

Projects Preferred Manufacturers List (PML) Technical Data Submittal Instructions

GENERAL

- ✓ The Manufacturers shall first check whether their materials, equipment, systems, or packages are categorized in the PML (See PML Product and Category document).
- ✓ The Manufacturers shall carefully read the requirements stipulated herein and thereafter submit application for registration of their product.
- ✓ The Manufacturer shall properly complete the necessary [PML Registration Form](#) and submit it along with the listed documents in the form to the dedicated email address:

qpml@qp.com.qa

Note:

It must be noted that submittal of technical material by the Manufacturer does not constitute, nor is it cause to initiate, any pre-qualification by QP.

QP undertakes technical assessment of the submitted manufacturer's technical data only when the product is potentially required for QP needs. The technical assessment is carried out per product per manufacturing plant. Accordingly, the Manufacturer shall submit technical data per product per manufacturing plant in separate application. If required the Manufacturer may be contacted for a formal presentation, technical assessment, and possible manufacturing site audit.

Manufacturers are expected to respond to queries from QP within 48 hours with acknowledgement and preferably with stipulated timescales of when actual query responses will be submitted. The Manufacturer shall prepare the supplementary material and submit to QP in the designated mode and format listed below to qpml@qp.com.qa

If and when, a Manufacturer is included in the PML, the Manufacturer will be informed. QP reserves the right to modify both the PML and its procedural administration at its discretion and this may be done without prior notice to the affected Manufacturer(s), however, the affected Manufacturers will systematically be informed if and when QP deems it as necessary.

MANUFACTURER COMMITMENT

When changes occur with respect to contact information, products specifications, or manufacturing sites, then it is the responsibility of the Manufacturing entity to inform QP and provide supplementary documentation to support.

TECHNICAL DATA REQUIREMENTS AND CONSTRAINTS

- Flash disks and CDs will not be allowed for data submission of Manufacturer technical submittals to QP.
- Hardcopies of Manufacturer materials will not be accepted.
- All submittals must be electronic and received by QP via the above mentioned email address.
- The acceptable formats for electronic file submittals are:
 - **Microsoft Word™ (*.doc or *.docx)**
 - **Adobe Portable Data File (*.pdf)**
 - **For images, Joint Photographic Experts Group (*.jpg or *.jpeg)**
 - **Microsoft Excel™ (*.xls or *.xlsx)**
 - **Microsoft Visio™ (*.vsd)**
 - **Microsoft PowerPoint™ (*.ppt or *.pptx)**
 - **AutoCAD™ (*.dwg)**
 - **Windows Zip files (*.zip)**
- No embedded documents shall be submitted.
- Transmitted files should not exceed 3.0 MB in total size.
- Multiple transmittals are acceptable up to a collective size of 30 MB and appropriately indexed with a cover sheet.