号：PCT/TSS/2018/006**  **招标工程名称：PC(T)SB生产井井维护和完整性解决方案** |
| Any such request must be made not later than seven (7) calendar days prior to the Bid Closing Date. | 任何此类请求必须在投标截止日期前七（7）个日历日内提出。 |
| 9.2 In addition to item 9.1 above, bidder is also requested to follow up the same requests via email to Secretary, Tender Committee to the following email address :  tendersecretarytkm23@petronas.com.my | 9.2 除上述第9.1项外，还请投标人通过电子邮件向**招标委员会秘书**跟进同样的要求，电子邮件地址如下 ：  tendersecretarytkm23@petronas.com.my |
| All Bidder’s email shall be from authorized Bidder representatives. Bidder shall ensure that minimum two (2) Bidder’s representative is required for any email communication. | 所有**投标人**的电子邮件均应由**投标人**代表授权。 **投标人**应确保至少有两（2）名投标人代表参与任何电子邮件通信。 |
| 9.3 Any further information, interpretation, advice or modifications given by or agreed upon by PC(T)SB pursuant to this Clause shall be distributed to Bidder by letter or fax, follow up by email, without revealing the identity of the original enquirer. | 9.3 PC(T)SB根据本条款提供或同意的任何进一步信息、解释、建议或修改，应以信函或传真方式分发给**投标人**，并通过电子邮件跟进，但不得透露原查询人的身份。 |
| 9.4 PC(T)SB may request further information from Bidder during the tender exercise. PC(T)SB will issue a written fax, follow-up by email to the respective Bidder’s representative. Bidder shall acknowledge receipt of the fax and email. PC(T)SB shall not follow up with Bidder with respect to the closing date of any request. | 9.4 在招标过程中，PC(T)SB将向投标人代表发出书面传真，并通过电子邮件跟进，要求**投标人**提供更多信息。**投标人**应确认收到传真和电子邮件。PC(T)SB不会就任何要求的投标截止日期与投标人跟进。 |
| 9.5 Except as provided herein Bidder is not permitted to contact or communicate with any member of PC(T)SB's staff for the preparation of the Invitation to Bid Documents on any matter relating to this exercise. **Uninvited visits to PC(T)SB's offices to discuss the Invitation to Bid Documents are NOT acceptable.** | 9.4 除本文另有规定外，**投标人**不得与PC(T)SB负责编制招标邀请文件的任何工作人员就与本次活动有关的任何事宜进行联系或沟通。**不接受投标人不请自来地访问PC(T)SB办公地以讨论招标邀请文件。** |
| **10.0 MODIFICATION BY PC(T)SB** | **10.0 PC(T)SB的修改意见** |
| 10.1 Any modification to the Invitation to Bid Documents required by PC(T)SB shall be advised to Bidder not later than seven (7) days prior to the Bid Closing Date. Any modification thus advised, shall be issued as an addendum to, and shall be deemed to constitute part of the Invitation to Bid Documents. Should it consider necessary, PC(T)SB may, at its sole discretion, revise the Bid Closing Date to comply with this requirement. | 10.1 PC(T)SB要求对招标邀请文件进行的任何修改，应在投标截止日期前七（7）天内通知投标人。此等通知的任何修改应作为招标邀请文件的附录发布，并应被视为构成招标邀请文件的一部分。如有必要，PC(T)SB可自行决定修改投标截止日期，以符合这一要求。 |
| **11.0 JOINT VENTURE/PARTNERSHIP** | **11.0 合资企业/合作伙伴** |
| 11.1 Bidder's intentions regarding the submission of joint venture or contractor partnership arrangements (if any) must be clearly indicated in the space provided in the Invitation to Bid Documents or in a letter accompanying the Bid Proposal. Certified assurances regarding the financial structure and standing of any such partner companies may be required by PC(T)SB. Bid Proposal by partnership shall disclose the full names of all partners and shall be signed with the partnership name by one of the members of the partnership or by an authorized representative. | 11.1 **投标人**必须在**招标邀请文件**所提供的空白处或**投标书**所附的信函中明确说明其提交合资企业或承包商合作安排（如有）的意向。PC(T)SB可能会要求提供有关任何此类合资企业的财务结构和信誉的经认证的担保。合资企业的投标书应公开所有合作伙伴的全名，并由合作伙伴的成员或授权代表签署公司名称。 |
| 11.2 A Bidder that stands in as an agent relationship to any other organization or organizations will be required, as a condition of award of any CONTRACT, to provide a guarantee by any such organization of the performance and financial obligations to be assumed by the Bidder under the CONTRACT. | 11.2 作为授予任何合同的一个条件，将要求作为任一或多个组织代理商的**投标人，**提供任何此类组织作为**合同**投标人应承担的履约和财务义务的担保。 |
| **12.0 CONFIDENTIALITY OF BID** | **12.0 投标书的保密性** |
| 12.1 By submission of a Bid, the Bidder warrants that: | 12.1 投标人提交投标书，须保证： |
| (a) The prices in the Bid Proposal have been arrived at independently, without consultation, communication, CONTRACT or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any competitor. | (a) **投标书**中的报价是独立得出的，没有与任何其他投标人或任何竞争者就与此等报价有关的任何事项进行协商、沟通、订立**合同**或约定以限制竞争。 |
| (b) Unless otherwise required by law, the prices which have been quoted in the Bid Proposal have not knowingly been disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor, nor will they be so disclosed. | (b) 除非法律另有规定，无论过去还是将来，**投标人**在**投标书**中所报的价格不会在知情的情况下直接或间接透露给任何其他**投标人**或竞争者。 |
| (c) No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid Proposal for the purpose of restricting competition. | (c) 无论过去还是将来，**投标人**不会试图诱使任何其他个人或公司提交或不提交投标书以限制竞争。 |
| (d) The Bidder has adhered to the highest standards of business ethics and, in particular, has established precautions to prevent any of its officers, employees, or agents from making, receiving or offering substantial gifts, entertainment, payment, loans, or other considerations which may influence individuals in respect of this Invitation to Bid. | (d) 投标人遵守最高的商业道德标准，特别是制定了预防措施，防止出现其任何干事、雇员或代理人接受或提供大量礼品、款待、付款、贷款的现象，或其他可能影响个体参与本招标邀请文件的因素。 |
| **13.0 BID BOND** | **13.0 投标保证金** |
| 13.1 PC(T)SB requires BIDDER to furnish a Bid Bond payable to PC (Turkmenistan) Sdn Bhd by way of an irrevocable and unconditional first call Bank Guarantee issued by a first class commercial bank and acceptable to PC(T)SB. The amount of the Bid Bond shall be USD10,000.00 (United States Dollar: Ten Thousand only). | 13.1 PC(T)SB要求**投标人**提供并支付由PC(T)SB接受的、由一级商业银行签发的不可撤销和无条件的见索即付银行保函。投标保证金的金额应为 10,000.00美元（美元：1 万元整）。 |
| 13.2 The Bid Bond shall be effective from the Bid Closing Date for an initial duration of one hundred and twenty (120) days or any other period of validity of the PROPOSAL, whichever expires later, and shall be in the format as specified below. (Form of Bid Bond). The original Bid Bond shall be included in the Technical PROPOSAL. | 13.2 **投标保证金**应自**投标截止日期**起生效，初始有效期为一百二十（120）天或**投标书**的任何其他有效期（以较晚到期者为准），并应采用以下规定的格式。(**投标保证金格式**）。**投标保证金**正本应包括在**技术投标书**中。 |
| 13.3 Unilateral withdrawal of any statements, terms and conditions and prices in BIDDER’s PROPOSAL during the validity period may result in BIDDER’s PROPOSAL being disqualified and, in the event that it is so disqualified, BIDDER’s Bid Bond shall be automatically forfeited. | 13.3 在投标有效期内单方面撤回投标人投标书中的任何声明、条款和条件以及价格，可能导致投标人的投标书被取消资格，一旦如此，其**投标保证金**将被自动没收。 |
| In the event that BIDDER withdraws its PROPOSAL within the Bid Validity Period or, having been awarded the CONTRACT, BIDDER refuses to execute the CONTRACT within the Bid Validity Period, or fails to furnish the required Performance Bond within the time stipulated in the CONTRACT then, at PC(T)SB discretion, the said Bid Bond shall be forfeited. | 如果**投标人**在**投标有效期**内撤回其**投标书**，或在中标后拒绝在**投标有效期**内执行**合同**，或未能在合同规定的时间内提供所需的**履约保证金**，则PC(T)SB将酌情没收上述**投标保证金**。 |
| 13.4 The Bid Bond will be returned to BIDDER upon award of the CONTRACT to the successful BIDDER. | 13.4 **合同**授予**中标人**后，**投标保证金**将退还给**投标人**。 |
| FORM OF BID BOND  To be submitted on Bank’s Letter Head | **投标保证金格式**  以银行信用抬头提交 |
| Date:  To:  Tender Secretary  Supply Chain Management  PC (Turkmenistan) Sdn Bhd  81 (block-B Turkmenbashy Shayoly,  Ashgabat 744027, Turkmenistan | Date:  To:  Tender Secretary  Supply Chain Management  PC (Turkmenistan) Sdn Bhd  81 (block-B Turkmenbashy Shayoly,  Ashgabat 744027, Turkmenistan |
| Sir,  SUBJECT: PROVISION OF WELL MAINTENANCE AND INTEGRITY SOLUTIONS for PC(T)SB Production Wells  (TENDER NO.: PCT/TSS/2018/006). | 先生，  **名称：PC(T)SB生产井井维护和完整性解决方案**  (**招标编号**：**PCT/TSS/2018/006**）。 |
| As requested by the BIDDER, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of BIDDER), we hereby irrevocably and unconditionally guarantee that the sum of United States Dollar Ten Thousands Only (USD10,000.00) being the amount of Bid Bond required to be deposited with PC (Turkmenistan) Sdn Bhd (PC(T)SB) in accordance with the conditions of the INVITATION TO BID DOCUMENT for PROVISION OF WELL MAINTENANCE AND INTEGRITY SOLUTIONS for PC(T)SB Production Wells, become payable by us immediately on first written demand, without proof or condition, given to us by PC(T)SB. | 应**投标人**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（**投标人名称**）的要求，我们特此不可撤销且无条件地保证，即根据PC(T)SB生产井井维护和完整性解决方案招标邀请文件的条款，向PC（土库曼斯坦）私人有限公司（PC(T)SB）交纳美元10,000元整 （USD10,000. 00）的**投标保证金**，我方应在PC(T)SB向我方发出第一份书面要求后立即支付，且无需证明或条件。 |
| We agree that we shall not be discharged or released from this Guarantee by any agreement made between the BIDDER and PC(T)SB with or without our consent or by the alteration in the obligations undertaken by the BIDDER or any forbearance, or by any change in name or constitution of PC(T)SB or the BIDDER. | 我方同意，无论在任何情况下，经我方同意与否，无论是由于投标人与PC(T)SB之间达成的任何协议，还是由于投标人承担的义务的变更、任何宽限或任何名称或组织结构的变更，均不得解除或免除本担保责任。 |
| This guarantee is effective from 11 July 2018 at 17:00 hours Ashgabat local time (BID CLOSING DATE AND TIME) and shall expire on 07 November 2018 (end of bid validity period). | 本保函自2018年7月11日阿什哈巴德当地时间17:00时（**投标截止日期和时间**）起生效，至2018年11月7日（投标有效期结束）失效。 |
| All claims under this guarantee have to be made latest within fourteen (14) days from the expiry date of this guarantee. | 根据本保函提出的所有索赔必须在本保函到期后十四(14)天内提出。 |
| SECTION IV  FORM OF BIDS AND APPENDICES | **第四部分**  **投标书格式和附录** |
| TABLE OF CONTENTS  DESCRIPTION | **目录**  **说明** |
| APPENDIX A - GENERAL INFORMATION | **附录A —— 基本信息** |
| APPENDIX 1 - PROPOSAL FORM | **附录1 —— 投标书格式** |
| APPENDIX 2 - EXCEPTIONS | **附录2 —— 例外情况** |
| APPENDIX 3 - PROPOSED ALTERNATIVES | **附录3 —— 备选投标方案** |
| APPENDIX 4 - SCHEDULE OF COMPENSATION | **附录4 —— 赔偿金一览表** |
| APPENDIX 5 - CONTRACTOR PERSONNEL | **附录5 —— 承包商人员** |
| APPENDIX 6 - Equipment specifications | **附录6 —— 设备规格** |
| APPENDIX 7 - INSURANCE | **附录7 —— 保险** |
| APPENDIX 8 - BIDDER’S CAPABILITY AND EXPERIENCE / QUALITY ASSURANCE | **附录8 —— 投标人的能力和经验/质量保证** |
| APPENDIX 9 - FINANCIAL REPORT | **附录9 —— 财务报告** |
| APPENDIX 10 - SAFETY ASSESSMENT QUESTIONNAIRE | **附录10 —— 安全评估问卷** |
| APPENDIX 11 - ADMINISTRATION INFORMATION | **附录11 —— 行政管理信息** |
| APPENDIX 12 - BIDDER'S QUESTIONNAIRE | **附录12 —— 投标人基本情况表** |
| APPENDIX 13 - UNPRICED“EXHIBIT III” – SCHEDULE OF COMPENSATION | **附录13 —— 未定价的“附录3” —— 赔偿金一览表** |
| SAMPLE OF ENVELOPE FOR BID PROPOSAL | **投标书信封样本** |
| GENERAL INFORMATION  Bidders shall complete the following Bid Appendices: | **基本信息**  **投标人**应填写下列**投标附录**： |
| **TECHNICAL PROPOSAL:** | **技术标书：** |
| 1. COVERING LETTER | 1. **投标函** |
| 2. PROPOSAL FORM | 2. **投标书格式** |
| 3. TECHNICAL EXCEPTIONS | 3. **技术例外情况** |
| 4. TECHNICAL PROPOSED ALTERNATIVES | 4. **技术备选投标方案** |
| 5. CONTRACTOR PERSONNEL | 5. **承包商人员** |
| 6. Equipment specifications | 6. **设备规格** |
| 7. INSURANCE | 7. **保险** |
| 8. BIDDER’S CAPABILITY AND EXPERIENCE / QUALITY ASSURANCE | 8. **投标人的能力和经验/质量保证** |
| 9. FINANCIAL REPORT | 9. **财务报告** |
| 10. SAFETY ASSESSMENT QUESTIONNAIRE | 10. **安全评估问卷** |
| 11. ADMINISTRATION INFORMATION | 11. **行政管理信息** |
| 12. BIDDER'S QUESTIONNAIRE | 12. **投标人基本情况表** |
| 1. UNPRICED“EXHIBIT III” – SCHEDULE OF COMPENSATION | 1. **未定价的“附录3” —— 赔偿金一览表** |
| COMMERCIAL PROPOSAL: | **商务标书：** |
| 14. COVERING LETTER | 14. **投标函** |
| 15. SCHEDULE OF COMPENSATION | 15. **赔偿金一览表** |
| 16. EXCEPTIONS | 16. **例外情况** |
| 17.PROPOSED ALTERNATIVES | 17. **备选投标方案** |
| Bidder's submission in response to the above Appendices will be used in the bid evaluation to ascertain the Bidder's competence for the WORKS. Bidders are advised that PC(T)SB may decline to consider any bid in which the required Appendices are not completed in full. | **投标人**根据上述附录提交的材料将用于评标，以查验**投标人**是否有能力完成**工程**。请投标人注意**PC(T)SB**可拒绝考虑任何未按要求完整填写附录的投标。 |
| Bidders are advised that they may include any supplementary or continuation sheets deemed necessary to provide all of the information required by the Bid Appendices. | 请**投标人**注意，为提供**投标附录**所要求的所有信息，投标人可列入任何必要的补充或续页。 |
| The Bidder shall insert its Company official stamp and sign each page of the Bid Proposal. | **投标人**应在投标书的每一页上加盖公司公章并签名。 |
| **PROPOSAL FORM** | **投标书格式** |
| Date :  To : Secretary, Tender Committee  PC (Turkmenistan) Sdn Bhd  81 (block-B) Turkmenbashy Shayoly,  Ashgabat 744027, Turkmenistan | Date :  To : Secretary, Tender Committee  PC (Turkmenistan) Sdn Bhd  81 (block-B) Turkmenbashy Shayoly,  Ashgabat 744027, Turkmenistan |
| Dear Sir,  TENDER NO : PCT/TSS/2018/006  TENDER TITLE : PROVISION OF WELL MAINTENANCE AND INTEGRITY SOLUTIONS for PC(T)SB Production Wells | Dear Sir,  **招标编号** : PCT/TSS/2018/006  **招标工程名称**: **PC(T)SB生产井井维护和完整性解决方案** |
| We, the undersigned, certify that we have read and understood the subject Invitation to Bid and all documents forming the above-mentioned tender. | 我方，即下方签署人，证明我方已阅读并理解上述招标邀请书和构成上述投标书的所有文件。 |
| We acknowledge that we have thoroughly reviewed the Bid Document and satisfied ourselves to all conditions and requirements affecting the WORKS and hereby submit the Bid Proposal for the tender with the price stated and attached hereto. We shall be solely responsible for the WORKS in accordance with good oilfield practice. | 我方确认已全面审阅了招标文件，并符合工程的所有条款和要求，特此提交**投标书**，并在此附上报价。我方将按照良好油田规范对工程负全部责任。 |
| We offer to perform the WORKS as detailed in the Bid Documents for the prices stated in our proposal attached hereto. This offer is valid for one hundred twenty days (120) days from the date fixed for Bid Closing (11 July 2018) and shall be binding upon us if accepted by PC(T)SB at any time before expiration of the aforesaid validity date. | 我方愿意按照本文件所附我方投标书中规定的价格完成招标文件中详细说明的工程。本报价自投标截止日（2018年7月11日）起一百二十（120）天内有效，如在上述有效期届满前任何时候PC(T)SB接受此报价，则对我方具有约束力。 |
| If our proposal is accepted, we undertake that, pending the execution of a formal CONTRACT, this Bid Proposal, together with your written acceptance shall constitute a binding contract between us. | 如果我方的投标书被接受，我方承诺，在签订正式**合同**之前，本投标书与贵方的书面接受书将构成我方与贵方之间具有约束力的合同。 |
| Yours faithfully | 谨上 |
| Signature：………………………………  Printed Name：………………………………  Designation：………………………………  Date：……………………………… | 签名：……………………  印刷体书写 ：…………………  委任：……………………  日期：…………………… |
| Duly authorized to sign Bids for and on behalf of:  Registered Company Name： …………………  Address ：………………………  Telephone ：……………………………  Facsimile：…………………………… | 经正式授权代表以下单位签署投标书：  注册公司名称：…………………  地址：………………………  电话：………………………  传真：……………………… |
| EXCEPTIONS | **例外情况** |
| 1.If Bidder has any changes that are considered of mutual benefit or if there are any exceptions to the terms and conditions of Section V - CONTRACT or any other part of this Bid Documents, Bidder must state the changes or exceptions proposed by using the format in Appendix 2(a) (to be submitted as SECTION T3 for Technical Proposal) and Appendix 2(b) (to be submitted as SECTION C3 for Commercial Proposal), and giving specific reasons thereof. Bidder must indicate clearly the implication(s), these changes or exceptions may have on Bidder's price quotation and work/delivery schedule if the changes or exceptions are accepted by PC(T)SB. PC(T)SB will review each change or exception on a case-to-case basis, **but in no event shall Bidder's base quotation be qualified by any changes or exceptions nor will PC(T)SB be obligated to accept any such change(s) or exception(s).** | 1. 如果**投标人**对**第五部分——合同**的条款和条件或本招标文件的任何其他部分有任何互利的变更或例外，投标人必须使用**附录** **2(a)**（作为**技术标书**的**第T3部分**提交）和**附录2(b)**（作为**商务标书**的**第C3部分**提交）中的格式说明所建议的变更或例外情况，并给出具体理由。如果PC(T)SB接受这些变更或例外情况，投标人必须清楚说明这些变更或例外情况可能对投标人的报价和工作/交货时间表产生的影响。PC(T)SB将根据具体情况审查每项变更或例外情况，**但在任何情况下，投标人的基本报价均不得因任何变更或例外情况而受到影响，PC(T)SB也没有义务接受任何此类变更或例外情况。** |
| 2. Complete new proposed wording must be provided for each exception (i.e. complete sentences with no reference to deletion or insertion of words). | 2. 必须为每种例外情况提供完整全新的拟议措辞（即完整的句子，不得提及删除或插入的字词）。 |
| 3. No prices or cost quotations are to be shown for the exceptions submitted in the Technical Proposal. Exceptions with cost implication must be marked with an asterisk (\*). | 3. 在技术标书中提交的例外情况不得显示价格或成本报价。涉及费用的例外情况必须用星号(\*)标出。 |
| 4. In any event PC(T)SB reserves the right to accept or reject any or all of the proposed exceptions. PC(T)SB will review each change or exception on a case-by-case basis. | 4. 在任何情况下，PC(T)SB保留接受或拒绝任何或所有建议例外的权利。PC(T)SB将逐一审查每项变更或例外情况。 |
| 5. If Bidder CANNOT accept PC(T)SB wording at ANY PRICE, and is willing TO RISK HAVING ITS BID PROPOSAL REJECTED on this basis, then Bidder must make this statement ("FIRM - Will not accept PC(T)SB wording at any price") in the format of Appendix 2(a) and Appendix 2(b). | 5. 如果**投标人无法**接受PC(T)SB的**任意报价**，且愿意承担**其投标方案**因此而**被否决的风险**，则投标人须以**附录2(a)**和**附录2(b)**的格式作出此声明（“**FIRM - Will not accept PC(T)SB wording at any price”）**。 |
| 1. Bidder shall quote the firm amount (lump sum and/or rate) by which the contract value will be adjusted (either up or down) should PC(T)SB accept Bidder's proposed change(s) or exception(s). | 6. **投标人**应说明，如PC(T)SB接受投标人提出的变更或例外情况，合同规定的商品价格的最终金额（总价和/或费率）将作调整（上调或下调）。 |
| 1. The Bidder shall enter in Appendix 2(a) and Appendix 2(b) either | 7. **投标人**应在**附录2(a)**和**附录2(b)**中填写以下任一内容 |
| (a) A statement as follows:  **"This Bid is made with no exceptions".**  or | 1. 声明如下   **“本投标书无例外情况”。**  或 |
| (b) A statement as follows and full details of all exceptions. (Full details of all exceptions).  **"These are the only exceptions to Section V - CONTRACT of your Invitation to Bid Documents"** | (b) 声明如下，并详细说明所有例外情况。(所有例外情况的全部细节）。  **“以上是招标邀请文件第五部分 ——合同的唯一例外情况”** |
| 8. Bidder is requested to provide editable soft version of this Section T3 (MS Word or Excel format) | 8. 请投标人提供第T3部分的可编辑电子版（MS Word或Excel格式）。 |
| Bidder's Company Stamp: …………………  Signature: …………….……… | 投标人公司印章： ............  签名：.............. |
| **ALTERNATIVE PROPOSAL** | **备选投标方案** |
| 1. If the Bidder wishes to submit an alternative offer based upon modifications to Section V - CONTRACT or any other part of the Bid Documents, Bidder may include such alternatives in this Appendix and submitted as SECTION T4 (for Technical Proposal) and SECTION C4 (for Commercial Proposal). The Bidder must state the precise details of the suggested alternative(s) together with the prices and rates in Appendix 4 - SCHEDULES OF COMPENSATION if the alternatives(s) were to be accepted by PC(T)SB. Alternatives must be clearly distinguished from Changes or Exceptions. Alternatives do not affect the offer made by the Bidder in the Bid Proposal, they are alternative offers. A Bid would not be rejected because it contains alternatives. | 1. 如果**投标人**希望根据对**第五部分——合同**或**投标文件**任何其他部分的修改提交备选投标书，投标人可将此类备选标书列入本**附录**，并作为**第T4部分**（**技术投标书**）和**第C4部分**（**商务投标书**）提交。**投标人**必须在**附录4**——**赔偿金一览表**中说明备选投标书的确切细节以及价格和费率（如果PC(T)SB接受此等备选标书）。备选投标书必须与**变更或例外情况**明确区分开来。备选投标书不影响**投标人**在**投标书**中的报价，且**投标书**不会因为包含备选投标书而被拒绝,备选投标书仅作参考。 |
| 1. The Bidder is encouraged to develop and propose alternatives that will reduce the rates and prices or improve the services required by PC(T)SB. Alternatives shall be presented in a manner that enables, at PC(T)SB's sole discretion, to accept or reject any or all of the Bidder's proposed alternatives. | 2. 鼓励**投标人**制定并提交备选投标书，以降低费率和价格或提升PC(T)SB原规定的服务。提交备选投标书的方式应使PC(T)SB能够自行决定接受或拒绝**投标人**提出的任何或所有备选投标书。 |
| 1. The Bidder shall enter in Appendix 3 either | 3. **投标人**应在**附录3**中填写以下任一内容 |
| (a) A statement as follows:  "There are no alternatives proposed to this Bid".  or | (a) 声明如下  **“本投标书无备选投标书”。**  或 |
| (b) A statement as follows plus full details of all alternatives including all commercial implications if the alternative is accepted by PC(T)SB. | (b) 一份如下的说明，以及所有备选投标书的全部细节，包括如果备选投标书被PC(T)SB接受所产生的所有商业影响。 |
| **"The Bidder proposes the following alternatives, you may accept or reject each alternative at your sole discretion".** | **“投标人提出以下备选投标书，贵方可自行决定接受或拒绝任一备选投标书”。** |
| 4. Technical information related to this Appendix shall be included in the TECHNICAL BID. Any commercial information shall be included in the COMMERCIAL BID only, clearly marked **"Alternative"**. | 4. 与本**附录**有关的技术信息应列入**技术标书**。任何商业信息只应在**商务标书**中阐明，并明确标明**“备选投标书”**。 |
| 5. The Bidder shall insert its company official stamp and sign each page of this SECTION T4 . | 5. **投标人**应在**第T4部分**的每一页上加盖公司公章并签名。 |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：............... |
| SCHEDULE OF COMPENSATION | **赔偿金一览表** |
| 1. The Bidder shall enter its prices and rates into EXHIBIT III headed CONTRACT PRICE and submit this completed in full as SECTION C2 to the Commercial Bid Proposal. | 1. **投标人**应将其报价和费率填入**附件3——合同价格**，并作为**商务标书**的**第C2部分**完整提交。 |
| 1. If the Bidder wishes to provide any additional item (including terms & conditions), Bidder shall enter the description of the item, its prices and rates in accordance with the format content in EXHIBIT III headed CONTRACT PRICE and submit this completed in full as **SECTION C2** in the Commercial Bid Proposal. | 2.如果**投标人**希望提交任何附加项目（包括条款和条件），应按照**附件3——合同价格**填写项目说明、报价和费率，并将填写完整的内容作为**第C2部分**提交商务标书。 |
| Bidder is to ensure that any additional item is to be specified and submitted in the Technical ‘Unpriced’, **Section T13**, as per Instruction to Bid requirement. Failure to meet this requirement may result in bid being disqualified. | **投标人**应确保根据**投标须知**的要求，在**技术标书“未定价”**的**第T3部分**中明确说明并提交任何附加项目。未满足此要求可能导致投标资格被取消。 |
| 1. All rates proposed by Bidder shall be quoted in **US Dollars or Turkmenistan manats** and shall be firm throughout the duration of the CONTRACT. | 3. **投标人**提出的所有费率应以**美元或土库曼斯坦马纳特**报价，并在整个**合同**期内保持不变。 |
| 1. The price quoted shall prevail throughout the life of the CONTRACT and shall not be subjected to revision by reason of cost escalation nor currency fluctuation. | 4. 所报价格在整个**合同**期内均以投标书报价为准，不得因成本上涨或币值波动而修改。 |
| 1. Payments under the terms of this CONTRACT shall be in accordance with ARTICLE - 7 "INVOICING AND PAYMENT" of **SECTION V** - CONTRACT FORM. | 5. 本**合同**项下的付款方式应按照**第五部分**——**合同格式**的第7条“**发票和付款”**进行。 |
| 1. The Bidder shall insert its Company official stamp and sign each page of **SECTION C2** of the Bid Proposal. | 6. **投标人**应在**投标书第C2部分**的每一页上加盖公司公章并签名。 |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：............... |
| **CONTRACTOR PERSONNEL** | **承包商人员** |
| 1. The Bidder shall submit in **SECTION T5** of the Technical Proposal the following schedule specifying the personnel proposed to make available, which in the event of the Bidder being successful will be inserted into Section V - CONTRACT FORM - EXHIBIT I – SCOPE OF WORK | 1. **投标人**应在**技术标书**的**第T5部分**提交以下时间表，具体说明备选的人员，如果**投标人**中标，该时间表将插入**第五部分**——**合同格式**——**附录1**——**工作范围** |
| 2. Bidder to submit the detailed CV of the proposed specialists as per PC(T)SB’s requirements and form specified in EXHIBIT I – SCOPE OF WORK. | 2. **投标人**应按照PC(T)SB的要求和**附件1**——**工作范围**规定的格式提交拟聘专家的详细简历。 |
| 3. Bidder shall insert its company official stamp and sign each page of **SECTION T5** | 3. **投标人**应在**第T5部分**的每一页上加盖公司公章并签名。 |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：.................. |
| **EQUIPMENT SPECIFICATIONS** | **设备规格** |
| 1. Bidder shall enter its Equipment Specification for the WORKS into SECTION V – CONTRACT FORM –EXHIBIT II headed SPECIFICATIONS and submit these completed in full as **SECTION T6** to the Technical Proposal. | 1. **投标人**应在**第五部分——合同格式——附录2**的**规格说明**中填写其工程设备规格，并将填写完整的规格说明作为**技术标书**中的**第T6部分**提交。 |
| 1. Bidder shall attach its equipment specification such as brochures, for the reference to Equipment Specification proposed for the WORKS. | 2. **投标人**应附上其设备规格，如小册子，供**工程**拟议**设备规格**参考。 |
| 3. In the event of the Bidder being successful, the accepted Equipment Specification will be inserted into EXHIBIT II of the contract form. | 3. 如果**投标人**中标，则将把所接受的**设备规格**插入合同格式的**附件2**中。 |
| Bidder shall insert its company official stamp and sign each page of **SECTION T6** | **投标人**应在**第T6部分**的每一页上加盖公司公章并签名。 |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：.................. |
| **INSURANCE** | **保险** |
| 1. Pursuant to ARTICLE 20 - Insurance of Section V - CONTRACT FORM, the following insurance cover shall be provided by the CONTRACTOR | 1. 根据**第五部分——合同格式的第20条——保险**，**承包商**应提供以下保险 |
| (a) Insurance Value and Name of Insurers | (a) 保险价值和保险公司名称 |
| (b) Insurance Limit, Effective Date and Validity Period | (b) 保险金额、生效日期和有效期 |
| Note : (i) A copy for each insurance policy is to be provided by CONTRACTOR within fourteen (14) days after issuance of the Award Letter/ | 注：(i) 每份保险单的副本应由**承包商**在**中标通知书**签发后十四（14）天内提供 |
| (ii) Bidder to insert any other insurance that would be procured. | (ii) 投标人填写将购买的任一保险。 |
| (iii) All deductible are for the CONTRACTOR’s account | (iii) 所有免赔额均由**承包商**承担 |
| (iv) Insurance costs are deemed to be included in Bidder's quoted prices and rates. | (iv) 保险费用被视为已包括在**投标人**的报价和费率中。 |
| (v) Please refer to ARTICLE 20A of PART B of CONTRACT TERMS & CONDITIONS for more information. | (v) 详情请参见**合同条款B部分20A条**。 |
| 1. The Bidder shall insert its company official stamp and sign each page of **SECTION T7** of the Bid Proposal. | 2. **投标人**应在**投标书第T7部分** 的每一页上加盖公司公章并签名。 |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：.................... |
| **BIDDER’S CAPABILITY AND EXPERIENCE** | **投标人的能力和经验** |
| 1. The Bidder shall submit the following questionnaire duly completed and signed, and submit them as **SECTION T8** the Bid Proposal. | 1. **投标人**应提交完整填写下列调查表并签名，并将其作为**投标书第T8部分**提交。 |
| 1. Bidder is required to provide separately, details of Bidder, its principal or Affiliate its qualifications and experience in executing work of a similar nature in the following format : | (i) **投标人**须按以下格式分别提供**投标人**、其主要负责人或**附属**机构的详细资格和执行类似性质工程的经验： |
| Experience in post sales support and maintenance: | 具有售后支持和维护经验： |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：.................... |
| **FINANCIAL REPORTS** | **财务报告** |
| 1 The Bidder shall submit as **SECTION T9** of the Technical Proposal the following questionnaire duly completed and signed. | 1 **投标人**应在**技术标书第T9部分**中提交下列完整填写的情况调查表并签名。 |
| 1. Company's paid-up capital   USD...................... | (i) 公司实收资本 USD...................... |
| 1. Company's authorized capital   USD...................... | (ii) 公司法定资本 USD...................... |
| **(iii) Summary of assets and liabilities based on the audited financial statement of the last three (3) financial years (2014, 2015 and 2016) copies of which must be attached to support this submission.** | **(iii) 基于最近三（3）个财政年度（2014、2015和2016年）经审计财务报表的资产和负债汇总表，必须附上该报表副本以支持本呈件。** |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章：.............签名：.................... |
| **SAFETY ASSESSMENT QUESTIONNAIRE** | **安全评估问卷** |
| Bidder shall fill in below questionnaire and attach as **Section 10** to the Technical Bid Proposal. | **投标人**应填写以下调查表，并作为**第10部分**附于**技术标书**之后。 |
| 1. General guidelines for completion of questionnaire | 1) 填写评估问卷的一般准则 |
| 1. The questionnaire covers the information required to assess the extent to which HSE and its management are organized by the Bidder. | a) 问卷包括评估**投标人**组织健康、安全与环境及其管理范围所需的信息。 |
| b) When completing the questionnaire, the Contractor should include all associated Bidder’s activities and relevant support functions. | b) 在填写评估问卷时，**承包商**应囊括所有相关的**投标人**活动和相关支持职能。 |
| c) Emphasis should be placed on the need for complete answers substantiated by supporting documentation as indicated in the questionnaire. Responses and any supporting documentation should relate specifically to the Bidder’s local organization (that is where the WORKS will be conducted). | c) 应强调必须提供完整的答复，并提供评估问卷中所示的证明文件。答复和任何证明文件应具体涉及**投标人**的当地组织（即**工程**的实施地）。 |
| d) The questionnaire should be validated by a responsible Bidder line manager prior submission. | d) 在提交评估问卷之前，应由**投标人**的主管经理对问卷进行确认。 |
| 1. Additional guidelines | 2) 其他准则 |
| a) The questionnaire is aimed for collection of information related to Contractor HSE Management system. | a) 评估问卷旨在收集与**承包商**健康、安全与环境管理系统有关的信息。 |
| b) Evidence shall be submitted as requested or deemed necessary. | b) 应按要求或认为必要时提交依据。 |
| c) If the document is thick for submission, as an evidence only significant parts of the document need to be submitted. ‘Significant’ means part which related to endorsement of the document, table of content etc. | c) 如果提交的文件过厚，作为依据，只需提交文件的重要部分。此处“重要”是指与批准文件、目录等有关的部分 |
| d) The response in the questionnaires shall be short, clear and meaningful. | d) 问卷中的答复应简短、清晰、有意义。 |
| e) Contractor will be responsible to call PC(T)SB for any clarification on matters related to questionnaires. | e) **承包商**负责致电PC(T)SB阐明与问卷有关的任何事项。 |
| **Section 1: Leadership and Commitment** | **第1部分：领导力与承诺** |
| 1.1 Commitment to HSE aspects through leadership | 1.1领导层对健康、安全与环境方面的承诺 |
| 1. How are senior management personally involved in HSE management for example objective-setting and monitoring? | a) 高级管理层如何亲自参与健康、安全与环境管理，例如目标设定和监督管理？ |
| b) Provide evidence of commitment at all levels of the organization? | b) 是否向组织各级提供承诺依据？ |
| c) How do you promote a positive culture towards HSE matters? | c) 贵方如何促进积极的健康、安全与环境文化？ |
| **Section 2: Policy and Strategic Objectives** | **第2部分：政策与战略目标** |
| 2.1 HSE Policy | **2.1 健康、安全与环境政策** |
| * + - * 1. Does your company have an HSE policy document?   If the answer is YES please attach a copy. | a) 贵方是否有健康、安全与环境政策文件？  若答是，请附上副本。 |
| b) Who has overall and final responsibility for HSE in your organization | b) 谁对贵方的健康、安全与环境负全面和最终责任 |
| c) Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his employees are working? Provide name and title. | c) 贵方负责在其员工工作场所和现场执行该政策的最高级别人员是谁？请提供姓名和头衔。 |
| d) Itemize the methods by which you have drawn your policy statement to the attention of all your employees? | d) 请逐项说明您方通过哪些方法提请所有员工注意您方的政策声明？ |
| e) What are your arrangements for advising employees of changes in the policy? | e) 贵方在通知员工政策变更方面有何安排？ |
| 2.2 HSE contract strategic objectives | 2.2 健康、安全与环境合同的战略目标 |
| 1. Does your company have strategic HSE objectives?   If the answer is YES, please attach a copy. | a) 贵方是否有健康、安全与环境战略目标？  若答是，请附上副本。 |
| b) Itemize the methods by which you have communicated your strategic HSE objectives to the attention of all your employees? | b) 逐项列出您方向所有员工传达健康、安全与环境战略目标的方法？ |
| **Section 3: Organization, Responsibilities, Resources, Standards and Documentation** | **第3部分：组织、职责、资源、标准和文件** |
| 3.1 Organizational structure for HSE management | 3.1 健康、安全与环境管理的组织结构 |
| 1. How is your organization structured to manage and communicate HSE effectively? | a) 贵方是如何有效管理和宣传 健康、安全与环境的？ |
| 1. Do HSE meetings promote HSE awareness? | b) 健康、安全与环境会议是否提高了HSE意识？ |
| 1. Do client and contractor meet regularly to discuss and action any interface situations? | c) 客户和承包商是否定期会面以讨论衔接情况并采取行动？ |
| 1. What provision does your company make for HSE communication meetings?   Please provide organization chart. | d) 贵方对健康、安全与环境沟通会议有何规定？  请提供组织结构图。 |
| 3.2 HSE Training of managers, supervisors and HSE critical position holders | 3.2 对经理、主管和健康、安全与环境关键岗位人员进行HSE培训 |
| 1. Have the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements? | a) 计划、监查、监督和实施工作的各级管理人员和主管人员是否接受过正规的健康、安全与环境培训，是否了解其在按照健康、安全与环境要求开展工作方面的责任？ |
| 1. If YES please give details. Where the training is given in-house, please describe the content and duration of courses. Please provide an example of training matrix. | b) 若“是”，请详细说明。如果是内部培训，请说明课程内容和持续时间。请提供培训汇总表范例。 |
| 1. How have you identified areas of your company’s operations where specialized training is required, for instance training related to health hazard such as radiation, asbestos and chemicals? | c) 贵方如何确定需要进行专门培训的业务领域，例如与辐射、石棉和化学品等健康风险有关的培训？ |
| 1. What specialist HSE resources does your organization have available? | d) 贵方有何等健康、安全与环境的专业资源？ |
| 1. How does your company provide HSE specialized training for HSE staff? | e) 贵方如何为健康、安全与环境人员提供HSE专门培训？ |
| 3.3 Competence and General HSE training | 3.3 **能力和一般健康、安全与环境培训** |
| 1. What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date? | a) 贵方做出了哪些安排以确保新员工掌握基本的工业健康、安全与环境知识，并不断更新此等知识？ |
| 1. What arrangements does your company have to ensure new employees also have knowledge of your HSE policies, practices and company requirements? | b) 贵方做出了哪些安排以确保新员工也了解贵公司的健康、安全与环境政策、实施和公司要求？ |
| 1. What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities? | c) 贵方做出了哪些安排以确保新员工得到指导，并接收到有关活动性质引起的任何具体危害的信息？ |
| NB for (a), (b) & (c): if training is provided in-house, please give details of content. | 注意(a)、(b)和(c)：如果是内部培训，请详细说明培训内容。 |
| 1. Does your organization have a competence system in place?   If YES, please describe the scope and content of your competence system. | d) 贵方是否建立了现行的能力体系？  如果回答为“是”，请说明能力体系的范围和内容。 |
| 1. What arrangement does your company have to ensure existing staff HSE knowledge is up to date? | e) 贵方有何安排确保现有员工掌握最新的健康、安全与环境知识？ |
| 3.4 Contractor management process | 3.4 承包商管理流程 |
| 1. Does your company employ any staff who possess HSE qualifications that aim to provide training in more than the basic requirements?   If YES, please provide an outline of the process | a) 贵方是否聘用了拥有健康、安全与环境资格证书的员工，以提供基本要求以外的培训？  如果回答为“是”，请简要说明相关过程 |
| 1. How do you assess contractors, HSE competence or HSE performance? | b) 贵方如何评估承包商、健康、安全与环境能力或业绩？ |
| 1. Where do you define the company standards you require your contractors meet? | c) 贵方要求承包商达到的公司标准是如何规定的？ |
| 1. How do you ensure the standards are met and verified? | a) 贵方如何确保承包商达到标准并进行核验？ |
| 3.5 HSE standards | 3.5 健康、安全与环境标准 |
| 1. How do you identify new industry or regulatory standards that maybe applicable to your activities? | a) 贵方如何确定可能适用于您方活动的新行业或监管标准？ |
| 1. Is there an overall structure for producing, updating and disseminating standards? | b) 贵方是否有制定、更新和传播标准的总体结构？ |
| 1. Are your company standards aligned with OGP/ industry guideline or recommended practices? If YES, please state which one. | a) 贵方的标准是否与生产者协会/行业准则或推荐做法一致？如果是，请说明是哪一种。 |
| **Section 4: Hazards and Effects Management** | **第4部分：危害与影响管理** |
| 4.1 Risk assessment and control | 4.1 风险评估与控制 |
| 1. How does your company identify hazards, assess risk, control and mitigation consequence, to a level as low reasonably practical? | a) 贵方如何识别、评估风险，并控制和减轻不良后果，将其达到合理可行的最低水平？ |
| 4.2 Health hazards | 4.2 健康风险 |
| 1. Do you have specific policies and program on specific health hazards e.g. substance abuse, blood borne pathogens, malaria pandemic disease etc. | a) 贵方是否有针对特定健康风险的具体政策和计划，如药物滥用、血液传播的病原体、疟疾流行病等。 |
| 1. What type of health hazards (chemical, vibration, noise, radiation, etc.) are associated with the scope of your services? Explain how occupational health hazards are being identified, assessed and controlled | b) 贵方的服务范围涉及何等类型的健康风险（化学物质、噪音、辐射等）？说明如何识别、评估和控制职业健康风险 |
| 1. What system are in place to control these hazards and monitor the effectiveness of these controls? Is worker’s regular exposure monitoring part of the system? | c) 有何现行制度来控制此类风险并监测此等控制措施的效果？工人的定期接触监测是否属于该系统的一部分？ |
| 4.3 Safety hazards | 4.3 安全隐患 |
| 1. What type of the safety hazards (mechanical guarding, work at height, lifting and hoisting, confined space entry, explosive atmosphere etc.) are associated with the scope of your services? | a) 贵方的服务范围涉及何等类型的安全隐患（机械防护、高空作业、起重吊装、进入密闭空间、爆炸性气体环境等）？ |
| 1. What system are in place to control these hazards and monitor the effectiveness of these controls? | b) 有何现行制度来控制此类风险并监测此等控制措施的有效性？ |
| 4.4 Logistics hazards | 4.4 物流风险 |
| 1. What type of logistic hazards (land transport, air transport, marine transport, material handling etc.) are associated with the scope of your services? | a) 贵方的服务范围涉及何等物流危险（陆运、空运、海运、材料装卸等）？ |
| 1. What systems are in place to control these hazards and monitor the effectiveness of these controls? | b) 有何现行制度来控制此类风险并监测此等控制措施的有效性？ |
| 4.5 Environmental hazards | 4.5 环境危害 |
| 1. What type of environmental hazards (chemical spill, atmospheric emission waste disposal etc.) are associated with the scope of your services? | a) 贵方的服务范围涉及何等类型的环境危害（化学品泄漏、大气排放、废物处理等）？ |
| b) What system are in place to control these hazards and monitor the effectiveness of these controls? | b) 有何现行制度来控制此类危害并监测此等控制措施的有效性？ |
| 4.6 Security hazards | 4.6 安全隐患 |
| 1. What type of security hazards (terrorism, hostage taking, robbery, hostile local population etc.) are associated with the scope of your services? | 1. 贵方的服务范围涉及何等类型的安全隐患（恐怖主义、劫持人质、抢劫、当地居民敌对等）？ |
| 1. What system are in place to control these hazards and monitor the effectiveness of these controls | b) 有何现行制度来控制此类隐患并监测此等控制措施的有效性。 |
| 4.7 Social responsibility hazards | 4.7 社会责任风险 |
| 1. What type of social hazards are associated with the scope of your services? | a) 贵方的服务范围可能会带来何等类型的社会风险？ |
| 1. What system are in place to control these hazards and monitor the effectiveness of these controls | b) 有何现行制度来控制此类风险并监测此等控制措施的有效性。 |
| **Section 5: Planning and Procedures** | **第5部分：规划与程序** |
| 5.1 HSE or operations manuals | 5.1 健康、安全与环境手册或操作手册 |
| 1. Do you have a company HSE-MS manual (or operations manual with integrated HSE requirements) which describes in detail your company approved HSE working practices relating to your work activities?   If the answer is YES please attach a copy of HSE Management System including the associated procedures. | 1. 贵公司是否有健康、安全与环境管理体系手册（或包含综合健康、安全与环境要求的操作手册），详细描述公司批准的与工作活动有关的健康、安全与环境工作实践？   如果回答“是”，请附上包括相关程序在内的健康、安全与环境管理系统副本。 |
| 5.2 Infrastructure and equipment integrity | 5.2 基础设施和设备完好性 |
| 1. How do you ensure that the infrastructure, plant and equipment used within your operations (own premises, client site, or at other locations) are correctly certified, registered, controlled and maintained in a safe working condition? | a) 贵方如何确保运营中使用的基础设施、工厂和设备（自有场所、客户所在地或其他地点）经过正确认证、注册、管控并保持安全工作状态？ |
| 5.3 Management of Change | 5.3 改革管理 |
| 1. How do you manage changes and asses associated risk e.g. personnel, equipment, processes, documentation? | a) 贵方如何管理变革并评估相关风险，如人员、设备、流程、文件？ |
| 5.4 Emergency planning and response | 5.4 应急计划与响应 |
| 1. What arrangements does your company have for emergency planning and response? | a) 贵方在应急计划和响应方面有何等安排？ |
| 1. Which emergency situations are included? | b) 囊括哪些紧急情况？ |
| **Section 6: Implementation and Performance Monitoring** | **第6部分：实施与绩效监测** |
| 6.1 HSE-MS implementation and active performance monitoring of work activities | 6.1 实施健康、安全与环境管理体系并对工作活动进行积极的绩效监测 |
| 1. What arrangements does your organization have for monitoring the implementation of your HSE-MS? | a) 贵方在监督健康、安全与环境管理体系实施方面有哪些安排？ |
| 1. How does your company assure the implementation of work procedures within your work-site operations e.g. compliance with procedure, toolbox talks, safety meetings, supervision, job observations? | b) 贵方如何确保在工作现场执行工作程序，如遵守程序、工具箱会议、安全会议、监督、工作视察？ |
| 1. How do you monitor employee HSE performance e.g. hazard identification system, HSE participation? | c) 贵方如何监测员工的健康、安全与环境表现，例如危害识别系统、健康、安全与环境参与情况？ |
| 1. What active HSE monitoring is performed (i.e. where no incident has occurred?)? | d) 进行了哪些积极的健康、安全与环境监测（即在未发生事故的情况下？）？ |
| 1. How do you report and correct deficiencies identified? | e) 贵方如何报告和纠正已发现的缺陷？ |
| 1. How do you communicate the results of active performance monitoring to relevant personnel? | f) 贵方如何将积极绩效监测的结果传达给相关人员？ |
| 1. Has your company received any award for HSE performance achievement?   If the answer is YES please attach a copy. | g) 贵方是否获得过健康、安全与环境业绩奖？  若答“是”，请附上副本。 |
| 6.2 HSE performance monitoring | 6.2 健康、安全与环境绩效监测 |
| 1. How is health performance monitored and recorded? | 1. 如何监测和记录健康状况？ |
| 1. How is environmental performance monitored and recorded? | b) 如何监测和记录环境绩效？ |
| 1. How is security performance monitored and recorded? | c) 如何监测和记录安全性能？ |
| 1. How and what near miss incidents are reported? | d) 如何报告险情以及报告了哪些险情？ |
| 1. How often the HSE performance reviewed? By whom? | e) 多久审查一次健康、安全与环境业绩？由谁来审查？ |
| 1. How is logistics performance monitored and reported? | f) 如何监测和报告物流绩效？ |
| 1. Do you record vehicle incidents? | g) 贵方是否记录车辆事故？ |
| 6.3 HSE incident investigation and follow up | 6.3 健康、安全与环境事故调查和跟进 |
| 1. What type of HSE incident are reported? | a) 上报的健康、安全与环境事件属于哪一类？ |
| 1. What process is used to investigate HSE incidents? | b) 采用什么程序调查健康、安全与环境事故？ |
| 1. Who conducts HSE incident investigation? | c) 谁负责健康、安全与环境事故调查？ |
| 1. How are the findings of an incident investigation followed up to ensure effective prevention of recurrence? | d) 如何跟进事故调查的结果，以确保有效防止事故重演？ |
| 1. How is incident learning communicated to all relevant personnel? | e) 如何向所有相关人员传达事故教训？ |
| 6.4 Statuary notifiable incidents or Non-compliance notices | 6.4 应呈报的法定事件或违规通知 |
| 1. Has your company suffered any statutory notifiable incidents in the last five years (safety, occupational health and environmental)?   Answers with details including dates, country and location, summary of incident and follow-up preventive measures taken. | a) 贵方在过去五年中是否发生过任何法定应予通报的事故（安全、职业健康和环境）？  请详细回答，包括日期、国家和地点、事故概要和采取的后续预防措施。 |
| **Section 7: HSE Auditing and Management Review of HSE-MS** | **第7部分：健康、安全与环境审核和健康、安全与环境管理系统** |
| 7.1 Audits | 7.1 审核 |
| 1. Do you have a written procedure for HSE auditing?   If YES, please attach copy. | a) 贵公司是否有健康、安全与环境审核的书面程序？  如果有，请附上副本。 |
| 1. Who is involved in conducting HSE audits? How are audit team members selected to have specific expertise and be independent from the activities being audited? What are the qualification required for auditors? | b) 谁参与健康、安全与环境审核？如何挑选具有特定专业知识并独立于受审核活动的审核小组成员？对审核员有哪些资格要求？ |
| 1. How does your company schedule HSE audit and what scope of auditing is covered? E.g. internal, regulatory compliance, supplier/contractor, HSE management system implementation. | c) 贵方如何安排健康、安全与环境审核，涵盖哪些审核范围？例如，内部审核、法规遵从审核、供应商/承包商审核、健康、安全与环境管理体系实施审核。 |
| 1. How does management follow-up on audit findings and ensure effective close out of action items? | d) 管理层如何跟进审核结果并确保高效结束活动项目？ |
| 7.2 Management review and follow-up | 7.2 管理审查和后续工作 |
| 1. Do you have a written procedure for management review of the HSE-MS?   If YES, please attach a copy | a) 贵方是否有管理审查健康、安全与环境管理体系的书面程序？  如果有，请附上副本 |
| 1. How often HSE-MS reviews are conducted and who is involved in the process? | b) 多久进行一次健康、安全与环境管理体系审查，谁参与审查过程？ |
| 1. How are identified actions and improvement efforts recorded and tracked to effective completion? | c) 如何记录和跟踪已确定的活动和改进工作，以高效完成？ |
| **Section 8: HSE Management – Additional Features** | **第8部分：健康、安全与环境管理——附加功能** |
| 8.1 Certification of your HSE-MS | 8.1 健康、安全与环境管理体系认证 |
| Please provide information on any certification which you have received from certification bodies. | 请提供贵方从认证机构获得的任何认证信息。 |
| 8.2 Membership of associations | 8.2 协会会员 |
| Describe the nature and extent of your company’s participation in relevant industry, trade, and governmental organizations. | 请说明贵方参与相关行业、贸易和政府组织的性质和范围。 |
| 8.3 Additional feature of your HSE-MS | 8.3 健康、安全与环境管理体系的附加功能 |
| Does your organizations (globally, regionally or locally) have any HSE features or arrangement not described elsewhere in your response to the questionnaires? | 贵方（全球、地区或地方）是否有任何健康、安全与环境特点或安排未在问卷答复中说明？ |
| **Section 9: Company Specific Information** | **第9部分：公司具体信息** |
| HSE records and documentation shall be submitted by the bidders:  1)HSE Management System including the associated procedures.  2)3-years injuries incident frequency, i.e.:  Fatal Accident Rate (FAR),  Lost Time Injuries Frequency (LTIF),  Total Recordable Case Frequency (TRCF), and  Total Recordable Occupational Illness Frequency (TROIF)  3)3-years records of dangerous occurrences, e.g.:  Loss of Primary Containment (LOPC), i.e. chemical or gas or oil spill.  Major Fire and etc.  4)3-years HSE Training Records.  5)3-years HSE Plan, including records of implementation of plan.  3-years HSE legal non-compliance, if any. | 投标人应提交健康、安全与环境记录和文件：  1）健康、安全与环境管理系统，包括相关程序。  2）3年内受伤事故频率，即：  ——致命事故率（FAR）、  ——工伤事故率（LTIF）、  ——可记录案例总频率 (TRCF)，以及  ——可记录的职业病总频率 (TROIF)  3）3年内危险事故记录，即：  ——主要封闭损失 (LOPC)，即化学品或气体或石油泄漏。  ——重大火灾等  4) 3年内健康、安全与环境培训记录。  5）3年内健康、安全与环境计划，包括计划实施记录。  3年内健康、安全与环境法律违规记录（如有）。 |
| **\* The party endorsing this questionnaire shall be from the highest management in the company** | **\* 本调查表的签字方应来自公司的最高管理层** |
| **ADMINISTRATION INFORMATION** | **行政管理信息** |
| 1. The Bidder shall submit as SECTION T11 to the Technical Proposal the following information to enable the CONTRACT to be executed in the event of Bidder's bid being accepted. | 1. **投标人**应在技术标书的**第T11部分**中提交以下信息，以便在**投标人**中标的情况下执行**合同**。 |
| (i) FORM OF CONTRACT | (i) **合同格式** |
| - Bidder's Company Name  - Bidder's legal standing (i.e. company, partnership, etc.)  - Law of Incorporation (country)  - Principal Registered office  - Name of signatory  - Position of signatory | —— **投标人公司名称**  —— **投标人**的法律地位（如公司、合伙企业等）  —— **公司法规**（国家）  —— **主要注册办事处**  —— **签字人姓名**  **—— 签字人职位** |
| (ii) ADMINISTRATION PROCEDURES | (ii) **行政管理程序** |
| - Name of CONTRACTOR Representative  - Position  - Address  - Telex No.  - Telephone No.  - Name of CONTRACTOR Representative Nominated Deputy  - Position  - Address  - Telex No.  - Telephone No.  - Authority and Duties Delegated to Nominated Deputy | —— **承包商代表姓名**  —— **职位**  **—— 地址**  **—— 电传号**  **—— 电话号**  **—— 承包商提名副代表姓名**  **—— 职位**  **—— 地址**  **—— 电传号**  **—— 电话号**  **—— 授予指定副代表的权力和职责** |
| (iii) BANK GUARANTEE | (iii) **银行保函** |
| - Bank Company Name  - Bank legal standing  - Law of Incorporation  - Principal or Registered office  - Name of signatory  - Position | —— **银行公司名称**  **—— 银行法律地位**  **—— 公司法规**  **—— 主要或注册办事处**  **—— 签字人姓名**  **—— 职位** |
| 1. The Bidder shall insert its company official stamp and sign each page of SECTION T11 of the Bid Proposal. | 2. **投标人**应在**投标书第T11部分**的每一页上加盖公司公章并签名。 |
| Bidder's Company Stamp: …………………  Signature: …………….……………. | 投标人公司印章： ............  签名：.............. |
| **BIDDER'S** **QUESTIONNAIRE** | **投标人调查问卷** |
| (This form **MUST** be completely filled by BIDDER. Write 'NIL' or 'NOT APPLICABLE' where appropriate). | (本表**必须**由**投标人**完整填写。请酌情填写**“无”**或**“不适用”**）。 |
| **PRIVATE** **&** **CONFIDENTIAL** | **私人** & **保密** |
| **SECTION 1.0** - to be filled in by the local company that would execute this CONTRACT with PC(T)SB (in the event the bid is successful). | **第1.0部分**——由与PC(T)SB签订本**合同**的当地公司填写（如果中标）。 |
| **SECTION 2.0** - to be filled in by the company performing the WORKS relating to this tender on behalf of or jointly with the local company. | **第2.0部分**——由代表当地公司或与当地公司共同实施与本投标书有关**工程**的公司填写。 |
| **\* *Note : - Delete either YES or NO, where ever applicable.*** | ***\* 注：——请删除*“*是*”*或“否*”（*如适用）。*** |
| **SECTION** **1.0 - PARTICULARS** **OF** **COMPANY** | **第1.0部分**——**公司的详细情况** |
| 1.1 Full Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registered Address ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business Address ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Correspondence Address ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Person ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone ：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax ：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.1 公司全称 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  注册地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  营业地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  通讯地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  联系人 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  电话 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  电子邮件 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  传真 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.2 Please attach a copy of the company registration or the letter of application. | 1.2 请附上公司注册副本或申请书副本。 |
| 1.3 Nature of company: Private Ltd./Public/ Corporation/ Proprietorship/ Partnership / Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | 1.3 公司性质：私营有限公司/公营公司/股份有限公司/独资企业/合伙企业/其他 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。 |
| 1.4 Date of Company Registration/Incorporation in Turkmenistan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  File Registration Number (Registration of Companies) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | 1.4 公司在土库曼斯坦注册/成立日期 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。  文件注册号（公司注册） \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。 |
| 1.5 Is your Company registered with the “Union of Industrialists and Entrepreneurs of Turkmenistan”? Yes / No.\_\_\_\_\_\_\_\_\_\_\_. If Yes, please provide the registration evidence.  Date of commencement of business operations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.5 贵公司是否在“**土库曼斯坦工业家和企业家联盟**”注册？是/否。\_\_\_\_\_\_\_\_\_\_\_。若“是”，请提供注册证明。  开始业务运营的日期 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.6 Is your company residenced in Turkmenistan? Yes /No \_\_\_\_\_, If yes, please give registered name and the Turkmenistan Income Tax file reference number of the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.6 贵公司是否位于土库曼斯坦？是/否 \_\_\_\_\_, 若是，请提供公司注册名称和**土库曼斯坦所得税**档案编号： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If not, Bidder to confirm its willingness and capability to establish a Branch office in Turkmenistan Yes / No. | 如不是，**投标人**应确认其在土库曼斯坦设立**分支**办事处的意愿和能力 是/否。 |
| For registered Bidders please also submit letter from the Inland Revenue Department to confirm your tax resident status. | 注册**投标人**还请提交**税务局**出具的信函，以确认您的税务居民身份。 |
| 1.7 To which Income Tax Branch/Office did you submit your last Income Tax return? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.7 贵方上一份所得税报税表是向哪个**所得税处/办公室**提交的？ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.8 a) Capital Structure : | 1.8 a) 资本结构 ： |
| **Authorised** **\_\_\_\_\_\_\_\_\_**  **Paid-Up** **\_\_\_\_\_\_\_\_\_**  **Working \_\_\_\_\_\_\_\_\_** | **授权** **\_\_\_\_\_\_\_\_\_**  **已缴费**  **\_\_\_\_\_\_\_\_\_**  **运作中** **\_\_\_\_\_\_\_\_\_** |
| b) Shareholders’ funds | b) 股东资金 |
| **Reserve** **\_\_\_\_\_\_\_\_\_\_**  **Inappropriate Profit** **\_\_\_\_\_\_\_\_\_\_**  **Current year Profit \_\_\_\_\_\_\_\_\_\_** | **储备**  **\_\_\_\_\_\_\_\_\_\_**  **不当利润**  **\_\_\_\_\_\_\_\_\_\_**  **本年度利润 \_\_\_\_\_\_\_\_\_\_** |
| 1.9 **Outstanding Loan：** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Amount** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sources** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.9**未偿贷款：**\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **金额** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **来源** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.10 Bankers : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.10**银行**：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **姓名** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **地址** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please attach your company's (and holding company’s, if applicable) audited financial statements for the last three (3) years. | 请附上贵公司（及控股公司，如适用）最近三(3)年经审计的财务报表。 |
| 1.12 Principal officers legally empowered to act and sign on behalf of company : | 1.12 经法律授权代表公司行事和签字的主要官员 ： |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 姓名 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  职称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1.13 Principal Owners of company : | 1.13 公司主要所有人 ： |
| 1.14 Names of Company Directors : | 1.14 公司董事姓名 ： |
| 1.15 Is your company a local affiliate of an overseas parent company involved in similar nature of work as the tender? Yes/ No \_\_\_\_\_\_\_\_\_ | 1.15 贵公司是否为海外母公司在当地的分支机构，从事投标人类似性质的工作？ 是/ 否 \_\_\_\_\_\_\_\_\_ |
| If yes, give particulars of the parent company in Section 2.0. How long has the parent company been in this nature of business?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 如果回答为“是”，请在**第2.0部分**提供母公司的详细情况**。** 母公司从事此类业务已有多长时间？\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If no, is your company registered as a foreign company doing business in Turkmenistan?  Yes / No \_\_\_\_\_ | 如果回答为“否”，贵公司是否注册为在土库曼斯坦开展业务的外国公司？  是 / 否 \_\_\_\_\_ |
| **SECTION** **2.0 - PARTICULARS** **OF** **COMPANY** **PERFORMING** **THE** **WORKS** | **第2.0部分——公司执行工程的详细情况** |
| 1.1 Full Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registered Address ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business Address ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Correspondence Address ： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone ：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax ：  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1.1 公司全称 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  注册地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  营业地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  通讯地址 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  电话 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  电子邮件 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  传真 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.2 Do you have any engineering and post service Support Office in: | 2.2 贵方是否在以下地点设有工程和员额服务支助办事处： |
| a) Support Office in Caspian area and Malaysia? Yes /No \_\_\_\_\_\_\_\_\_ | a) 里海地区和马来西亚支助办事处？是/否 \_\_\_\_\_\_\_\_\_ |
| 2.3 Please provide the proposed engineering and post service support personnel experience in  a) Engineering \_\_\_\_\_\_\_\_\_ years | 2.3 请提供推荐的工程和员额服务支助人员在以下方面的经验  a) 工程 \_\_\_\_\_\_\_\_\_ 年 |
| 2.4 Please provide, if available, any printed project management information detailing the general capabilities, services offered and any other additional information which would be helpful in the evaluation of your company. | 2.6 请提供（如有）任何项目管理印刷资料，详细说明贵公司的总体能力、提供的服务以及有助于评估贵公司的任何其他信息。 |
| List below any other additional information deemed necessary. | 请在下方列出贵方认为必要的其他补充信息。 |
| Information provided by : | 信息提供方： |
| Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 姓名 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签名 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  职称 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  日期 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  公司 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| UNPRICED “EXHIBIT III” – CONTRACT PRICE | **未定价的“附件3”——合同价格** |
| 1. BIDDER is required to submit **UNPRICED EXHIBIT III and UNPRICED Standard Price List/Schedule (if any)**. | 1. **投标人**须提交**未标价的附件 3和未标价的标准价格表/一览表（如有）。** |
| 1. Bidder is required to indicate whether Bidder has provided price (or percentage discount) for the required items by using the words “QUOTE” to replace the price(or percentage) and “NO QUOTE” if no price(or percentage) has been quoted. | 2. **投标人**必须用**“**QUOTE**”**字样代替价格（或百分比），以表明**投标人**是否提供了所需项目的报价（或百分比折扣）；如果没有报价（或百分比），则用**“**NO QUOTE**”**字样。 |
| **Bidder is reminded that NO price (or percentage) shall be submitted in the Technical Proposal.** | **请投标人注意，不得在技术投标书中提及价格（或百分比）。** |
| 1. BIDDER shall, in no circumstances, alter any wording and / or any pricing in the **UNPRICED** **EXHIBIT III.** | 3. **投标人**在任何情况下均不得更改**未定价附件3**中的任何措辞和/或任何定价**。** |
| 1. Bidder shall, in no circumstances, add any **‘additional terms & conditions’**, or ‘**price stipulation’** or **‘notes to pricing’** or **‘fine prints’** to this **Exhibit III.** | 4. 在任何情况下，投标人均不得在本**附件3**中添加任何“**附加条款与条件**”或“**价格规定**”或“**定价说明**”或“**细则**”。 |
| 1. **Failure to comply with the above requirements may results in Bid being disqualified.** | 5. **不遵守上述要求可能导致投标资格被取消。** |
| 1. **Bidder shall insert its company official stamp and sign each page of SECTION T13** | 6. **投标人应在第T13部分的每一页上加盖公司公章并签名。** |
| **EXHIBIT V**  **HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS** | **附件5**  **健康、安全和环境要求** |
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| 10. Welding and Cutting | 10. **焊接与切割** |
| 11. Abrasive Wheels | 11. **砂轮** |
| 12. Grit Blasting | 12. **喷砂** |
| 13. Use of Chemicals | 13. **化学品使用** |
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| 14. Electrical Safety/Power Source | 14. **电气安全/电源** |
| 15. Excavation | 15. **挖掘** |
| 16. Barricade, Platforms and Guardrails | 16. **路障、平台和护栏** |
| 17. Scaffold | 17. **脚手架** |
| 18. Camp Site | 18. **宿营地** |
| 19. Office | 19. **办公室** |
| 20. Storage/Warehouse | 20. **仓库** |
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| 40. CONTRACTOR Training Records | 40. **承包商培训记录** |
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| Attachment 1 - PPE STANDARDS & TECHNICAL SPECIFICATIONS | **附录1** —— **个人防护设备标准&技术规格** |
| **PART I - GENERAL HSE REQUIREMENTS** | **第一部分** **—— 总体健康、安全与卫生要求** |
| **1. Compliance with Laws/Regulations/Company Requirements** | **1.** **遵守法律/法规/公司要求** |
| CONTRACTOR shall comply with all applicable Health, Safety and Environmental (HSE) laws and regulations including fire and security, which are applicable to the location where the WORKS are being carried out. | **承包商**应遵守所有适用的**健康、安全与环境（HSE）**法律和法规，包括适用于**工程**实施地点的消防和安全法律法规。 |
| CONTRACTOR shall indemnify COMPANY against all legal costs, fines and compounds imposed and claims and damages incurred as a result of breach or non-compliance with any relevant laws and regulations. | **承包商**应赔偿**公司**因违反或不遵守任何相关法律法规而产生的所有法律费用、罚款和刑罚以及索赔和损失。 |
| CONTRACTOR shall comply at all times with the requirements as set forth by COMPANY in its Health, Safety and Environment Management System (HSEMS), policies, operating standards, site HSE requirements, PETRONAS Zero Tolerance rules (“ZeTo” rules), any special instructions, and all requirements stipulated in this CONTRACT. These requirements are intended to supplement any known or ought to be known laws and regulations applicable at the location where the WORKS are being carried out. | **承包商**应始终遵守**公司**在其**健康、安全与环境管理系统（HSEMS）**、政策、操作标准、现场健康、安全与环境要求、**马石油零容忍规则**（“ZeTo”规则）、任何特别指示中规定的要求以及本**合同**中规定的所有要求。此等要求旨在补充施工所在地适用的任何已知或应知法律和规定。 |
| CONTRACTOR shall take all necessary HSE precautions related to or arising out of the performance of the CONTRACT in order to protect the work, the personnel and property of COMPANY, CONTRACTOR, SUB-CONTRACTOR, all third parties and public from the hazards and risks associated with the work. | **承包商**应采取一切与履行合同有关或由履行合同引起的必要健康、安全与环境预防措施，以保护**公司**、**承包商**、**分包商**、所有第三方及公众的人员和财产免受与工程有关的危害和风险。 |
| **2. CONTRACTOR’s Written Policy/Organization** | **2.** **承包商的书面政策/组织** |
| CONTRACTOR shall acknowledge COMPANY strong commitment to HSE and affirm that it has a written HSE policy which is of a standard comparable to COMPANY HSE policy and which has been signed and is actively supported and endorsed by CONTRACTOR’s top management. | **承包商**应认同**公司**对健康、安全与环境的坚定承诺，并确保其拥有与公司健康、安全与环境政策标准相当的书面HSE政策，该政策已由**承包商**的最高管理层签署并得到其积极支持和认可。 |
| CONTRACTOR shall further affirm that its HSE policy is widely disseminated and understood among CONTRACTOR and SUB-CONTRACTOR’s employees. | **承包商**应进一步申明，其健康、安全与环境政策已在**承包商**和**分包商**员工中得到广泛传播与理解。 |
| **3. Protection of Workers, Public, Assets and Environment** | **3.** **保护工人、公众、资产和环境** |
| CONTRACTOR shall protect the safety and health of workers and people living or working near the activity from potential hazards and risks created by that activity. CONTRACTOR, without cost to COMPANY, shall take all necessary precautions and mitigation measures to protect the workers and the public and minimize disturbance and inconvenience to the public resulting from performance of the WORKS. | **承包商**应保护工人和在施工场地附近居住或工作的人的安全和健康，使其免受施工造成的潜在危害和风险。在不增加**公司**成本的情况下，**承包商**应采取一切必要的预防和缓解措施，以保护工人和公众，并尽量减少**工程**施工对公众造成的干扰和不便。 |
| Throughout performance of the WORKS, CONTRACTOR shall execute the WORKS and conduct all operations in such a way as to minimize any impact upon the natural environment including compliance with all laws, regulations and rules applicable to the site e.g. Environmental Management Plan (EMP), Approval Conditions etc. CONTRACTOR shall agree to indemnify COMPANY and consultants of COMPANY for all claims, damage costs and penalties relating to any environmental damage or loss or non-compliance with any laws or regulations arising out of CONTRACTOR and / or SUB-CONTRACTOR performance of WORKS. | 在整个施工过程中，**承包商**在实施**工程**和进行所有作业时应尽量减少对自然环境的影响，包括遵守适用于施工现场的所有法律、法规和规定，如**环境管理计划（EMP）**、**批准条件**等。**承包商**应同意赔偿**公司**和**公司**顾问因**承包商**和（或）**分包商**实施**工程**而造成的任何环境损害或损失或不遵守任何法律或法规而产生的所有索赔、损害费用和罚款。 |
| **4. Right to Stop Work** | **4.** **停工权** |
| COMPANY representative or his designated representatives shall have the right to prohibit commencement of WORKS or to stop any WORKS in progress if the equipment, machinery, personnel or work conditions are considered at COMPANY’s discretion to be unsafe or not to be in compliance with any applicable rules, regulations and procedures in COMPANY. | 如果**公司**认为设备、机械、人员或工作条件不安全或不符合**公司**的任何适用规则、规定和程序，**公司**代表或其指定代表有权禁止开工或停止任何正在进行的**工程**。 |
| Stoppage of the work shall be at CONTRACTOR’s expense until CONTRACTOR has satisfactorily rectified such defects and unsafe conditions. In the event of serious or repeated infringements, COMPANY may terminate the CONTRACT without compensation. | 在**承包商**圆满地纠正此等缺陷和不安全状况之前，停工费用由**承包商**承担。如果出现严重或反复违规的情况，**公司**可终止**合同**而不作任何赔偿。 |
| **5. Maintain Equipment, Tools and Machinery in a Safe Condition** | **5.** **保持设备、工具和机械处于安全状态** |
| CONTRACTOR shall ensure that all CONTRACTOR’s machinery, tools, equipment, facilities and other items in any way associated with or utilized in the work are fit for use and maintained in a safe and good working condition. Certificates of fitness, Calibration Certificates etc. where applicable shall be provided. | **承包商**应确保其所有机械、工具、设备、设施和以任何方式与工程有关或在工程中使用的其他物品适用并保持安全且良好的工作状态。如适用，应提供**适用证书**、**校准证书**等。 |
| **6. Risk Management and Hazards Identification** | **6.** **风险管理和危害识别** |
| CONTRACTOR shall make an initial assessment of the HSE risks involved in the execution of the WORKS. The focus of the assessment should be to evaluate the inherent hazards in conducting the work and the potential adverse consequence of an accident to the workers, the public and the environment, company assets and reputation. CONTRACTOR shall take appropriate preventive and mitigation measures to prevent incidents from occurring and to minimize the consequence of an event should it occur. | **承包商**应对**工程**实施过程中涉及的健康、安全与环境风险进行初步评估。重点应评估施工中的固有危险以及事故对工人、公众和环境、公司资产和声誉的潜在不良后果。**承包商**应采取适当的预防和缓解措施，防止事故发生，并在事故发生时将其后果最小化。 |
| CONTRACTOR shall conduct HSE inspections and audits to ensure that such preventive and mitigation measures are in place and implemented. CONTRACTOR shall promptly take actions on all recommendations made pursuant to the said inspections and audits. | **承包商**应进行健康、安全与环境检查和审核，以确保此类预防和缓解措施到位并得到实施。**承包商**应立即针对根据上述检查和审核提出的所有建议采取行动。 |
| **7. Competent Personnel** | **7.** **合格人员** |
| CONTRACTOR shall ensure that competent personnel are fully trained and certified to carry out the task of operating all machinery, equipment, and tools.Certificate of competency shall be provided where applicable.CONTRACTOR shall provide an adequate level of technical and HSE related training conducted by a recognized training institution for all relevant personnel in connection with the work**.** All CONTRACTOR supervisory personnel shall attend relevant HSE training and be competent in hazard identification and risk assessment. | **承包商**应确保合格人员经过全面培训并获得证书，以执行操作所有机械、设备和工具的任务。在适用情况下应提供能力证书。**承包商**应为与工程有关的所有相关人员提供由公认培训机构举办的适当水平的技术和健康、安全与环境相关培训**。** 所有**承包商**监管人员应参加相关的健康、安全与环境培训，并有能力进行危险识别和风险评估。 |
| CONTRACTOR shall ensure that all CONTRACTOR and sub-contractor’s personnel engaged in the WORKS are healthy and fit, and possess the experience and skill required to perform the WORKS safely. | **承包商**应确保所有参与**工程**的**承包商**和分包商人员身体健康，具备安全施工所需的经验和技能。 |
| **8. HSE Awareness** | **8.** **健康、安全及卫生意识** |
| CONTRACTOR shall be responsible for maintaining and enhancing the HSE awareness among its personnel and sub-contractor’s personnel, including arranging safety induction, toolbox meetings, regular HSE meetings and emergency exercises and drills. | **承包商**应负责保持和提高其人员和分包商人员的健康、安全与环境意识，包括安排安全上岗培训、工具箱会议、定期健康、安全与环境会议以及应急演练。 |
| Findings of hazard identification and risk assessments including Job Safety Analysis shall be communicated to CONTRACTOR’s and SUB-CONTRACTOR’s personnel. Copies of minutes of CONTRACTOR safety meetings shall be submitted to COMPANY. | 应将危险识别和风险评估（包括工作安全性分析）的结果传达给**承包商**和**分包商**人员。**承包商**的安全会议记录副本应提交给**公司**。 |
| **9. Incident Reporting and Investigation** | **9.** **事件报告和调查** |
| CONTRACTOR shall report to COMPANY immediately of the occurrence of any incident including near misses as per COMPANY incident reporting requirements. CONTRACTOR shall also alert fire brigade, police and /or other authorities relevant to the incidents whenever required. The CONTRACTOR shall be responsible for reporting incidents to Department of Occupational Safety and Health (DOSH) if applicable. | **承包商**应按照**公司**的事故报告要求立即向**公司**报告任何事故，包括险情。**承包商**还应在必要时向消防队、警察和/或与事故有关的其他当局报警。如适用，**承包商**应负责向**职业安全和健康部**（DOSH）报告事故。 |
| All incidents that result in or have the potential to cause serious injury or property damage shall be suitably investigated by the CONTRACTOR and reported to COMPANY. For major incident, CONTRACTOR shall provide full cooperation and support to the independent investigation team appointed by COMPANY. | 所有导致或可能导致严重人员伤亡或财产损失的事故均应由**承包商**进行适当调查并向**公司**报告。对于重大事故，**承包商**应与**公司**指定的独立调查小组充分合作并为其提供支持。 |
| CONTRACTOR shall maintain accurate incident and injury reports and shall comply with COMPANY’s requests for information relating to accidents, injury or illnesses. | **承包商**应保存准确的事故和伤害报告，并应按照**公司**的要求提供与事故、伤害或疾病有关的信息。 |
| **10. Housekeeping** | **10.** **内务管理** |
| CONTRACTOR shall ensure that good housekeepingis maintained continuouslythroughout the duration of the work. Due regard shall be paid to proper disposal of all types of wastes especially hazardous/scheduled wastes, tidiness, and clear access ways and emergency exits. | **承包商**应确保在整个施工期间始终保持良好的内务管理。应适当注意妥善处置各类废料，特别是危险废料/计划废料，保持通道和紧急出口的整洁与畅通。 |
| Access and egress of all exits, fire and safety equipment, and work areas shall be kept clear of obstructions at all times. Special attention shall be given to maintaining clear walkways, removal of slippery and tripping hazards, securing or removing of loose materials at height, and proper storage of materials. Scheduled wastes such as oily or chemical soaked rags shall be disposed of in accordance to regulatory requirements. All housekeeping costs shall be borne by CONTRACTOR. | 所有出口,如消防和安全设备以及工作区的通道和出口应始终保持畅通无阻。应特别注意保持人行道畅通、消除滑倒和绊倒的风险、固定或清除高处松散的材料以及妥善存放材料。油污或化学品浸湿的抹布等计划废料应按照法规要求进行处置。所有内务管理费用应由**承包商**承担。 |
| **PART II - SPECIFIC HSE REQUIREMENTS** | **第二部分 —— 具体的健康、安全与环境要求** |
| **1. Site Safety and Health Officer (“SHO”)/Safety Supervisor** | **1.** **工地安全与健康干事（“SHO”）/安全主管** |
| CONTRACTOR shall, at its own costs, provide such numbers of qualified SHOs or supervisors who will be responsible to provide guidance and advice pertaining to Health, Safety and Environment (HSE) requirements of WORKS. The SHOs shall guide CONTRACTOR’s management on HSE plan and its implementation, with equal diligence being paid to fulfilment of the contractual requirements. | **承包商**应自费提供一定数量的有资质的工地安全与健康干事或监管人员，负责就**工程**的健康、安全与环境（HSE）要求提供指导和建议。工地安全与健康干事应在健康、安全和环境（HSE）计划及其实施方面为**承包商**的管理层提供指导，并在履行合同要求方面予以同等重视。 |
| In addition to the ongoing monitoring of the site, the SHOs or supervisors shall also perform a formal inspection or audit of the site at least once every week to identify and correct any non-compliances noted. A written record of all inspections, audits and their status of action follow-ups shall be provided to COMPANY representative. | 除了对工地进行持续监督外，工地安全与健康干事或监管人员还应每周至少对工地进行一次正式检查或审核，以发现并纠正任何不符合要求的情况。应向**公司**代表提供所有检查、审核及其后续行动情况的书面记录。 |
| SHOs shall not be involved or assigned to other part-time work other than as HSE officers. | 除作为健康、安全与环境人员外，工地安全与健康干事不得参与或被指派从事其他兼职工作。 |
| Prior to start of WORKS, CONTRACTOR shall submit the CV of the proposed SHOs or supervisors for COMPANY approval. | 施工开始前，**承包商**应提交拟议的工地安全与健康干事或监管人员的**简历**供公司核准。 |
| **2. Project HSE Plan** | **2.** **项目健康、安全与环境计划** |
| Prior to mobilization, CONTRACTOR shall prepare and submit a project specific HSE plan to COMPANY which, as a minimum, contains the followings: | 在动员之前，**承包商**应编制并向**公司**提交一份具体的健康、安全与环境计划，该计划至少应包含以下内容： |
| ·HSE policy, targets and requirements | ·健康、安全与环境政策、目标和要求 |
| ·Prevailing laws and regulations | ·现行法律法规 |
| ·CONTRACTOR HSE policy | ·**承包商**的健康、安全与环境政策 |
| ·CONTRACTOR’s organization including positions for HSE manager and SHO | ·**承包商**的组织结构，包括健康、安全与环境经理和工地安全与健康干事的职位 |
| ·HSE responsibilities of CONTRACTOR key personnel | ·**承包商**主要人员的健康、安全与环境职责 |
| ·Risk assessments including preventive and mitigating measures | ·风险评估，包括预防和缓解措施 |
| ·Description and schedule of HSE activities | ·健康、安全与环境活动的说明和时间表 |
| ·Incident reporting and investigation | ·事故报告和调查 |
| ·Emergency response plan | ·应急计划 |
| COMPANY’s review or comments on such plan shall not relieve, nor shall such review and comments be construed as limiting in any manner the CONTRACTOR’s obligations to undertake any action which may be necessary to establish and maintain safe working conditions at the location where the WORKS are being carried out. | **公司**对该计划的审查或意见不应以任何方式解除或限制**承包商**的义务，即承包商有义务采取任何必要行动，在施工地点建立和保持安全的工作条件。 |
| **3. Equipment, Tools and Machinery Inspections** | **3.** **设备、工具和机械检查** |
| Prior to start of WORKS, CONTRACTOR shall inspect the equipment, tools and machinery required in connection with the WORKS including but not limited to cranes, bulldozers, trucks, tractors, rigs, barges, etc., to ensure the safe execution of WORKS. | 在**工程**开始前，**承包商**应检查与**工程**有关的所需设备、工具和机械，包括但不限于起重机、推土机、卡车、拖拉机、钻机、驳船等，以确保**工程**的安全实施。 |
| In addition, CONTRACTOR shall maintain and perform continuous HSE inspection and audits throughout the WORK and shall promptly implement all recommendations made pursuant to the said inspection and audits. | 此外，**承包商**应在整个**工程**期间保持和执行持续的健康、安全与环境检查和审核，并应及时执行根据上述检查和审核提出的所有建议。 |
| COMPANY shall have the right to conduct its own HSE inspection and audits at work site. CONTRACTOR shall comply with all recommendations arising from such inspection and audits. | **公司**有权在工地进行其健康、安全与环境检查和审核。**承包商**应服从此类检查和审核提出的所有建议。 |
| CONTRACTOR shall ensure that all fuel powered and electrical equipment meet the requirements of hazardous area classification including any requirements on fuel burning equipment by authorities and is equipped with approved spark arrestor . | **承包商**应确保所有以燃料为动力的设备和电气设备符合危险区域分类要求，包括有关当局对燃料燃烧设备的任何要求，并配备经核准的火花塞。 |
| CONTRACTOR shall ensure that only competent personnel who are certified are allowed to operate and/or maintain equipment, tools and machinery. | **承包商**应确保只有经过认证的合格人员才能操作和/或维护设备、工具和机械。 |
| **4. Personal Protective Equipment (“PPE”)** | **4.** **个人防护设备（PPE）** |
| CONTRACTOR shall at its own costs, supply its personnel and SUB-CONTRACTOR’s personnel required in connection with the WORKS with adequate PPE, provide training on the uses and maintenance of PPE and strictly enforce the use of such PPE on their employees. CONTRACTOR shall purchase PPE in accordance to the specification as per Attachment 1 - PPE STANDARDS & TECHNICAL SPECIFICATIONS. | **承包商**应自费为其人员和**分包商**与工程有关的人员提供足够的个人防护设备，并提供个人防护设备使用和维护方面的培训，且切实要求其雇员使用此类个人防护设备。**承包商**应根据**附录1**——**个人防护设备标准和技术规格**的规定购买个人防护设备。 |
| CONTRACTOR and SUB-CONTRACTORS shall not charge its personnel for such PPE. | **承包商**和**分包商**不得向其员工收取此类个人防护设备的费用。 |
| **5. Inspection and Tagging of Mechanical Equipment** | **5.** **机械设备的检查和标记** |
| CONTRACTOR shall upon arrival at the work site, inspect and tag all mechanical equipment that is to be utilized for the WORKS. | **承包商**到达施工现场后，应检查并标记工程使用的所有机械设备。 |
| The equipment will include but may not be limited to the following: | 这些设备包括但不限于以下设备： |
| ·Cranes | ·起重机 |
| ·Fork lifts | ·叉车 |
| ·Self-Loading Trucks | ·自装卸卡车 |
| ·Semi-Trailers and Prime Movers | ·半挂车和底盘车 |
| ·Compressors | ·压缩机 |
| ·Temporary Electrical Distribution Boards | ·临时配电板 |
| ·Scaffolding equipment | ·脚手架设备 |
| ·Rigging equipment | ·索具设备 |
| ·Man-cages/Personal Baskets | ·乘用升降笼 |
| ·Aerial Work Platforms | ·高空作业平台 |
| ·Welding machine | ·焊接机 |
| ·Grinding and cutting machine | ·打磨和切割机 |
| All equipment inspected that requires remedial work (or replacement) shall be carried out at CONTRACTOR’s costs. | 所有经检查需要进行补修工作（或更换）的设备均应由**承包商**承担费用。 |
| All equipment inspected and accepted for use on the work shall be clearly identified by a tagging system. | 所有经检查并接受在工程中使用的设备均应通过标记系统明确标识。 |
| **6. Working in Confined Space** | **6.** **在密闭空间工作** |
| Confined space entry shall be authorized through COMPANY’s Permit To Work approval process. CONTRACTOR shall take adequate precautions and mitigation measures which include, but not limited to gas/oxygen tests, PPE requirements, respiratory protection equipment (RPE), isolation of connections to confined space, provision of ventilation equipment and preparation of confined space for safe entry, standby person, availability of rescue equipment and ERT team. | 进入密闭空间应通过**公司**的**施工许可**审批程序获得授权。**承包商**应采取充分的预防和缓解措施，其中包括但不限于准备气体/氧气测试、个人防护设备、呼吸保护设备(RPE)、隔离与密闭空间的连接、提供通风设备、备用人员、救援设备和应急小组，并为安全进入密闭空间做好准备。 |
| The SHO or entry supervisor shall ensure that all necessary precautions and mitigation measures are implemented. | 工地安全与健康干事或录用的监管人员应确保所有必要的预防和缓解措施得到落实。 |
| CONTRACTOR’s entrants shall be certified medically fit by the Approved Medical Examiner (AME) before they are allowed to work in confined space. | **承包商**所派遣的作业者必须经认可体检医师（AME）证明其身体健康，方可进入密闭空间工作。 |
| **7. Permit To Work (“PTW”)** | **7.** **工作许可证（“PTW”）** |
| CONTRACTOR shall implement COMPANY’s PTW procedure where CONTRACTOR activities require the application of such PTW. This includes hot work, cold work, lifting, excavation, confined space entry, radiography, lifting, and use of explosive. Authorized COMPANY supervisors shall approve the permits and certificates. CONTRACTOR shall continuously enforce the conditions and requirements of the permits including its validity. CONTRACTOR’s supervisors shall attend the PTW training. Costs incurred in the implementation of PTW shall be borne by CONTRACTOR. | 在**承包商**的施工需要使用工作许可证的情况下，**承包商**应执行**公司**的工作许可证程序。这包括高温作业、低温作业、起重、挖掘、进入受限空间、射线照相、起重和炸药使用。**公司**授权主管应批准许可证和证书。**承包商**应始终执行许可证的条件和要求，包括其有效性。**承包商**的监管人员应参加工作许可证培训。因实施工作许可证而产生的费用应由**承包商**承担。 |
| **8. Tools and Equipment** | **8.** **工具和设备** |
| CONTRACTOR shall ensure that all CONTRACTOR’s machinery, tools and equipment, facilities, and other items associated with the WORKS whether purchased or rented are maintained in a safe condition and to be operated by competent operators. Tools shall only be used for the job they were designed to perform. All guards shall be fitted and shall be in good condition at all times. All grinding discs shall be checked for correct size and speed prior to fitting. Electrically powered tools shall meet the hazardous zones requirements where applicable. All electric cables shall be industrial type. Use of domestic electric cables is prohibited. CONTRACTOR shall repair or replace defective tools and equipment at CONTRACTOR’s costs. Appropriate personal protective equipment shall be worn at all times when using any tool or equipment. | **承包商**应确保其所有机械、工具和设备、设施以及与**工程**有关的其他物品（无论是购买还是租用的）均保持在安全状态，并由合格的操作人员进行操作。工具只能用于其设计用途。所有防护装置均应安装，并应始终处于良好运行状态。在安装之前，必须检查所有磨盘的尺寸和速度是否正确。电动工具必须符合适用的危险区域要求。所有电缆必须是工业用电缆。禁止使用家用电缆。**承包商**应修理或更换有缺陷的工具和设备，并承担费用。在使用任何工具或设备时，应始终佩戴适当的个人防护设备。 |
| **9. Compressed Gas Cylinders** | **9.** **压缩气瓶** |
| CONTRACTOR shall ensure that: | **承包商**应确保： |
| ·Compressed gas cylinders stored, or transported or used shall be in an upright position and secured to some substantial object or structure by a chain or other suitable means capable of supporting the weight of the cylinder. This applies to all cylinders, whether empty or full**.** | ·储存、运输或使用的压缩气瓶必须保持直立，并用链条或其他能够承受气瓶重量的适当方式固定在某个坚固的物体或结构上。这适用于所有气瓶，无论是空瓶或满瓶**。** |
| ·Cylinder valves shall be closed and hoses depressurized when cylinders are not in use. | ·未使用气瓶时，必须关闭气瓶阀门并减压软管。 |
| ·Cylinders shall have protective valve caps in place while they are being transported / stored. | ·气瓶在运输/存放过程中应戴上保护阀帽。 |
| ·Cylinders shall be returned promptly to a suitable storage area after use. They shall not be left at any work site. Cylinder storage areas should be kept away from general traffic paths and shall not be adjacent to vehicle paths. | ·使用后的气瓶应立即放回适当的存放处。不得将其留在任何工作场所。气瓶存放区应远离一般交通路线，不得与车辆通道相邻。 |
| ·Flammable gases and oxygen cylinders shall not be stored in close proximity unless separated by a non-combustible wall. | ·易燃气体和氧气瓶不得存放在相邻处，除非有不可燃墙隔开。 |
| ·Cylinders shall only be hoisted when enclosed in an approved box or cradle within which they are securely fastened. | ·只有将气瓶封闭并牢牢固定在经批准的箱体或托架内，方可进行吊运。 |
| ·Cylinders shall be identified by a colour code in accordance with respective national standards. | ·气瓶必须按照相关国家标准用颜色代码标识。 |
| ·Gas welding cylinders shall have hose check valve (non-return valves). Flashback arrestors shall be installed to quench flashback flames and cut off the gas flow automatically, in both oxygen and fuel gas outlet lines. | ·气焊钢瓶必须有软管止回阀（止回阀）。必须在氧气和燃料气体出口管路中安装回火防止器，以熄灭回火火焰并自动切断气流。 |
| **10. Welding and Cutting** | **10.** **焊接和切割** |
| CONTRACTOR shall ensure only competent and authorized workers are allowed to use welding and cutting equipment. CONTRACTOR shall ensure suitable precautions and mitigation measures against exposure of welding hazards such as excessive ultraviolet radiation, fire, welding fumes, and dusts are put in place. | **承包商**应确保只有经授权的合格工人才能使用焊接和切割设备。**承包商**应确保采取适当的预防和缓解措施，防止工人接触焊接危险，如过度紫外线辐射、火灾、焊接烟雾和粉尘。 |
| Welding, and/or flame cutting in the vicinity of flammable or combustible substances/materials shall only be done under the control of a PTW. | 在易燃或可燃物质/材料附近焊接和/或火焰切割只能在有工作许可证的情况下进行。 |
| CONTRACTOR shall provide adequate number of suitable fire extinguishers at the sites where hot WORKS are taking place. Welders shall be trained and competent in the use of fire extinguishers. | **承包商**应在进行高温作业的现场配备足够数量的适用灭火器。电焊工应接受过灭火器使用方面的培训，并有能力使用灭火器。 |
| **11. Abrasive Wheels** | **11.** **砂轮** |
| CONTRACTOR shall ensure that safety protection in the form of goggles and /or shields and hearing protection devices (“HPD”) are provided and utilized by the personnel working with grinding machines and abrasive wheels. When changing discs on a portable grinder it is imperative that a suitable replacement disc is fitted and installed in the correct manner. CONTRACTOR shall ensure only trained and competent personnel are permitted to carry out this task. | **承包商**应确保为使用打磨机和砂轮的人员提供可使用的护目镜和/或防护罩以及听力保护装置（“HPD”）等形式的安全保护。在更换便携式打磨机的磨盘时，必须以正确方式安装合适的替换磨盘。**承包商**应确保只有经过培训的合格人员才能执行此项任务。 |
| **12. Grit Blasting** | **12.** **喷砂** |
| CONTRACTOR shall confirm with COMPANY the need for hot work permit prior to grit blasting. CONTRACTOR shall provide the blaster with an approved air face mask and oil free air supply. Associated workers and any other personnel within the blasting area shall wear approved respiratory protection. The blasting gun shall have a ‘dead man’ safety device operated by the blaster. Under no circumstances the device shall be tied back or defeated. | **承包商**应在喷砂前与**公司**确认是否需要热工许可。**承包商**应为喷砂工提供经认可的空气面罩和无油气源。相关工人和喷砂区域内的任何其他人员应佩戴经批准的呼吸保护装置。喷砂枪应配有由喷砂工可操作的“失能”安全装置。在任何情况下，该装置都不得反绑或失灵。 |
| CONTRACTOR shall made efforts to minimize the exposure of the blasting grit to the surrounding environment. Protective shield shall be erected and notice board shall be posted in order to prevent exposure of the blasting grit to other workers in the vicinity. | **承包商**应尽量减少爆破砂粒与周围环境的接触。应设置防护罩并张贴告示，以防止爆破砂粒暴露于附近的其他工人。 |
| **13. Use of Chemicals** | **13.** **化学品的使用** |
| CONTRACTOR shall declare any hazardous chemicals used for the WORKS to COMPANY. CONTRACTOR shall ensure all requirements for use, storage, handling and transportation of chemicals including personal protection outlined in the Safety Data Sheet are strictly followed. The Safety Data Sheets for all chemicals shall be made available in the languages stipulated under the law. When in doubt concerning these requirements, consult COMPANY HSE personnel. | **承包商**应向**公司**申报**工程**中使用的任何危险化学品。**承包商**应确保严格遵守化学品的使用、储存、处理和运输的所有要求，包括安全数据表中列出的个人防护要求。所有化学品的安全数据表应以法律规定的语言提供。如果对这些要求有疑问，请咨询**公司**的 健康、安全与环境人员。 |
| Flammable chemicals such as solvents and cleaning agents shall not be stored or used in un-ventilated areas or in close proximity to any sources of ignition. These chemicals shall be stored in a proper storage facility outside the work area whenever they are not being used. Proper labeling and re-labeling of the chemical containers shall be done accordingly. Source of ignition such as smoking is strictly prohibited in the vicinity of any such chemical. | 溶剂和清洁剂等易燃化学品不得在不通风或靠近任何火源的地方存放或使用。在不使用这些化学品时，应将其存放在工作区外的适当储存设施内。应相应地对化学品容器进行适当的标记和二次标记。严禁在任何此类化学品附近出现吸烟等火源。 |
| **13.1 Use / Handling of Asbestos or Asbestos-Containing Materials** | **13.1 使用/处理石棉或含石棉材料** |
| The use of any asbestos or asbestos-containing materials is strictly prohibited for WORK related to the CONTRACT. For work that requires handling/removal of asbestos or asbestos-containing materials at site, CONTRACTOR shall take the necessary precautions to ensure protection of their workers and others from the risks of exposure to asbestos fibres. CONTRACTOR shall make reference to COMPANY’s Asbestos Inventory to determine if the WORKS to be undertaken may involve handling of asbestos or asbestos-containing materials. | 与**合同**有关的**工程**严禁使用任何石棉或含石棉材料。对于需要在现场处理/清除石棉或含石棉材料的工程，**承包商**应采取必要的预防措施，以确保其工人和其他人免受接触石棉纤维的危险。**承包商**应参考**公司**的**石棉清单**，以确定将要进行的**工程**是否可能涉及石棉或含石棉材料的处理。 |
| **14. Electrical Safety/Power Source** | **14.** **电气安全/电源** |
| No part of any lifting device or any equipment operated near power lines shall be closer than below: | 在电力线附近操作的任何起重装置或任何设备的任何部分都不得低于下方所列： |
| Voltage Safe Distance  150-750 V 2.0 m  750- 50k V 3.0 m  50k-250k V 4.5 m  > 250k V 6.0 m | **电压** **安全距离**  150-750 V 2.0 m  750- 50k V 3.0 m  50k-250k V 4.5 m  > 250k V 6.0 m |
| The above clearance applies in all directions. All overhead lines shall be identified with a highly visible sign placed 7m from both sides of the lines, 1.8m above ground. A restriction guard pole connected with ropes shall be installed to restrict clearance close to power lines. | 上述净空适用于所有方向。所有架空电线均应在距离电线两侧7米、高出地面1.8米处竖立醒目的标志。应安装一个用绳索连接的限制性护杆，以限制靠近电线的净空。 |
| **15. Excavation** | **15.** **挖掘** |
| CONTRACTOR shall ensure that all excavation work shall meet the following requirements as a minimum: | **承包商**应确保所有挖掘工作至少符合以下要求： |
| ·Excavations work shall be subjected to the control of PTW and excavation certificate. | ·挖掘工作要求持有工作许可证和挖掘证书。 |
| · Prior to embarking excavation work, proper excavation design and plan shall be drawn up taking into consideration of the soil type, the weather conditions and proximity to facilities. | ·在开始挖掘工作之前，应根据土壤类型、天气条件和附近设施的情况制定适当的挖掘设计和规划。 |
| ·Walkways between trenches should be kept clear of obstruction. | ·沟渠之间的人行道应保持畅通无阻。 |
| ·A competent person shall inspect all excavations, shafts, tunnels and earthwork. | ·应由合格人员检查所有挖掘工作、竖井、隧道和土方工程。 |
| ·A standby person shall be made available at all times equipped with all necessary safety equipment. | ·应随时安排一名配备所有必要安全设备的备用人员。 |
| ·All excavation exceeding 1.5 meters shall be shored and a PTW complete with confined space certificate shall be secured. | ·所有超过1.5米的挖掘工程均应加固，并应确保配备有工作许可证和密闭空间证书。 |
| ·No mechanical excavation within 1 meter of the existing service shall be allowed. All underground services shall be hand exposed and identified. | ·不得在距离现有服务设施1米范围内进行机械挖掘。所有地下施工设施均应手动露出并加以标识。 |
| **16. Barricade, Platforms and Guardrails.** | **16.** **路障、平台和护栏。** |
| CONTRACTOR shall provide adequate barricades, covers, guardrails, signal flag persons or other appropriate warning devices to protect personnel near any hazardous operations or overhead work. Temporary covers for floor openings shall be firmly fastened and clearly identified by warning signs. All elevated work areas, walkways, platforms etc. whether permanent or temporary, shall be protected by an approved guardrail and shall provide a sturdy working space. CONTRACTOR shall provide all the necessary signs, barriers, signal flag persons, etc. to protect the general public from exposure to injury due to the excavation work. | **承包商**须提供足够的路障、盖板、护栏、信号旗或其他适当的警示装置，以保护任何危险作业或高空作业附近的人员。地面开口的临时盖板必须牢固固定，并用警示标志清楚标明。所有永久性或临时性的高架作业区、人行道、平台等，均应使用经批准的护栏保护，并应提供稳固的工作空间。**承包商**须提供所有必要的标志、障碍物、信号旗等，以保护公众免受挖掘工作的伤害。 |
| All legislated and COMPANY requirements for warning signs and/or barriers adjacent to public roads shall be strictly adhered to. | 应严格遵守法律和公司对公共道路附近的警示标志和/或障碍物的所有要求。 |
| **17. Scaffold** | **17.** **脚手架** |
| A safe means of access shall be provided for any work to be carried out at a height greater than 2 meters above ground. If a suitable permanent access is not available, a well-designed, erected, inspected and maintained scaffold will provide a safe means of access and safe working areas. Additionally safe access to scaffold work platforms by ladder shall be provided. All scaffoldings shall be constructed in accordance with BS 5973 Code of Practice for Access and Working Scaffolds and Special Scaffold Structures in Steel or its equivalent. | 在距离地面2米以上的高度进行任何工作时，必须提供安全通道。如果没有合适的永久性通道，则应设计、搭建脚手架，并检查、维护其良好，以提供安全通道和安全工作区域。此外，应提供安全的梯子进入脚手架工作平台。所有脚手架的搭建均应符合BS 5973《钢制通道和工作脚手架及特殊脚手架结构操作规范》或同等标准。 |
| All scaffolding materials and components shall be as follows: | 所有脚手架材料和组件应符合下列规定： |
| 1. **Scaffold tubes** | a. **脚手架管** |
| All tubes shall be galvanized steel 48.3mm OD and wall thickness 4mm comply to BS 1139 Part 1, 1982 and free from cracks, splits or excessive corrosion and straight. Black steel or aluminum scaffold shall not be allowed to be used at offshore. | 所有脚手架管均应为镀锌钢管，外径48.3毫米，壁厚4毫米，符合1982年BS 1139第1部分的规定，无裂纹、无劈裂、无过度腐蚀且平直。不得在海上使用黑钢或铝脚手架。 |
| 1. **Coupling and fittings** | b. **接头和配件** |
| They shall be of sound construction, comply with BS 1139, Part 2. Tubular and fittings of different standards shall not be mixed. | 接头和配件必须结构合理，符合BS 1139第2部分的规定。不同标准的管材和配件不得混用。 |
| c. **Board or decking** | c. **木板或铺板** |
| All timber scaffold boards shall meet the recommended BS 2842:1981 **Ladders**  Ladders shall meet BS 1129:1982. | 所有木制脚手架板均应符合建议的BS 2842:1981标准设施  设施应符合BS 1129:1982标准。 |
| d. **Frame or tubular scaffold** | d. **框架式或管状脚手架** |
| Proprietary steel frame or tubular scaffold of sound design and construction shall be approved by COMPANY before use. | 设计和构造合理的专有钢架或管状脚手架在使用前须经公司批准。 |
| e. **Inspection** | e. **检修** |
| A scaffold inspector shall inspect all scaffold materials. Any scaffold above 40 meters shall be designed and endorsed by a professional structural engineer. | 脚手架检查员应检查所有脚手架材料。任何超过40米的脚手架都必须经专业结构工程师设计与认可。 |
| f. **Erection** | f. **搭设** |
| Scaffolds shall only be erected, altered or dismantled by competent scaffolder under supervision of a scaffolder supervisor. All inspection of scaffolds shall be done by a competent scaffold inspector. | 脚手架只能由合格的脚手架工在脚手架监督员的监督下搭设、改动或拆除。必须由合格的脚手架检查员进行脚手架的所有检查。 |
| **18. Camp Site** | **18.** **施工地** |
| CONTRACTOR shall construct and operate the camp in accordance to the following requirements: | **承包商**应按照以下要求建造和运营施工地： |
| - Air-condition rooms provided | —— 提供带空调房间 |
| - Electrical equipment and wiring complying to established electrical safety standards | —— 电气设备和线路符合既定的电气安全标准 |
| - Provision of dedicated smoking areas | —— 提供专用吸烟区 |
| - Proper storage with provision for secondary containment and pipeline for supply of fuel | —— 提供适当的储存设施空间，包括二级安全壳和燃料供应管道 |
| - Provision for proper waste management especially hazardous/scheduled wastes | —— 提供适当的废料管理空间，特别是危险废料/计划废料 |
| - Smoke detectors in rooms | —— 房间内安装烟雾探测器 |
| - Fire extinguishers provided at strategic locations | —— 在重要位置配备灭火器 |
| - Emergency response procedures posted | —— 张贴应急程序 |
| **19. Office** | **19.** **办公室** |
| CONTRACTOR shall maintain comfortable working condition in office as follows: | **承包商**应在办公室保持舒适的工作条件，具体如下： |
| - Temp 20-26oC | —— 温度20-26摄氏度 |
| - Humidity 40-60% | —— 湿度40-60 |
| - Adequate ventilation | —— 充足的通风 |
| - No smoking policy | —— 禁止吸烟政策 |
| - Adequate lighting comfortable to the eyes at 400 lux | —— 充足的照明（400勒克斯），使眼睛感觉舒适 |
| - Office space at 6.25 m2 per work station | —— 每个工位6.25平方米的办公空间 |
| - Welfare facilities e.g. toilet, prayer room and eating areas | —— 福利设施，如厕所、祈祷室和用餐区 |
| - Daily cleaning service | —— 每日清洁服务 |
| - Passage ways are cleared and tripping hazards identified and removed | —— 清理通道，发现并消除绊倒危险 |
| - Emergency plans for evacuation | —— 紧急疏散计划 |
| - Car park well lit and vehicle movement controlled | —— 停车场照明良好，控制车辆通行 |
| - First aid boxes provided | —— 急救箱供应 |
| **20. Storage/Warehouse** | **20.** **储存/仓库** |
| CONTRACTOR shall provide appropriate storage facilities for the storing of material, chemical and fuel on sites. The requirements for storing of materials shall also include the following: | 承包商应在工地提供适当的材料、化学品和燃料储存设施。材料储存要求还应包括以下内容： |
| - Construction material shall be stored at the designated locations on site | —— 建筑材料应存放于工地的指定地点 |
| - Written procedures on transportation, handling and disposal for all material shall be made available | —— 应就所有材料的运输、处理和处置制定书面程序 |
| - Good housekeeping shall be practiced at all storage facilities | —— 所有储存设施均须保持良好的内部管理 |
| - Storage areas shall be located away from heavy vehicle traffic areas | —— 储存区应远离重型车辆通行区 |
| - Storage floors and bins shall be labeled and constructed to safely support the loads with maximum safe load limits posted. | —— 储存的地板和储物箱必须贴有标签，其构造应能安全地承载货物，并张贴最大安全载荷限制。 |
| - Storage buildings and warehouses shall be provided with an approved lightings and fittings in compliance with hazardous area classification, well ventilated and constructed with chemical resistant flooring, spill containment, waste collection and treatment where appropriate for the chemicals or fuel stored. | —— 储存建筑和仓库必须配备符合危险区域分类的经批准的照明设备和装置，通风良好，并根据所储存化学品或燃料的情况，铺设耐化学腐蚀的地板、配备溢出密封装置、废料收集和处理装置。 |
| - All hot WORKS including welding, cutting or any other operations that create sparks shall be controlled via PTW system inside a warehouse or near the flammable/combustible material storage yards. | —— 所有高温作业，包括焊接、切割或任何其他产生火星的作业，均应与仓库内或易燃/可燃材料堆场附近的工程同等，在工作许可证系统下运行。 |
| - Adequate number of fire extinguishers of appropriate type shall be made available at strategic locations at all storage areas and warehouses. | —— 应在所有储存区和仓库的战略性位置配备足够数量的适当类型的灭火器。 |
| - All personnel shall wear approved PPE whilst working in storage areas and warehouses. | —— 在储存区和仓库工作时，所有人员都必须穿戴经批准的个人防护设备。 |
| - Flammable and combustible liquids shall be stored separately in different storage buildings | —— 易燃和可燃液体应分别存放在不同的储藏室内。 |
| - Storage rooms shall be constructed to meet the specified fire resistant rating suitable for their use | —— 储藏室的建造须达到适合其用途的规定防火等级 |
| - Approved safety cans/cabinets/containers shall be used to store and transfer flammable and combustible liquids, with the name of the material clearly stamped | —— 必须使用经批准的安全罐/柜/容器来储存和转移易燃和可燃液体，并清楚标明材料名称 |
| - “No Smoking” signs shall be posted at strategic locations in storage areas and warehouses storing flammable and combustible liquids | —— 应在储存易燃和可燃液体的储存区和仓库的重要位置张贴“禁止吸烟”标志 |
| **21. Explosives** | **21.** **爆炸物** |
| CONTRACTOR shall obtain all relevant permits and comply with the regulatory requirements for the use of explosives. | **承包商**应获得所有相关许可并遵守使用爆炸物的监管要求。 |
| CONTRACTOR shall ensure that every reasonable precaution and mitigation measures will be taken to ensure that CONTRACTOR personnel handling the explosives comply with established industry standards and best practices in the safe transportation, storage, handling and usage of explosives. | **承包商**应确保采取一切合理的预防和缓解措施，以确保处理爆炸物的**承包商**人员遵守爆炸物安全运输、储存、处理和使用方面的既定行业标准和最佳做法。 |
| **22. Driving Safety** | **22.** **驾驶安全** |
| CONTRACTOR personnel traveling to and from work site shall use proper means of transport. Such transport shall comply with the regulatory requirements. Transportation of personnel in open trucks is prohibited unless fitted with seats and approved by authority to carry passengers. CONTRACTOR shall be responsible to provide safe access and egress to the work site for green field project. CONTRACTOR shall set allowable speed limit and place suitable road signs at the work site. | **承包商**人员往返工地应使用适当的交通工具。此类运输应符合法规要求。禁止使用敞篷卡车运送人员，除非车上装有座椅并经有关部门批准，方可载客。**承包商**应负责为绿地工程提供安全出入工地的通道。**承包商**应设定容许限速，并在工地设置适当的道路标志。 |
| CONTRACTOR shall enhance the awareness of safe driving amongst its employees and SUB-CONTRACTORs through provision of defensive driving training. This training shall include wearing of seat belt, observing speed limit, maintain good vehicle condition, driving defensively and possess valid driving license. | **承包商**应通过提供防御性驾驶培训，提高其雇员和**分包商**雇员的安全驾驶意识。培训内容应包括安全带的佩戴、遵守限速、保持良好车况、防御性驾驶和持有有效驾驶执照。 |
| **23. Transportation** | **23. 交通** |
| Whether the travel is by land, sea or air, CONTRACTOR is obliged to follow both COMPANY and established industry guidelines for the safe transport of personnel and equipment. In the event that COMPANY is providing a means of transport for either personnel or equipment, then CONTRACTOR and SUB-CONTRACTOR’s personnel should adhere to the instructions and requirements of COMPANY. | 无论是陆运、海运还是空运，**承包商**均有义务遵守**公司**和既定的人员和设备安全运输行业准则。如果**公司**为人员或设备提供运输工具，则**承包商**和**分包商**的人员应遵守**公司**的指示和要求。 |
| **24. Use of Public Road** | **24.** **公共道路的使用** |
| CONTRACTOR shall keep public roads free from its debris due to vehicle movement to and from the work site. CONTRACTOR shall provide washing facilities at site to clean vehicle tyres. In the event of spillage onto the road, CONTRACTOR shall undertake the cleaning at their own cost. | **承包商**应保持公共道路整洁，不因车辆进出工地而出现残渣。**承包商**应在工地提供清洗设施，以清洗车辆轮胎。如发生泄漏到道路上的情况，**承包商**应自费进行清洗。 |
| **25. Lifting** | **25. 起重** |
| All cranes supplied by CONTRACTOR shall have valid certificate of fitness issued by respective authority e.g.. All cranes shall be inspected, tested and witnessed by COMPANY competent person before putting them into service. All associated lifting equipment shall be inspected. | 由**承包商**提供的所有起重机均应具有由有关当局签发的有效合格证书。所有起重机在投入使用前须由**公司**的合格人员检查、测试和见证使用。所有相关起重设备均须检查。 |
| CONTRACTOR shall inspect and maintain all cranes to ensure they are in safe working conditions. All defective crane shall be taken out of service, repair or replace if necessary. Whenever there is any doubt on the integrity of the crane, load test shall be performed at CONTRACTOR’s cost. | **承包商**须检查和维护所有起重机，确保其处于安全工作状态。所有有缺陷的起重机应停止使用，必要时进行修理或更换。一旦对起重机的完整性有任何不确定，**承包商**须进行负载测试，并承担费用。 |
| A colour coding shall be used to identify inspected lifting appliance. CONTRACTOR shall seek approval from COMPANY on any heavy lifting of 15 tons and above. CONTRACTOR is responsible for ensuring that a competent and authorized operator operates any lifting device and that a signal man is designated to signal the operator as necessary to properly place and control the loads. | 应使用颜色编码来识别检查过的起重设备。任何15吨及以上的重物吊装，**承包商**须征得**公司**的同意。**承包商**有责任确保由合格和经授权的操作员操作任何起重设备，并指定一名信号员在必要时向操作员发出信号，以正确放置和控制负载物。 |
| Prior to performing any lift, the operator shall determine the weight of the object being lifted and ensure that cables, lifting device, slings, wire ropes, chains etc. used are of a sufficient strength to support the weight of the load. | 在进行任何起重作业之前，操作员应确定被起重物体的重量，并确保所使用的缆绳、起重装置、吊索、钢丝绳、链条等具有足够的强度来支撑负载的重量。 |
| No worker shall be allowed under the load. Tag lines shall be used to guide and control the load where excessive movement is possible. | 任何工人都不得在载荷下工作。在可能发生过度移动的情况下，应使用吊绳引导和控制负载物。 |
| A competent worker shall inspect all wire rope, chains, and slings prior to performing any lift. Record of inspection shall be kept for COMPANY’s review. During winch or tow, all personnel shall be clear of the ‘whip area’ of cable/rope under tension. | 在进行任何起重作业之前，必须由合格的工人检查所有钢丝绳、链条和吊索。应保存检查记录，以供**公司**审查。在绞车或牵引车工作过程中，所有人员必须避开受拉力缆索/钢丝绳的“鞭打区”。 |
| **26. Heavy Machinery** | **26.** **重型机械** |
| All CONTRACTOR vehicles on any work site shall have proper insurance and maintain in safe operating conditions. | 施工现场的所有**承包商**车辆均应购买适当的保险并保持安全运行状态。 |
| All heavy machinery shall be operated by competent and certified operators. They shall be operated in a safe manner and at a speed suited to the terrain and weather conditions. | 所有重型机械必须由合格的操作人员操作。应根据地形和天气条件以安全的方式和速度运行。 |
| All cranes, stringing trucks, heavy tracked equipment and machinery, welding rigs and all vehicles shall be fitted with reverse alarms. | 所有起重机、牵引车、重型履带式设备和机械、焊接钻机以及所有车辆均应安装倒车警报器。 |
| Any vehicle with restricted vision shall not operate in the vicinity of workers, except under the direction of a designated worker who is ensuring that the path way is clear and safe. | 任何视线受限的车辆不得在工人附近行驶，除非在指定工人的指挥下，以确保道路畅通安全。 |
| **27. Working at Height** | **27.** **高空作业** |
| When working at height more than 7.5 meters, CONTRACTOR shall provide suitable safety nets, which extends 2.5 meters beyond the edge of work level. The nets shall be sufficiently anchored using steel hooks or shackle. The net shall be inspected daily. | 当在7.5米以上的高空作业时，**承包商**须提供适当的安全网，并将其延伸至作业层边缘外2.5米处。安全网应使用钢钩或枷锁充分固定，并每天检查。 |
| If safety nets cannot be used, CONTRACTOR shall provide fall protection devices such as full harness with double lanyards etc. to the workers. Fall protection is required when working above two (2) meters. Personnel using fall protection shall be trained on its use. | 如果无法使用安全网，**承包商**应为工人提供坠落保护装置，如带双挂绳的全套安全带等。当工作高度超过两（2）米时，必须使用坠落保护装置。使用坠落保护装置的人员应接受使用培训。 |
| **28. Air Hose** | **28.** **空气软管** |
| Air hose should not be used to clean any part of the body or clothing or use to blow off dirt on the floor. | 空气软管不得用于清洁身体的任何部位或衣物，也不得用于吹走地板上的灰尘。 |
| **29. Radiography** | **29.** **射线照相** |
| CONTRACTOR shall obtain a PTW c/w radiation certificate for radiography work. Extra precaution shall be taken to keep away all non-relevant personnel from the area. The area shall be isolated by visible barricades, signs, warning lights etc. The source shall be stored according to approved procedure. CONTRACTOR shall employ only qualified radiography operators for the job. Properly calibrated radiation survey meters shall be made available. | **承包商**须持有带辐射证书的临时工作许可证，以进行射线照相工作。应采取额外的预防措施，使所有无关人员远离该区域。须用明显的路障、标志、警示灯等将该区域隔离。放射源须按照批准的程序存放。**承包商**只应雇用合格的辐射测量操作员。须提供经适当校准的辐射测量仪。 |
| **30. Job Safety Analysis (JSA) / Job Hazard Analysis (JHA)** | **30.** **工作安全性分析（JSA）/工作风险分析（JHA）** |
| Prior to performance of WORKS, CONTRACTOR shall implement JSA/JHA as a safety precaution to eliminate or guard against hazards of a specified job. The JSA/JHA methodology shall include the following: | 在施工前，**承包商**应实施工作安全性分析/工作风险分析作为安全预防措施，以消除或防范特定工作的危险。工作安全性分析/工作风险分析方法应包括以下内容： |
| ·Study the job and develop basic job steps | ·研究工作并制定基本工作步骤 |
| ·Identify the hazards for each job step | ·确定每个工作步骤的风险 |
| ·Identify the safety precautions and mitigation measures to be taken for each job step | ·确定每个工作步骤应采取的安全预防措施和缓解措施 |
| ·Record the JSA/JHA and brief all workers on the hazards, precautions and mitigations to be taken. | ·记录工作安全性分析/工作风险分析并向所有工人阐明应采取的危险预防和缓解措施。 |
| **31. HSE Inspection/Audit** | **31. 健康、安全与环境检查/审核** |
| Prior to commencement of WORKS, CONTRACTOR is required to inspect the work site and equipment to ensure that WORKS can be performed safely. In addition, CONTRACTOR shall perform continuous HSE inspection/audits throughout the WORKS and shall promptly implement all recommendations made pursuant to the said inspection/audit. COMPANY shall have the right to conduct its own HSE Inspection/audit at the work site. CONTRACTOR shall comply with all recommendations arising from such Inspection/audit. | 在开工前，**承包商**必须检查施工现场和设备，以确保安全施工。此外，**承包商**应在整个工程期间持续进行健康、安全与环境检查/审核，并应立即执行根据上述检查/审核提出的所有建议。**公司**有权在施工现场开展其健康、安全与环境检查/审核。**承包商**应遵守此类检查/审计提出的所有建议。 |
| **32. HSE Induction (NOT APPLICABLE)** | **32.** **健康、安全与环境上岗培训（不适用）** |
| **32.2 CONTRACTOR Own Induction Program** | **32.2承包商自身上岗培训计划** |
| CONTRACTOR shall implement a HSE induction for the site. CONTRACTOR shall identify its employees who will be required to attend the HSE induction program. The induction briefing shall be applicable to all CONTRACTOR’s employees and SUB-CONTRACTOR’s employees. Briefing shall be done at site prior to the commencing of the WORKS. | **承包商**应在工地实施健康、安全与环境上岗培训，并确定需要参加健康、安全与环境上岗培训的员工。上岗培训说明会应于开工前在施工现场进行，并囊括**承包商**和**分包商**的所有员工。 |
| Each worker who has attended and completed the HSE induction program shall be issued with a sticker to indicate that he has completed the HSE induction course. The sticker shall be displayed on the safety hat and worn at site. | 每个参加并完成健康、安全与环境上岗培训的工人都应获得一个贴纸，以表明其已完成健康、安全与环境上岗培训课程。在施工现场须佩戴上有贴纸的安全帽。 |
| **33. Toolbox HSE Meeting** | **33.** **工具箱健康、安全与环境会议** |
| CONTRACTOR shall ensure that his appointed WORKS supervisor hold ‘tool box’ safety meeting for about 5-10 minutes daily or prior to each shift. Specific topics shall include hazards relevant to current work, review of accidents, near misses and deficiencies and any new equipment or machinery. CONTRACTOR shall maintain records of attendance and submit to COMPANY as and when required. | **承包商**应确保其指定的**工程**监管员每天或每班之前召开约5-10分钟的“工具箱”安全会议。具体议题应包括与当前工作相关的风险、事故回顾、险情和缺陷以及任何新设备或机械。**承包商**应保存出席会议的记录，并在需要时提交给**公司**。 |
| **34. HSE Meetings** | **34.** **健康、安全与环境会议** |
| CONTRACTOR shall form a HSE Committee at work site and shall hold regular meetings, minimum monthly to create and maintain an active interest in HSE. The meeting shall be attended by CONTRACTOR’s management and workers’ representatives and chaired by COMPANY site manager. Minutes of meeting shall be distributed to all attendees. | **承包商**应在工地成立一个健康、安全与环境委员会，并应定期举行会议，至少每月一次，以建立和保持对健康、安全与环境的积极关注。会议应由**承包商**的管理层和工人代表参加，并由**公司**工地经理主持。会议记录应分发给所有与会者。 |
| **35. Occupational Health** | **35.** **职业健康** |
| CONTRACTOR shall ensure that all its employees and SUB-CONTRACTOR’s employees engaged in the work are medically fit for the job and healthy. Any medical diseases or disabilities which may adversely influence the employee’s ability to perform his role in the work shall be reported to COMPANY prior to the commencement of the work. | **承包商**应确保其所有雇员和**分包商**参与施工的雇员身体健康，能够胜任工作。任何可能对员工履行工作职责产生不利影响的疾病或残疾均应在开工前报告**公司**。 |
| CONTRACTOR shall at no cost to COMPANY be responsible for the medical benefits of its own and SUB-CONTRACTOR’s employees. CONTRACTOR shall make necessary arrangements for medical consultation, treatment or hospitalization if and when necessary and will arrange suitable insurance coverage for such contingencies. | **承包商**应在不增加**公司**成本的情况下负责其员工和**分包商**员工的医疗福利。如有必要，**承包商**应安排必要的医疗咨询、治疗或住院，并为此类意外情况购买适当的保险。 |
| In case of emergencies, COMPANY may provide necessary emergency arrangements, the cost of which shall be reimbursed by CONTRACTOR. | 在紧急情况下，**公司**可提供必要的紧急安排，其费用应由**承包商**报销。 |
| CONTRACTOR shall at its own expenses have a fully equipped first aid station on site and make arrangement for availability of an ambulance. This station shall be manned during all working hours. | **承包商**应自费在现场设立一个设备齐全的急救站，并安排一辆救护车。该急救站应在所有工作时间内有人值守。 |
| CONTRACTOR shall ensure that its personnel and SUB-CONTRACTOR’s personnel maintain a high standard of hygiene during execution of the work. | **承包商**应确保其自身和**分包商**人员在施工期间保持较高的卫生标准。 |
| The CONTRACTOR shall provide where necessary sufficient hygienic drinking fluids and toilet facilities to meet health and related regulatory requirements. | **承包商**应在必要时提供足够的卫生饮用水和厕所设施，以满足健康和相关法规要求。 |
| **35.1 Health Risk Assessment** | **35.1 健康风险评估** |
| CONTRACTOR shall identify and create an inventory of health hazards in the CONTRACTOR’s workplace, assess the risk to health associated with exposure to these agents, decide on the control measures required if any, remove or reduce the risk to health to a level “as low as reasonably practicable” and consider any recovery measures needed to mitigate acute and / or chronic health effects should control measures fail. | **承包商**应确定和编制**承包商**工作场所的健康危害清单，评估与接触这些物质有关的健康风险，决定所需的控制措施（如有），消除或将健康风险降至“合理可行的最低水平”，并考虑在控制措施失效时为减轻急性和/或慢性健康影响所需的任何恢复措施。 |
| **36. Drugs and Alcohol** | **36.** **毒品和酒精** |
| The use, sale, dispensing or possession of drugs, narcotics and alcoholic beverages is prohibited on the sites and at any place where the work is performed. | 禁止在工地和任何施工地点使用、销售、分发或持有毒品、麻醉品和酒精饮料。 |
| CONTRACTOR shall ensure that its personnel do not at any time, during the performance of the work, partake, bring onto the work site, or be under the influence of any alcoholic liquor, drug or other intoxicating substance. This prohibition shall also cover all legal or prescription drug which may impair an employee’s ability to perform his job safely. Employees who are found using or in possession of drugs at the work site shall be terminated. COMPANY reserves the right to randomly require CONTRACTOR’s employee, to undergo drug and alcohol tests at any time. Drugs and alcohol tests shall be conducted immediately after an incident. CONTRACTOR shall ensure that each and every person engaged by it or on its behalf to perform any element of the work (including SUB-CONTRACTOR) are advised on the local laws relating to the importation and/or possession of drugs. | **承包商**应确保其人员在施工期间的任何时候均不得将任何酒精饮料、毒品或其他醉酒物质带入施工现场或受其影响。此禁令还包括所有可能影响员工安全工作能力的合法或处方药物。在工作现场发现使用或持有毒品的雇员将被解雇。公司保留随时随机要求**承包商**雇员接受药物和酒精测试的权利。药物和酒精测试应在事故发生后立即进行。**承包商**应确保其聘用或代表其从事任何工作的每一个人（包括**分包商**）都了解当地有关进口和/或持有毒品的法律。 |
| **37. Environmental Management** | **37.** **环境管理** |
| CONTRACTOR shall establish and implement an environmental management plan that details the practices, procedures and control measures for effective management of environmental aspects, as required by the relevant authority and COMPANY. | **承包商**应按照有关当局和**公司**的要求，制定并实施环境管理计划，详细说明有效管理环境方面的做法、程序和控制措施。 |
| Environmental aspects include, but not limited to: | 环境方面包括但不限于： |
| - Use of resources, e.g. chemicals, water, energy, | —— 资源的使用，如化学品、水、能源、燃料等。 |
| - Air emissions | —— 废气排放 |
| - Waste water discharges | —— 废水排放 |
| - Public nuisance, e.g. noise, odour, dust, etc. | —— 公害，如噪音、异味、灰尘等 |
| - Wastes generation | —— 废料生成 |
| CONTRACTOR shall develop a waste management plan in accordance with any requirements from the COMPANY and the relevant authorities. This plan shall inventorise all types of wastes and states their method of disposal and make available before the commencement of any work. This plan shall be regularly updated as conditions change. CONTRACTOR shall handle, sort and dispose all types of wastes in conformance with the relevant procedures and requirements. | **承包商**应根据**公司**和有关当局的要求制定废料管理计划。该计划应列出所有类型的废料，并在开工前说明其处置方法。该计划应根据情况变化定期更新。**承包商**应按照相关程序和要求处理、分类和处置各类废物。 |
| CONTRACTOR shall ensure spill prevention is practiced and in place, where necessary. E.g. chemicals / fuel are stored in durable containers, secondary containment at the chemical / fuel storage area and during handling of chemicals / fuel, etc. | 必要时，**承包商**应确保预防溢漏的措施落实到位。例如，化学品/燃料储存在耐用的容器中，在化学品/燃料储存区和化学品/燃料处理过程中采用二级防护措施等。 |
| **38. Security** | **38.** **安全** |
| CONTRACTOR shall provide adequate number of security personnel and security measures to safeguard the work site from any threat, damage or theft of properties. CONTRACTOR security personnel shall be equipped with communication equipment and able to contact police and other emergency units as and when required. | **承包商**应提供足够数量的安保人员和安保措施，以保护工地免受任何威胁、破坏或财产失窃。**承包商**的安保人员应配备通讯设备，并能在需要时与警察和其他紧急单位取得联系。 |
| CONTRACTOR shall provide shelter, facilities and amenities to enable security functions or duties to be performed satisfactorily to the requirements of COMPANY. | **承包商**应提供住所和便利设施，使安保职能或职责的履行能满足**公司**的要求。 |
| **39. Emergency Response Preparedness** | **39.** **应急准备** |
| CONTRACTOR, at its own cost, shall ensure there is adequate emergency response capability at site, which shall include at least the following： | **承包商**应自费确保工地有足够的应急能力，至少应包括以下方面： |
| Emergency response procedures | 应急程序 |
| fire fighting equipment | 消防设备 |
| fire prevention program | 防火计划 |
| first aid medical facilities | 急救医疗设施 |
| CONTRACTOR personnel shall be trained and competent in the use of fire fighting equipment. | **承包商**人员应接受消防设备使用方面的培训并具备相应能力。 |
| CONTRACTOR shall also ensure its first aiders are trained and competent to render such services. | **承包商**还应确保其急救人员经过培训并有能力提供此类服务。 |
| **40. CONTRACTOR Training Records** | **40.** **承包商培训记录** |
| CONTRACTOR shall provide adequate training to all its personnel to ensure that they have sufficient knowledge and skill to undertake the assigned tasks. CONTRACTOR shall establish a document control system to maintain their training records. | **承包商**应为其所有人员提供充分的培训，以确保他们具备足够的知识和技能来完成指定的任务。**承包商**应建立文件管理系统以保存其培训记录。 |
| **41. HSE Performance Targets** | **41. 健康、安全与环境业绩目标** |
| In line with COMPANY HSE policy, objectives and performance targets, CONTRACTOR shall set appropriate HSE objectives, develop and implement HSE programs to achieve the set performance targets. | 根据**公司**的健康、安全与环境政策、目标和绩效目标，**承包商**应设定与之适当的目标，制定并实施健康、安全与环境计划，以实现设定的绩效目标。 |
| **42. CONTRACTOR HSE Performance Reports** | **42.** **承包商健康、安全与环境业绩报告** |
| CONTRACTOR shall compile and submit monthly HSE performance report to COMPANY. CONTRACTOR shall ensure all HSE performance reports and records are maintained and updated as and when required. | **承包商**应编制并向**公司**提交每月健康、安全与环境业绩报告。**承包商**应确保保留所有健康、安全与环境业绩报告和记录，并在需要时予以更新。 |
| **43. Incident Notification and Investigation** | **43.** **事件通报与调查** |
| CONTRACTOR shall develop an incident reporting and investigation system, which is compatible with COMPANY requirements. Any incident involving COMPANY, CONTRACTOR’s, SUB-CONTRACTOR’s or any third party personnel, plant or equipment, shall be immediately reported to COMPANY, irrespective of whether there is injury to personnel or damage to plant or equipment. | **承包商**应开发一套符合公司要求的事故报告和调查系统。任何涉及**公司**、**承包商**、**分包商**或任何第三方人员、厂房或设备的事故，无论是否造成人员伤亡或厂房或设备损坏，均应立即报告**公司**。 |
| All incidents that resulted in or have the potential to cause serious injuries or property damage shall be suitably investigated by CONTRACTOR and reported to COMPANY. CONTRACTOR shall keep a copy of the report at site. CONTRACTOR is required to investigate and report any major accident to the DOSH in accordance with the regulatory requirements. The investigation and report shall not preclude any similar investigations and reports required by the governmental authority in accordance with any relevant laws and regulations and may be handled concurrently with them. | **承包商**应对所有导致或可能导致严重人员伤亡或财产损失的事件进行适当调查并向**公司**报告。**承包商**应在工地保留一份报告副本。**承包商**须根据监管要求对任何重大事故进行调查并向职业安全和健康部报告。该调查和报告不应妨碍政府当局根据任何相关法律法规要求开展的任何类似调查和报告，并可与之同时处理。 |
| Upon completion of the WORK under the CONTRACT and/or on an annual basis, CONTRACTOR shall prepare a close-out report of its HSE performance complete with Incidents statistics. | 在**合同**规定的**工程**完成后和/或一年一度，**承包商**应编写一份关于其健康、安全与环境业绩的结算报告，其中应包括事故统计资料。 |
| **44. HSE Statistics Board** | **44.** **健康、安全与环境统计委员会** |
| In line with COMPANY’s objective to promote safety awareness and safe working practices amongst all employees and CONTRACTOR personnel, the CONTRACTOR shall install a HSE Performance Scoreboard to highlight achievement/milestone of safe working hours of employees. | 为符合**公司**向所有员工和**承包商**人员宣传安全意识和安全工作方法的目标，**承包商**应安装健康、安全与环境绩效记分牌，以突出展示员工安全工作时长的成就/里程碑。 |
| The CONTRACTOR shall install the above at each site office. The HSE Performance Scoreboard shall be of acceptable material and shall contain the following information as a minimum (in English and Russian/Turkmen if required): | **承包商**应在每个工地办公室安装上述装置。健康、安全与环境绩效记分牌应采用合格材料，至少应包含以下信息（如需要，应使用英语和俄语/土库曼语）： |
| Name of CONTRACTOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **承包商名称**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date (Start of Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **日期（开工日期）** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HSE Targets for This Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **本项目的健康、安全与环境目标** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Best Achievement (Manhours, Year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **最佳完工成绩（工时，年）**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current Manhours Achieved (Manhours, Year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **当前达到的工时（工时，年）**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Last Loss Time Incident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **上一次工伤事故的日期** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Number of Loss Time Incidents to-date \_\_\_\_\_\_\_\_\_\_\_\_\_ | **迄今为止工伤事故总数** \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| All lettering in the HSE Performance Scoreboard shall be of suitable sizes and shall be visible from at least 10 meters distance. | 健康、安全与环境绩效记分牌上的所有字母必须大小合适，可视距离至少在10米以外。 |
| Attachment 1: PPE STANDARDS & TECHNICAL SPECIFICATIONS (Details refer to PTS 60.045: Personal Protective Equipment Guide) | **附录1：个人防护设备标准和技术规格**（详见PTS 60.045：**个人防护设备指南**） |
| 1. Safety Glasses | 1. **安全防护眼镜** |
| Frame: Wide vision, clear plastic eye shield with side protection which can be worn over spectacles  Lenses: Clear polycarbonate affording BS2092 Grade 2 impact protection  Marking: all eye shields shall be appropriately and distinctly stamped with the authentic trademarks of the Manufacturer’s monogram and standards.  Accessories: Neck strap only  Certificate: Manufacture’s Certificate of compliance with standards.  ANSI Z 87.1-1979  ANSI ZZ 87.1-1979  AS 1337-1981  BS 2092, BS1542, BS679,  DIN 4646/58211 | 镜框：视野开阔，透明塑料眼罩，带侧面保护，可戴在眼镜外面  镜片：透明聚碳酸酯，具有BS2092 2级防撞保护  商标：所有护目镜均应适当、清晰地印有制造商的真实商标和标准。  配件：仅颈带  证书：符合标准的制造商证书。  ANSI Z 87.1-1979  ANSI ZZ 87.1-1979  AS 1337-1981  BS 2092, BS1542, BS679,  DIN 4646/58211 |
| 2. Safety Shoes | 2. **安全鞋具** |
| For general use  Hazard control: Crush from heavy objects (steel toe), Cuts and Puncture, Slip (oil resistant sole), Trip & Fall and Electrocution.  ANSI Z 41.1-1967  AS 2210  EN 345 | 一般用途  风险防控：重物挤压（钢制鞋头）、割伤和刺伤、滑倒（防油鞋底）、绊倒和跌落以及触电。  ANSI Z 41.1-1967  AS 2210  EN 345 |
| For chemical use  Hazard control: Crush from heavy objects(steel toe), Slip(oil resistant sole), Trip & Fall and Chemical Resistant  BS 1870/3 , DIN 4843 | 化学用途  风险防控：重物挤压（钢制鞋头）、滑倒（防油鞋底）、绊倒和跌落以及防化学腐蚀  BS 1870/3 , DIN 4843 |
| 3. Coverall | 3. **安全防护服** |
| One piece coverall, Long Sleeve.  Inherently flame resistant fabric material that meets NFPA 2112-2001  Weight : 2 types  MIN 150 gm/m2  MIN 180 gm/m2  Wearable Features: Sweat absorbent for humid tropical condition.  Colour : Dark Green | 连体工作服，长袖。  符合NFPA 2112-2001标准的固有阻燃织物材料  重量：2种  最低 150克/平方米  最低 180克/平方米  穿着特点：吸汗，适用于潮湿的热带环境。  颜色：深绿色 |
| 4. Hand Protection | 4. **手部防护装置** |
| All types of gloves, cotton, leather or PVC conforming to BS 1651 are acceptable. | 符合BS 1651标准的各种棉质、皮革或聚氯乙烯手套均可使用。 |
| Cotton Glove  Knitted Cuffs, palm, thumb and forefinger with anti-slip, PVC Dots. Overall length 250mm | 棉手套  针织袖口、手掌处、拇指和食指上有防滑PVC点。全长250毫米 |
| Leather Cotton Glove  Cotton drill knitted cuffs with chrome leather palm. Overall length 250mm | 皮棉手套  棉质钻孔针织袖口，镀铬皮革手掌。全长250毫米 |
| PVC Glove  PVC over knit cotton interlock standard weight and smooth surface. Length 400 mm. | 聚氯乙烯手套  聚氯乙烯外层针织棉质内搭布，标准重量，表面光滑。长度400毫米。 |
| 5. Hearing Protection | **5. 听力保护装置** |
| Ear muff  Adjustable all purpose headbands  BS 6344, ANSI S 3.19 | 耳罩  可调节多功能头带  BS 6344, ANSI S 3.19 |
| Ear muff on helmet  Adjustable  BS 6344, ANSI S 3.19 | 头盔耳罩  可调节  BS 6344, ANSI S 3.19 |
| Ear plug/insert  Expandable Foam, Non -toxic and Nonirritant  ANSI Z 24.22 ANSI s 3.19-74 BS 5108, ISO 4869 | 耳塞  可膨胀泡沫，无毒、无刺激性  ANSI Z 24.22 ANSI s 3.19-74 BS 5108, ISO 4869 |
| 6. Head Protection | **6. 头部保护装置** |
| Peak type, Chemical resistance complete with hot press branding adjustable headband, Clip and Elastic chin straps  Material: ABS (Acrylic Butadiene Styrene Added with Nitrile)  ANSI Z 89.2-71, ANSI Z 89.1-86 class B, AS 1808-81, BS 5240, DIN 4840 | 峰顶型，耐化学腐蚀，配有热压烙印可调式头带、弹夹和弹性下巴带  材料：ABS（丙烯酸丁二烯苯乙烯与丁腈橡胶的混合物）  ANSI Z 89.2-71, ANSI Z 89.1-86 class B, AS 1808-81, BS 5240, DIN 4840 |
| 7. Eye/face Protection | **7. 眼睛/面部防护装置** |
| Chemical splash goggle  Goggles with hooded ventilation - 2 ( face shield (9) in combination with safety glasses - 4, 5)  ANSI Z87.1-68 | 防化学品飞溅护目镜  带罩通风护目镜-2（面罩(9)与安全眼镜-4,5结合使用）  ANSI Z87.1-68 |
| Face shield  Goggles or Safety glasses - 1,3, 4, 5 (for severe exposure face shield - 9)  ANSI Z 89.1 | 面罩  护目镜或安全眼镜- 1、3、4、5（对于严重暴露的，使用面罩-9）  ANSI Z 89.1 |
| Welding goggles  Welding goggles with tinted lenses 6, 7, 8 (for severe exposure face shield - 9)  ANSI Z 87.1-68, ANSI Z 87.1-79 | 焊接护目镜  带有色镜片的焊接护目镜6、7、8（对于严重暴露的，使用面罩-9）  ANSI Z 87.1-68, ANSI Z 87.1-79 |
| 8. Safety Harness | **8. 安全吊带** |
| The harnesses shall be constructed of shock-absorbing material e.g. Webbing manufactured from synthetic fibre. Similar, safety lanyards shall also be of synthetic fibres e.g. Polyamide, nylon or polyester.  To reduce possible injuries to the users from decelerating forces, safety harnesses, the leg and shoulder load-carrying straps at least 38mm (1.5 inches) wide.  Each safety harness shall be provided with one or more D-rings suitably positioned for attachment to two safety lanyards. They shall withstand a 5000 lb(2300 kg) force without breaking or cracking.  Buckles should be of a universal-friction type. Harnesses with load-bearing single-insertion type buckles are not permitted.  Snap hooks for safety lanyards shall be of the self-closing type and shall be designed so that disengagement of each of the latches requires a deliberate action.  All harnesses and safety lanyards shall carry test certificates or certificates of compliance with the standards to which they are manufactured.  Two types of safety harnesses are recommended and they are classified according to their intended use:  Chest Harness - Class II  Body Harness - Class III  AS1891, BS1397, MS707, LS 954-lanyard | 安全带应由减震材料制成，如合成纤维织带。同样，安全绳也应使用合成纤维，如聚酰胺、尼龙或聚酯。  为减少减速力对使用者可能造成的伤害，安全带的腿部和肩部承重带宽度至少应为38毫米（1.5英寸）。  每条安全带必须有一个或多个D形环，位置适当，可与两条安全绳相连。安全带应能承受5000磅（2300千克）的力而不断裂。  带扣应为通用摩擦型。不允许使用单插入式承重带扣的安全带。  安全挂带的卡钩应为自动闭合型，其设计应保证任一锁扣都无法轻易脱开。  所有安全带和安全绳均应附有测试证书或符合其制造标准的证书。  建议使用两种类型的安全带，并根据其预期用途进行分类：  胸式安全带——二级  全身式安全带——三级  AS1891, BS1397, MS707, LS 954——挂带 |
| 9. Personal floatation Devices (PFD’s) | **9. 个人漂浮装置（**PFD’s**）** |
| Life Jacket  It is intended as an aid to turn an unconscious person in the water from a face down position to a vertical and slightly backward position which greatly increases the chance of survival.  Type 1 PFD USGC(US Coast Guard) | 救生衣  救生衣可将水中失去知觉的人从脸朝下的姿势转为垂直并稍稍向后的姿势，从而大大增加存活的机会。  1型PFD USGC（美国海岸警卫队） |
| Work Vest  It is intended as an aid to floatation should the wearer fall into the water.  Type V PFD USGC(US Coast Guard) | 救生背心  该背心可在穿戴者落水时辅助其漂浮。  V型PFD USGC（美国海岸警卫队） |
| 10. Breathing Apparatus | **10. 呼吸装置** |
| BS 4667, NIOSH | BS 4667，美国国家职业安全与健康管理局（NIOSH） |
| 11. Self-Contained Breathing Apparatus | **11. 自给式呼吸装置** |
| NIOSH, ANSI, AS, BS | 美国国家职业安全与健康管理局（NIOSH）美国国家标准化组织(ANSI) 美国标准（AS）英国标准（BS） |
| 12. Other Respirator for protection from:  - dust  - vapour  - etc. | 12. 其他呼吸器，用于防护  - 粉尘  - 蒸汽  - 等。 |
| BS 2091, NISOH, EN 149 | BS 2091, NISOH, EN 149 |
| 13. Fire Fighting Suits | 13. 消防员服 |
| NFPA 1971, NBSIR 75, US OSHA CFR 1010 VOL 45 | NFPA 1971, NBSIR 75, US OSHA CFR 1010 VOL 45 |