**1- Company Information**

1.1- Company's name: Ex -Name:

|  |
| --- |
| Registration Number:  |
| Registered Date & Place: |

1.2 -Parent Company: (If any)

1.3 -Subsidiaries and associated concern Co.:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………

|  |
| --- |
| Full Address: |
| Fax No.: | Tel. No.: |
| \*E-mail: | Website: |

 **If your sales office address is different from above or sales are conducted through another company; please advise us and attach an official signed letter of authorization.**

|  |
| --- |
| Full Address: |
| Fax No.: | Tel. No.: |
| \*E-mail: | Website: |

1.4-Do you have any representative in Iran or Middle East?

[ ] No

[ ] Yes**:**  [ ]  Exclusive [ ] Sales office [ ] Distributor [ ] others (please specify)

|  |  |
| --- | --- |
| Registration Number:  | Registered Date & Place: |
| Full Name & Address: |
| Tel. No.: | Fax No.: |
| Website: | \*E-mail: |

**\*** Please specify an e-mail address of in charged person in order to receive our enquiries directly and also acknowledge the receipt of it.

1.5 -Type of Company

[ ]  Private [ ]  Public [ ]  Limited Liability [ ]  Joint Venture [ ]  others (please specify)

1.6 - Type of activity:

[ ]  Supplier [ ]  Dealer [ ]  Distributor [ ]  Stockist [ ]  Representative [ ]  Engineering [ ]  Branch [ ]  others (Please specify)

**2- Personnel**

2.1 –Management:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Full Name** | **Direct Phone NO.** | **E-mail Address** |
| President |  |  |  |
| Vice President |  |  |  |
| Chairman of the Board |  |  |  |
| Sales Manager |  |  |  |
| After – Sale Service Manager |  |  |  |
| Others |  |  |  |

2.2 -Total number of employees:

**3- Product/s Information**

Please enclose the list of the supplied products (The manufacturer and production standards regarding each item should be specified).

**4- Quality Management**

If your Company has been certified to an ISO or other standards; please complete the following table:

|  |  |
| --- | --- |
| **ISO Certificate** |  [ ]  IMS [ ]  9001:2000 [ ]  14001 [ ]  18001 [ ]  TS29001 [ ]  Other(please specify) |
| **Other certificates** |  |
| **Name of certifying Body** |  |

**Please attach a copy of your current ISO certificate and other documents.**

 **5- Capabilities**

 5.1- Please mention the period of guarantee and warranty of your supplied product/s

 5.2- Are your personnel available for after sale services? (Please enclose the relevant list/s in Iran or Middle East).

 5.3 - If you have received any performance report from your customers, international inspection companies or laboratories, please attach a copy.

**6- Performance Reference**

 6.1 - If you have already supplied product/s or services to Iranian clients in the last 5 years, please complete the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Client** | **Contract No.** | **Product Description** | **QTY** | **Value****Euro/USD** | **Year** |
| **Buyer** | **Company** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |

6.2-Please complete the following tablefor your contracts with other countries in the last 5 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Client** | **Product Description** | **Quantity** | **Value****Euro/USD** | **Year** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
|  |

**7- Financial Information**

Please complete the following tablefor the last 3 years. Please furnish us with the certified balance sheets and incoming statement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Annual Sales** | **Annual****Turn Over** | **Current Asset** | **Current Liabilities** | **Asset/Liability****Ratio** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8- Other Information and Capabilities:**

…………………………………………………………………………………………..……………………………………………………………………………………………………………….………………………………………………………………………………………………………….…………………………………………………………………………………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…….

The signatory of this questionnaire guarantees trust and accuracy of all responses given herein.

This statement is completed by:

Signature:

Title:

Date:

Company’s Stamp:

**Note:**

1. Please provide us with the latest technical brochure/catalogue of your product/s in the form of standard CD (PDF file) and in order to feed the received files in our system, please make sure the file size doesn't exceed 16 MB.
2. Since your company's competency will be assessed based on this questionnaire, please be careful to answer all questions. Even the negative ones should be replied explicitly.
3. Please attach any document/ certificate that may assist us in assessment of your capabilities.
4. When there is not sufficient space for a full reply, please use MS Word settings.
5. IRITEC assures that any information provided by suppliers will be treated as confidentially agreement and will have sole access to this information.
6. Companies who are capable to invest in local production or technology transfer through an Iranian partner will be given priority in our tenders.
7. Any change in your company's information after filling in the questionnaire such as product/s, address (postal & electronic), tel. and fax numbers, etc. should be informed immediately to the place of questionnaire delivery or to the IRITEC Sourcing Dept., we are not responsible for any loss as the consequence in that case, to your company.