1- Company Information

Company Name:	Abbreviation:	Ex-Name:
Registration Number:		
Registered Date and Place:		
Legal Status:		
IBAN Number:		

1.2 -Parent Companies: (If any)

1.3 -Subsidiaries and associated concerned Companies:

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✓ Please attach the statute, list of stakeholders and shareholders:

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 ☐ Sole ☐ 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 ☒ ☐ 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 Sales 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 ☐ 14001 ☐ 18001 or 45001 ☐ TS29001 ☐ Other (please specify)
Other Certificates	
Name of Certifying Body	

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

Signature:
Position:
Date:
Company's Stamp:

5- Capabilities

5.1- Please mention the period of guarantee and warranty of your supplied products

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- References

6.1 - If you have already supplied products or services to Iranian clients especially to the steel, Oil, Gas and Petrochemical Industry in the last 5 years, please complete the following table:

Pos.	Client		Contract No.	Product Description	Qty	EUR/USD	Year
	Buyer	Company					
1							
2							
3							
4							
5							

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

Pos.	Client	Product Description	Quantity	EUR/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 Turnover	Current Asset	Current Liabilities	Asset/Liability Ratio

Signature:
Position:
Date:
Company's Stamp:

List the names and addresses of your banking and credit institutions with references we may contact.

Institution/Address Officer Telephone

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Can you obtain a bank Guarantee or Irrevocable letter of credit?

What is overall Bank Guarantee capacity?

What is maximum Bank Guarantee per project?

Please attach a financial statement, audited if available, including your latest balance sheet and income statement. If this document cannot be made available, please complete the following information:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits): ……

Net Fixed Assets: ……

Other Assets: ……

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes):

……

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings): ……

Is your company listed in credit institutions.: ☐ YES ☐ NO

If yes, what is your rating and the name of credit institutions :

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 and email us with the latest technical brochure/catalogue of your products and supportive documents.

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- Please attach any company legal documents such as Statute, certificates, authorization letters, and list of Stakeholders, Report of Chamber of Commerce and etc.

5- Please attach the list of your Iranian customers and the type Material they have bought with its evidences such Bill of Landing documents, Purchase Order confirmation, etc.

6- IASCO assures that any information provided by suppliers will be treated as confidentially agreement and will have sole access to this information.

7- Companies who are capable to invest in local production or technology transfer through an Iranian partner will be given priority in our tenders.

8- Any changes in your company information after filling in the questionnaire such as products, address (postal & electronic), tel. and fax numbers, etc. should be informed immediately to IASCO Evaluation Division.

9- In order to updating & completing your information in our system, Please fill out, sign and stamp the attached Questionnaire and send back with your company legal documents such as Statute, certificates, authorization letters, and list of Stakeholders, Report of Chamber of Commerce and etc. Please send me list of Equipment or Material which you can provide for us .Also send us the list of your Iranian customers and the type Material they have bought with its evidences such Bill of Landing documents, Purchase Order confirmation, etc.