



Islamic Republic of Iran
Ministry of Petroleum
Vendor Evaluation Questionnaire
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۱- Company Information

۱,۱- Company's name:

Ex -Name:

۱,۲ -Parent Company (If any)

۱,۳ -Subsidiaries and associated concern Co:

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Date of establishment:	Fax no:
Date and place of registration :	
Full address:	*E-mail:
Tel No:	Website:

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

Plant address:	Fax no:
Country:	*E-mail:
Tel No:	Web site:

۱,۴ -Manufacturing area (M۲):.....

۱,۵ -Warehouse area (M۲):.....

۱,۶ -Do you have any representative in Iran?

No

Yes: Exclusive Sales office Distributor Other (please specify)

Name:	*E-mail:
Address:	Fax no:
Tel no:	Website:



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* Please advise the active e-mail address we can contact you through/The authorized person who receives our enquiries and acknowledge receipt of it.

۱,۷ -Type of Company

Private Public Limited liability Joint venture Other (please specify)

۲- Personnel

۲,۱ –Management:

Position	Full Name	Direct Phone NO.	E-mail address
President			
Vice president			
Chairman of the board			
Sales Manager			
After – sale service manager			
Plant Manager			
Engineering Manager			
Quality Manager			
Others			

۲,۲ -Total no. of Employees:

Office Workers	
Technical Experts	
Factory Workers	

۳- Product (s) Information

۳,۱ -Please enclose the list of your products and the international standards which are followed in production (ASTM, ASME, API, etc.).

۳,۲ -Is your product manufactured under licensing agreement? If yes please attach a copy of related agreement.

۳,۳ -Please advise annual production capacity.

۳,۴- Do you have final book? Yes No

If yes, please send us a copy.

۳,۵- Please advise the list of your sub vendors. (If applicable)



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۴- Machinery

Please enclose the list of your machinery equipment, engineering tools & testing facilities, etc.

۵- Quality Control / Quality Assurance

۵.۱ - Is the quality system documented (QC/QA manual)? Yes No

If yes, please attach the related procedure and organizational chart defining responsibility and authority of quality personnel.

۵.۲ - Is there a procedure for quality control of out sourcing? Yes No

If yes please attach the related procedure.

۵.۳ - If your quality system has been certified to an ISO standard please complete the following table:

ISO Certificate	<input type="checkbox"/> IMS <input type="checkbox"/> ۹۰۰۱:۲۰۰۰ <input type="checkbox"/> ۱۴۰۰۱ <input type="checkbox"/> ۱۸۰۰۱ <input type="checkbox"/> TS۲۹۰۰۱ <input type="checkbox"/> Other(please specify)
Other certificates	
Name of certifying firm	

Please attach a copy of your current ISO certificate.

۵.۴ - Does your company perform quality audits? Yes No

۵.۵ - Is there a written procedure which assures that before order processing, the relevant specification can be met? Yes No

۵.۶ - Does your company perform in-process inspection? Yes No

۵.۷ - Are procedures documented for manufacturing operations, handling, storage, packing MSDS and delivery of products, etc.? (Please enclose related brochures).

۵.۸ - Is a system maintained for periodic calibration of all measurement and test equipment?

Please mention frequency of calibration (is it based on calendar time, usage or combination of both?)

Please attach the relevant documents from trace to first stage.

۵.۹ - Are calibrations performed within your facilities? (Please mention the related standards)

If no, please indicate the name of the company performing calibration

۶- Capabilities

۶.۱ - Is the company equipped with research and development dept.? If yes, please mention the investment has been made in R & D in the last ۳ years.

۶.۲ - please mention the period of guarantee and warranty of your product(s)

۶.۳ - Are your personnel available for after sale services? (Please enclose the relevant lists).



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۴,۴ - If you have received any performance report from your customers, international inspection companies or laboratories, please attach a copy.

۵- Performance Reference

۵,۱ - If you have already supplied product(s) or services to Iranian clients especially to the Oil, Gas and petrochemical industries in the last ۵ years, please complete the following table:

No.	Client		Contract no.	Product description	Quantity	Value Euro/ USD	Year
	Buyer	Company					
۱							
۲							
۳							
۴							
۵							

۵,۲ - Please complete the following table for your contracts with other countries in the last ۵ years.

No.	Client	Product description	Quantity	Value Euro / USD	Year
۱					
۲					
۳					
۴					
۵					
۶					

۶- Financial Information

Please complete the following table for the last ۳ years. Please furnish us with the certified balance sheets and income statement.

Year	Annual sale	Annual turn over	Current Asset	Current liabilities	Asset/Liability ratio



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9- Other Information and Capabilities:

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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:

- ١- Please provide us with the latest technical brochure/catalogue of your product(s) in the form of standard CD (PDF file).
- ٢- Please attach any document/ certificate that may assist us in assessment of your capabilities.
- ٣- When there is not sufficient space for a full reply, please attach additional sheet.
- ٤- Ministry of petroleum (N.I.O.C, N.I.G.C, N.I.O.R.D.C, N.P.C.) assures that any information provided by suppliers will be treated as confidentially agreement and will have sole access to this information.
- ٥- Companies who are capable to invest in local production or technology transfer through an Iranian partner will be given priority in our tenders.