Islamic Republic of Iran
Ministry of Petroleum
Supplier Evaluation Questionnaire

1- Company Information

1.1- Company's Name: Ex -Name:

1.2 -Parent Company (If any)

1.3 -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 is conducted through another company, please advise us and attach an official and signed letter of authorization.

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

☐ No

☐ Yes**:** ☐ Exclusive ☐ Sales office ☐ Distributor ☐ Other (please specify)

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

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

1.5 -Type of company

☐ Private ☐ Public ☐ Limited liability ☐ other (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 no. 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 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 lists 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 especially to the Oil, Gas and petrochemical industries in the last 5 years, please complete the following table:

No.	Client		Contract no.	Product description	Quantity	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 income statement.

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

8- 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 supplied product(s) in the form of standard CD (PDF file).

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, 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 services, stock or production facilities will be given priority.