



Islamic Republic of Iran
Ministry of Petroleum
Vendor Evaluation Manufacturer's Questionnaire

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.:

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Full Address:

Tel. No.:

Fax No.:

Website:

*E-mail:

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.

Plant Address:

Tel. No.:

Fax No.:

Website:

*E-mail:

1.4 -Manufacturing area (m²):

1.5 -Warehouse area (m²):

1.6 -Do you have any representative in Iran?

No

Yes: Exclusive Sales office Distributor Others (please specify)

Registration Number:

Registered Date & Place:

Full Name & Address:

Tel. No.:

Fax No.:

Website:

*E-mail:



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

1.7 -Type of Company

Private Public Limited Liability Joint Venture 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			
Plant Manager			
Engineering Manager			
Quality Manager			
Others			

2.2 -Total number of employees:

Office Workers	
Technical Experts	
Factory Workers	

3- Product/s Information

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

3.2 -Is your product manufactured under licensed agreement? If so, please attach a copy of related agreement.

3.3 -Please advise annual production capacity.

3.4- Do you have final book?

If so, please send us a copy.

3.5- Please advise the list of your sub vendors. (If applicable)



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4- Machinery

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

5- Quality Control / Quality Assurance

5.1 - Is the quality system documented (QC/QA manual)?

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

5.2 – Is there a procedure for quality control of out sourcing?

If so, please attach the related procedure.

5.3 - 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"/> 9001:2000 <input type="checkbox"/> 14001 <input type="checkbox"/> 18001 <input type="checkbox"/> TS29001 <input type="checkbox"/> Other(please specify)
Other Certificates	
Name of Certifying Firm	

Please attach a copy of your current ISO certificate.

5.4 - Does your company perform quality audits? Yes No

5.5 - Is there a written procedure which assures the relevant specification can be met with before order processing Yes No

5.6 – Does your company perform in-process inspection? Yes No

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

5.8 - 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 to trace from first stage.

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

If not, please indicate the name of the company performing calibration

6- Capabilities

6.1 - Is the company equipped with research and development dept.?

If so, please mention the investment has been made in R & D in the last 3 years.

6.2 - please mention the period of guarantee and warranty of your product/s.

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



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

7- Performance Reference

7.1 - If you have already supplied product/s or services to Iranian clients especially to the Oil, Gas and Petrochemical Industries in the last 5 years, please complete the following table:

No.	Client		Contract No.	Product Desc.	M.E.S.C.	Qty.	Value Euro/USD	Year
	Buyer	Company						
1								
2								
3								
4								
5								

7.2 - Please complete the following table for 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					

8- Financial Information

Please complete the following table for 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



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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:

- 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 2.2 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 attach additional sheet.
- 5- Ministry of petroleum (N.I.O.C., N.I.G.C., N.I.O.R.D.C. and N.P.C.) 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 secretariat of Iran Oil Ministry Sourcing Supreme Council, otherwise Iran Oil Ministry is not responsible for any loss as the consequence in that case, to your company.