

 Mobarakeh Steel Co.	<h2>Contractor Questionnaire</h2>	Date:
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Dear Contractor

We appreciate your willingness to cooperate with Mobarakeh Steel Company.

Please fill in the attached checklist for our evaluation purposes

You may use extra sheets in case you would like to provide more information

The supplier should sign and stamp all pages to validate and verify the provided information and the consequent responsibilities

The answer provided to every question should be backed if necessary by attaching the supporting evidences

Failure to correct and punctual delivery of the documents will lead to lose the corresponding parameter score

In case of acceptance of your Company as an accredited supplier of Mobarakeh Steel Company and when a *supplier code* is assigned, any change in the legal status of the company that is reported in your registered documents, and any change in the information provided should be submitted to our company att. Purchase Planning Department within at most one month

Any extra material such as brochures, catalogs, technical documents, and any additional information by the supplier can be submitted in either hardcopy or digital (CD, Floppy, etc) format

For extra information please contact our Purchase Planning Department, Mobarakeh Steel Co. at +98311- 3325325, ext.3254-6 & 3397 or E-Mail: purpse@mobarakeh-steel.ir

Authorized Signatories Surname, name	Position	Company Stamp & Signature	Date



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1- General Information

Fields of Activity: (According to defined sub-branch codes and company's priority)

1-.....

4-.....

2-.....

5-.....

3-.....

6-.....

1-1- Contractor Information

Registered Trade Name:

Abbreviation:

Former Names:

Country of Registration:

CEO:

Registered No:**Date Registered:****Place Registered:**

Legal Status: ☐ Limited partnership ☐ Limited joint-stock partnership ☐ Limited liability company
☐ Joint stock company ☐ Others (**Specify Please**):

Type of Activity (based on registered documents):

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1-2- Address (es), Holding Company, Member of Holding Group, Affiliated Companies, Branch(es), Agent(s) and Company's Links.

No.		
Address Type		
Country		
State or Province		
City		
Address		
Phone		
Prefix No		
Intl Code		
Fax		
Mobile		
Email		
Website		
Zip Code		
Post Code		

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Mobarakeh Steel Co.

1-3- Main Shareholders-more than 5%(Company)

No	Name (Individual/ Company)	Main Owner Company	ID / Registration No.	Date of Registration	Major & Degree / Field of Activity (1)	Position / Legal Status	% of share	No of Shares	Nominal Value	Purchased Year
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Descriptions

1- According to Attachment

Company Stamp & Signature



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1-4- Main Shareholders -more than 5%(Individual)

Name	Last Name	Grade	Field of Study	% of share	No of Shares	Nominal Value	Purchased Year

2- Financial Strength

2-1-Annual Turnover(Last 3 Years)

Ref.Year	Turnover Currency (USD)

2-2- Holding shares in other companies

Company's Name	Registered No	Field of Activity(1)	Country	State or Province	City	% of share	No of Shares	Nominal Value	Purchased Year

Descriptions

1- According to Attachment



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3-Background (Major contracts relevant to the activities of Mobarakeh Steel Co.)

No.			
Title of Contracts			
Start Date			
End Date			
Main Contract / Subcontract			
Immediate Contractor			
Final Buyer			
The value of Contract(USD)			
Value of Revisions (USD)			
Contract Execution Period (1)			
Person in charge in the buyer side			
Phone No.			
Status of Relevant Guarantees (2)			
Support Period (3)			
Status of Support Period (4)			
Number of Certificate of consent from earlier Contractor			
Subject of Contracts (field of activities) (5)			

Descriptions

1-Done on time / Shorter (Execution period?) / Longer (Period & Delay Reasons?) / Under process according to the plan (progress?)

2-Released / If not, mention reasons

3- In case of existence

4- Finished / Continued / without support

5-According to Attachment



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4- Contractor Services Specifications

No.			
Service Name			
Technical specifications			
Support Period (Month)			
Service Location (1)			
Service Subject (2)			

Descriptions

- 1- In Mobarakeh Steel Company or Out of Mobarakeh Steel Company
- 2- According to Attachment

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4- Supply Structure

4- 1- Service Equipment and Machineries (Only major machineries relevant to main Service)

*In each line only same machine

No.			
Equipment / Machinery Name			
No. (Quantity)			
Technical Information			
Level of Technology (1)			
Equipment Subject(2)			
Field Of Application(3)			

Descriptions

1-Manual, semi-automatic, or fully automatic

2- According to Attachment

3- According to Attachment



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4-2- Enterprise's Suppliers (major suppliers relevant to the activities of Mobarakeh Steel Co.)

No	1	2	3	4	5
Supplier's/contractor's Trade Name					
Country					
State or Province					
City					
Tel					
Field of Activity(1)					
Service / Product Name					
Annual Capacity					
Unit					
Annual Turnover (USD)					
Cooperation started at					

Descriptions

1- According to Attachment



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5-Commercial Strength

5-1- Valid licenses for production or represent other companies

Name of Issuer	Country	State or Province	City	Tel	Type (1)	Title Of license/ represent	Issue Date	Exp date

Descriptions

1- License/ Representing Agency

5-2- Branches and Representing agencies inside and outside the country (Especially in Iran)

Representing Agency	Field of Activity and Application(1)	Country	State or Province	City	Title Of represent	Commencing Date	Exp Date

Descriptions

1- According to Attachment

5-3- Holding General Agreements / Joint Venture or Participation with other companies

Company Name	Field of Activity (1)	Country	State or Province	City	Issue Date	Exp Date	Subject

Descriptions

1- According to Attachment



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6- Standards, Certificates and Legal Permissions

6-1-Technical Standards (Related To Table 4. Contractor Services Specifications)

No				
Standards				
Issuing Ref				
Issued in Country				
Scope				

6-2- Standards

Standard	Status	Remarks
ISO9001:2000, Quality Management System Certificate		
ISO14001:2004, Environmental Management System Certificate		
OHSAS18001:1999, Occupational Health and Safety Management System Certificate		

Descriptions

Status: 1- Not holding the standard. 2- Without the standard, but having regulations related to quality management system (Please Specify) 3- Under process (Audit Date). 4- Holding Valid Certificate (Ref and Issued Date)

Attachments

1- Copies of certificates.

6-3- Activity/Occupation Permissions(Any license of activity as a Contractor)

No.	Type of Permit	Issuing Ref.	Issue Year	Exp Year	Scope (1)

Descriptions

1- According to Attachment



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7- Scientific Achievements

7-1- Registered innovations relevant to the activities of Mobarakeh Steel Company including patents.

Certificate Title	Issuer	Issuing country	Issue year	Exp Year	Scope (1)

Descriptions

1- According to Attachment

7-2- Access to information resources and membership in Professional associations relevant to Mobarakeh Steel Company's activities including

Ref.	Ref. Type (1)	Membership / subscription starting date	Membership / subscription terminating date	Field / subject (2)

Descriptions

1- 1) access to online databases 2) scientific journals subscription 3) membership in specialized libraries 4) membership in associations and scientific and research centers, etc.

2- According to Attachment

8- Company's existing information systems and facilities (office automation, industrial automation, Project Control & Management System, CRM System, MIS, Supplier Evaluation System, Supplier Selection System, Supplier Performance System, Supplier Promotion System and other applied software packages)

Choices	System Name	Remarks
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

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9- Personal Info.

9-1- No. of key employees (technical and specialized board).

Section(1)	High school graduate		BA /BSc		MA /MSc		PhD	
	No.	Average of work experience	No.	Average of work experience	No.	Average of work experience	No.	Average of work experience

Descriptions

1- 1) Management 2) Human resources 3) Marketing 4) After-sale services (Support services) 5) Engineering 6)Services 7)Research & Development

2- Please attach organizational chart.

9-2- Technical trainings/Certificates and Legal Permissions

No.	Courses / Certificates	Trainer Institute / Certificate	Issued Date	Course Duration (In case of existence)	No of participant	Remarks	Subject (1)

Descriptions

1- Relevant to 1) Strategic & Management Systems 2) Engineering 3) Quality Control & Assurance 4) Planning, Organizational Improvement or Marketing & Trade



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10- Key employees Info.

Fill the Attach tables for each person.

Name: Last name: Position:

10-1- Educational Info.

N0.	Grade	Educational Institute	Field of study	Start Date	End Date	GPA

10-2- Technical trainings / Certificates and Legal Permissions

No.	Trainer Institute / Certificate	Courses / Certificate	Course Duration (In case of existence)	Issued Date	Exp. Date	Country	Remarks	Subject (1)

Descriptions

1- Relevant to 1) Strategic & Management Systems 2) Engineering 3) Quality Control & Assurance 4) Planning, Organizational Improvement or Marketing & Trade

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10-3- Background

N0	Company's Name	Position	Start Date	End Date	Number of Certificate	Field Of Activity (1)

Descriptions

1- According to Attachment

10-4- Scientific Achievements (Articles, papers, books, etc)

N0	Type (1)	Achievement Title	Presentation / Publisher Reference	Remarks	Subject (2)

Descriptions

1- Articles, papers, books

2- According to Attachment