



**Islamic Republic of Iran**  
**Ministry of Petroleum**  
**Supplier Evaluation Non-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.:

.....  
.....

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.**

Full Address:

Tel. No.:

Fax No.:

Website:

\*E-mail:

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

No

Yes:      Exclusive    Sales office    Distributor    Other (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.**



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1.5 -Type of company:

Private  Public  Limited liability  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	<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 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



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6.1 - 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								

6.2-Please complete the following table for your contracts with other countries (Oil, Gas and Petrochemical Industries are in priority) 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 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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**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 supplied 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- Please attach any document/certificate that may assist us in assessment of your capabilities.
- 3- When there is not sufficient space for a full reply, please attach additional sheet.
- 4- 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.
- 5- Companies with an Iranian joint or with local investment for either sales service, stock or production facilities will be given priority.