

***PRE-QUALIFICATION QUESTIONNAIRE FOR VENDOR REGISTRATION***

**1. COMPANY PROFILE:**

\*1.1 NAME OF THE COMPANY (FULL NAME)

\*1.2 POSTAL ADDRESS

Zone:

PO. Box.:

\*1.3 STREET ADDRESS:

Building #:

Floor: \_\_\_\_\_\_\_

\*1.4 TELEPHONE NO. (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_

1.5 FAX NO.

1.6 NAME(S) OWNER(S):

1)

2)

3)

1.7 NAME OF MANAGEMENT & TITLES

NAME COMPANY TITLE

1)

2)

\*1.8 COMMERCIAL REGISTRATION NO. (LATEST COPY OF COMMERCIAL REGISTRATION IS REQUIRED).

\*1.9 VALIDITY DATE OF COMMERCIAL REGISTRATION.

1.10 IMPORT LICENSE NO. (COPY IS REQUIRED).

1.11 VALIDITY DATE OF IMPORT LICENSE.

1.12 QATAR CHAMBER OF COMMERCE MEMBERSHIP NO.

1.13 IN COUNTRY VALUE (ICV SCORE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for local vendors)

\*1.14 NATURE OF BUSINESS:

❑ MANUFACTURER

❑ FABRICATOR

❑ ASSEMBLY SHOP

❑ STOCK LIST

❑ MANUFACTURER’S REPRESENTATIVE

1.15 TOTAL NO. OF EMPLOYEES:

**2. FINANCE DETAILS:**

\*2.1 AUTHORIZED CAPITAL:

2.2 AUTHORIZED TURNOVER LAST (3) YEARS

2.2.1 Qrs.

2.2.2 Qrs.

2.2.3 Qrs.

2.3 BANKERS

2.3.1 BANKERS IN QATAR:

2.3.2 BANKERS OVERSEAS:

\*2.4 TAXPAYER IDENTIFICATION NUMBER (TIN)/GSTIN/VAT/Others: \_\_\_\_\_\_\_

**3. STAFF DETAILS** (Please provide organigram if available).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERMANENT** | | | | **TEMPORARY/AGENCY** | |
| GRADE/TITLE | NOS | AVERAGE/DURATION | QUALIFICATIONS | NOS | AVERAGE |
| MANAGEMENT | 3 | 1)  2)  3) |  |  |  |
| FINANCIAL CONTROLLER | 1 |  |  |  |  |
| ADMINISTRATION | 1 |  |  |  |  |
| ORDERING STAFF | 2 | 1)  2) |  |  |  |
| STORE STAFF | 1 |  |  |  |  |
| OTHER SPECIALITY | 4  14 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| \*3.1 Email Id: | Sales: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Logistics: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Finance: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4. WAREHOUSE DETAILS**

4.1 PROVIDE BRIEF DETIALS OF STORAGE, SIZE, HANDLING & TRANSPORTATION.

4.2 FREIGHT FORWARDING FACILITIES (IN HOUSE/CONTRACTOR).

IMPORTANT: QAFAC RESERVES THE RIGHT TO ACCESS WAREHOUSES AND RELEVANT DOCUMENTATION OF APPROVED SUPPLIERS AT ANY REASONABLE TIME. THIS IS TO ENSURE THAT MATERIALS STORAGE & HANDLING STOCK LEVELS, QUALITY CONTROL, STORAGE AND MATERIAL TRACEBILITY ARE ACCEPTABLE.

4.3 PRINCIPAL MATERIAL STOCKED

|  |  |  |
| --- | --- | --- |
| PRODUCT | MANUFACTURER | STOCK & |
| DESCRIPTION | NAME & LOCATION | SPARES HELD |

**5. COMPANIES REPRESENTED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.#** | **NAME** | **PRODUCT** | **COUNTRY OF ORIGIN** | **QUALITY ASSURANCE BS 5750**  **/ISO 9000** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

AN OFFICIAL AGENCY AGREEMENT & LETTER OF APPOINTMENT MUST BE PRESENTED AS WELL AS A FULL SET OF CATALOGS FOR EACH COMPANY.

**6. DECLARATION:**

WE HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE & CORRECT AND ACCEPT THAT QAFAC HAS THE RIGHT TO VERIFY AS AND WHEN REQUIRED ALL DOCUMENTS AND ANY DETAILS GIVEN AS PART OF THIS SUBMISSION.

\*NAME: \*TITLE:

\*SIGNATURE: DATE:

\*OFFICIAL COMPANY STAMP:

**Enclose:**

1. Brief of projects executed in the State of Qatar and/or GCC

2. Company specialization/product lines, etc.

3. Which commodities and sub-commodities your company is specialized in as per attach annexure

4. Companies/brand names you are representing as agents

5. ISO Certifications

6. TIN. CR & ICV Scorecard copies

6. Financial statement for last (3) years

7. Any other information to show your company's technical & financial capabilities

ANNEXURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.NO | CATEGORY NAME | YES | NO | REMARKS |
| 1. | INSTRUMENTS & AUTOMATION |  |  |  |
| 2. | CONTROL SYSTEM |  |  |  |
| 3. | CONSTRUCTION & EPC |  |  |  |
| 4. | CHEMICAL & GASES |  |  |  |
| 5. | LABORATORIES |  |  |  |
| 6. | HSE |  |  |  |
| 7. | MECHANICAL |  |  |  |
| 8. | ELECTRICAL & ELECTRONICS |  |  |  |
| 9. | CONSULTANCY SERVICES |  |  |  |
| 10. | IT & TELECOMMUNICATION |  |  |  |
| 11. | PIPING, VALVES FASTENERS & FITTING |  |  |  |
| 12. | INSPECTION & ENGINEERING SERVICES |  |  |  |
| 13. | FACILITIES MANAGEMENT |  |  |  |
| 14. | PUBLIC RELATION, MEDIA, PRINTING & RELATED  SERVICES |  |  |  |
| 15. | STATIONARY & OFFICE EQUIPMENTS |  |  |  |