The PROponent submits his request for prequalification and evaluation along with the required documents to VA-HQ. The prequalification documents shall include but not limited to the following:

a) Letter of request for prequalification and evaluation.
b) Letter to confirm that manufacturing had an experience of the product for at least ten (10) years.
c) Letter to confirm that product has been installed & commissioned in countries with similar climate condition of SAUDI ARABIA for five (5) years.
d) Complete answers to questionnaires Part: A, B & C of this procedure that includes all supporting documents, especially the following:
   1. Commitment certificate that all components used in the assembly/manufacture of the product/material are in accordance to relevant SEC specifications and are not sourced from blacklisted sources.
   2. Clause-by-clause compliance to the applicable SDMS.
   3. Technical brochures and product literatures.
   4. Filled-in data schedule.
   5. Type test reports from an independent laboratory approved by SEC (Otherwise, type test report from SEC approved independent laboratory can be submitted prior to any delivery). Type tests shall be carried out in-house at the facilities of the independent laboratories. Representation/witnessing of the test is not allowed, where tests are carried outside the facilities of the SEC approved independent laboratories.
   7. Additional certifications, e.g. ISO 14001, OSHAS 18001 etc., shall be submitted, if available.
   8. Quality manual and procedures.
   9. Past supplied reference lists which includes phone and fax numbers, e-mails, names of authorized persons.
 10. Ten (10) years warranty
 11. Assembly plants shall submit full details of the outsourced parts/components of the product/materials they intend to prequalify.

Note: Manufacturer to fill-up Part: A & B and local vendor (agent/representative) to fill-up Part: C, as applicable.

e) Two (2) electronic copies of all the documents mentioned in items a) & b).
<table>
<thead>
<tr>
<th>Manufacture’s Name</th>
<th>Agent’s Name (If Any)</th>
<th>Product Name</th>
<th>SEC Standard Specification No</th>
<th>Item Description</th>
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</table>

Contact address for commercial matter
Email:                      Tel:

Contact address for technical matter
Email:                      Tel:

Signature:                      Date:

Note: Please provide two files:

1- Technical file (Part A&B along with the other technical documents)- As a hard copy
2- Commercial file (Part A&B along with the other commercial documents)- By Email
<table>
<thead>
<tr>
<th>Dear Vendors</th>
<th>السادة الموردين</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached are prequalification forms A&amp;B of Distribution materials and the approved international lab to Saudi Electricity co. they should filled and submitted to the following address and will precondition to accept you as vendor in SEC. Manufacturers &amp; vendors registration &amp; qualification division Supply Chain Business Line Saudi Electricity Co. Granada Towers – Building A6 – 4th floor Riyadh, KSA Phone + 966118078213 Email: <a href="mailto:SAZaidey@se.com.sa">SAZaidey@se.com.sa</a></td>
<td>مرفق نموذجي تأهيل مواد شبكات التوزيع وهي عبارة عن نموذج A&amp;B والمختبرات العالمية المعتمدة لدى الشركة السعودية للكهرباء هذا يجب أن تقدم هذه المتطلبات إلى العنوان التالي وستكون شرطا لقبول تسجيلكم في الشركة السعودية للكهرباء. دائرة تسجيل و تأهيل الموردين و المصنعين إدارة توطين الصناعة و التأهيل نشاط الإمداد و العقود أبراج غرناطة - الدور الرابع السعودية - الرياض هاتف: 0118078213 بريد الكتروني: <a href="mailto:SAZaidey@se.com.sa">SAZaidey@se.com.sa</a></td>
</tr>
</tbody>
</table>
PART “A”

MANUFACTURER’S COMMERCIAL, FINANCIAL, AND TECHNICAL INFORMATION QUESTIONNAIRE
1. COMPANY INFORMATION

1.1 Provide the following Information:

<table>
<thead>
<tr>
<th>Manufacturer/Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Trade Name :</td>
</tr>
<tr>
<td>Registered Head Office Address :</td>
</tr>
<tr>
<td>Plant Name &amp; Location :</td>
</tr>
<tr>
<td>GPS Coordinates :</td>
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<tr>
<td>Cell/ Tel. No. :</td>
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<td>Fax No. :</td>
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<td>Email :</td>
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</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Name :</td>
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<tr>
<td>Designation :</td>
</tr>
<tr>
<td>Address :</td>
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<tr>
<td>Cell/ Tel. No. :</td>
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<tr>
<td>Fax No. :</td>
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<tr>
<td>Email :</td>
</tr>
</tbody>
</table>

1.2 Provide the history of your Company and attach corporate brochures.

1.3 Do you have other manufacturing plants, subsidiaries or joint ventures around the world? Provide the details and supplementary documents, if applicable.

1.4 What is the nature of ownership of the company e.g. State-Owned, Single Proprietorship, Joint Venture/Partnership, Corporation, etc.? Provide the information on who are the owners or major shareholders.

1.5 Provide two (2) copies of business cards of the following key personnel.
   a. Owner/CEO
   b. Factory/Production Manager
   c. Technical Managers/Design Engineers
   d. R&D Manager

1.6 Do the company employees have labor union affiliations? If yes, provide the details.

2. LOCAL VENDOR (AGENT/REPRESENTATIVE)
2.1 Do you have a registered Local Vendor (Agent/Representative) in Saudi Arabia? If yes, provide the details.

<table>
<thead>
<tr>
<th>Local Agent/ Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Trade Name :</td>
</tr>
<tr>
<td>Contact Person :</td>
</tr>
<tr>
<td>Designation :</td>
</tr>
<tr>
<td>Registered Head Office Address :</td>
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<tr>
<td>GPS Coordinates :</td>
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<td>Cell/ Tel. No. :</td>
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<tr>
<td>Fax No. :</td>
</tr>
<tr>
<td>Email :</td>
</tr>
<tr>
<td>Website :</td>
</tr>
<tr>
<td>SEC Vendor Number :</td>
</tr>
</tbody>
</table>

Note: Local vendor (agent/representative) to fill-up Part-C Questionnaire

3. REGISTRATION CERTIFICATES/ LICENSES

3.1 Are you registered with all required government departments e.g. Chamber of Commerce & Industry, Labor Department, and Taxation Department etc. abroad and inside KSA? Provide a copy of all pertinent documents and certificates.

3.3 In case of Foreign Manufacturer/Principal, provide the copy of agreement executed between the Manufacturer/Principal and the Local Agent/Representative. The copy of agreement shall be authenticated/attested from the Commercial Attaché/Trade Mission of the concerned country.

4. LEGAL INFORMATION

4.1 Provide the certificate(s) that your company is not blacklisted, in solvent, bankrupt, being wound up, in the process of merger-ship or being suspended. In case of Foreign Manufacturer/Principal, this certificate shall be authenticated/attested from the Commercial Attaché/Trade Mission of the concerned country. If there is any concern, please provide details.

4.2 Provide complete information on any current and past litigation and/or arbitration (with an indication of the matters in dispute, the parties involved, the amounts in dispute and the outcome, where available) resulting from contracts completed or under execution by the applicant over the last five (5) years.

4.3 Provide complete information on any termination of contracts (with an indication of the causes of the termination and the parties involved) completed or under execution by the applicant over the last five (5) years.
II. FINANCIAL INFORMATION

1.1 What is the annual sale and the market share of your company (In Saudi Riyals/US Dollars) for the product(s) under consideration?
- Domestic Market
- International Market

1.2 Submit the following financial information.
- List of all associated Banks.
- Annual Financial Statements for the last five (5) years supported by Audit Statements/Tax returns/acceptance by the Tax Authorities
- Details of Assets & Liabilities
- Any other important information

III. TECHNICAL INFORMATION

1. PRODUCT INFORMATION

1.1 Is the factory you intend to prequalify an assembly plant or manufacturing plant?
   a. If assembly plant, provide the lists of all the components (major and minor) sourced outside the factory. Provide the details, e.g. Name and Country of Origin, Contact Persons, Telephone/Fax Number, Emails, etc.
   b. If manufacturing plant, provide a list of all the products manufactured in your factory.

1.2 Specify the product/material, ratings and type/model, that you intend to include in this prequalification.

1.3 Provide complete technical information of each subject product/material mentioned above. Attach catalogs/brochures and mention the various available sizes, ratings and materials.

1.4 What are the unique features of your product? Provide details on design improvements made to the products since the first production.

1.5 Does your product meet the applicable SEC Distribution Material Specification (SDMS)? If yes, indicate the applicable SDMS. Provide a clause-by-clause compliance statement and list of deviations, if any, to all applicable and relevant SDMS.

1.6 What National/International Standard(s) does your product meet? Provide a copy of the Type Test Reports/Certificates carried out from SEC Approved List of International Laboratories. (To verify the authenticity of the submitted Type Test
1.6 Furnish the product life data of the product, i.e. the expected mean time-to-failure life test, field test, etc., under normal operating conditions. Explain in detail.

2. MANUFACTURING INFORMATION

2.1 Do you design the product yourself? Describe your design capabilities in details.

2.2 If you assemble or manufacture the product(s) under license; provide following details
   - Name of the licensor
   - Nature and duration of the agreement
   - Attach the copy of your technical agreement

2.3 How long have you been producing the product(s) for Domestic and International Market?

2.4 What is your plant’s annual production capacity of the subject product(s)? Indicate your average annual production for the last three (3) years and the percentage quantity exported.

2.5 Provide the list of Utility Companies and other major customers with Contact Name, Address, Emails, and Telephone Numbers, to whom you supplied the product locally and outside of your country (especially in the Middle East). Indicate the Rating, Voltage, Quantities and date supplied.

2.6 Provide the list of work in-hand indicating the Product(s), Quantity and the Purchasers.

3. WARRANTY AND AFTER SALES SERVICES

3.1 What are your standard warranty provisions with regard to the subject product(s)? Attach a copy of your standard warranty statement.

3.2 Explain in details your maintenance, repair and spare parts services pertaining to the product under consideration.

3.3 a. What is the extent of customer services provided by your local vendor (agent/representative) in Saudi Arabia?

   b. Provide the copy of agreement in which “Warranty/After Sales Services” terms and conditions declared between both parties (Manufacturer and local vendor).

3.4 What arrangement can you make for providing customer services in case you do not have a local vendor in Saudi Arabia?

4. CUSTOMER’S SATISFACTION

4.1 As one of the measurements of the performance, does the organization monitor information relating to customer perception as to whether the organization has fulfilled customer requirements? Explain in details.
PART “B”

MANUFACTURING PLANT SURVEY QUESTIONNAIRE
I. GENERAL INFORMATION

1. PLANT INFORMATION

1.1 Provide the following Information of the Plant(s) under prequalification:

<table>
<thead>
<tr>
<th><strong>Manufacturing Plant</strong></th>
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<tbody>
<tr>
<td>Name :</td>
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<tr>
<td>Address :</td>
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<tr>
<td>GPS Coordinates :</td>
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<td>Cell/ Tel. No. :</td>
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<td>Email :</td>
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<td>Website :</td>
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</tbody>
</table>

**Contact Person to participate in the survey**

| Name :                  |
| Designation :           |
| Address :               |
| Cell/ Tel. No. :        |
| Fax No. :               |
| Email :                 |

**Local Agent/ Representative**

Contact Person to participate in the survey.

| Name :                  |
| Designation :           |
| Address :               |
| GPS Coordinates :       |
| Cell/ Tel. No. :        |
| Fax No. :               |
Email: 
Website: 
SEC Vendor Number: 

<table>
<thead>
<tr>
<th>Product(s) Manufactured</th>
<th>1.</th>
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<tr>
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2. INFRASTRUCTURE & HUMAN RESOURCE

2.1 Provide the Organizational Chart of your Company and indicate the number of employees in each functional group e.g. Procurement, Design, Production, Quality Assurance/Control, Sales etc. in the following order:

i) List of Management Staff
ii) List of Technical/ Engineering Staff
iii) List of Supervisory Staff
iv) List of Skilled/ Unskilled Workers

2.2 Describe the responsibilities of each functional group.

2.3 List down briefly the Academic Qualifications, Corporate Experiences and Achievements of the key personnel, including the Chief Executives and Heads of the functional groups.

II. TECHNICAL INFORMATION

1. MANUFACTURING FACILITIES/CAPABILITIES

1.1 Provide brief history of the plant and include current or proposed developments for the next five (5) years.

1.2 Attach the floor plans and layouts of your facilities showing the number of buildings and sizes (in square meters) of the Storage Area, Production Shops, Engineering Offices, and Testing Laboratory etc.

1.3 Attach the Assembly/Production Flow Chart showing the different manufacturing stages of the subject product from raw material stage to finished product stage.

1.4 a. Attach the list of major machines available in your factory indicating the country of origin, type, function and number of years of operation.

b. Describe briefly the maintenance procedure of these machines.
1.5 Is your assembly or production line for the subject product/material fully automated, semi-automated or manual? How many assembly or production lines do you have?

1.6 Is there any room for future expansion? Explain.

1.7 How much is the present production capacity for each assembly or production line? (per day/month/year)

1.8 How much is the designed production capacity of the factory for the subject product/material?

1.9 Do you utilize computer applications in designing, manufacturing and other operations in the factory? Explain in details.

1.10 Which of the following special processes are performed during the manufacturing process? Identify the type and the standard/procedure applied.

<table>
<thead>
<tr>
<th>Process</th>
<th>Type</th>
<th>Standard/Procedure</th>
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<tbody>
<tr>
<td>Welding</td>
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<tr>
<td>Surface Preparations</td>
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<td>Painting</td>
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<tr>
<td>Galvanizing</td>
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<tr>
<td>Non-Destructive Testing (NDT)</td>
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<tr>
<td>Other (Specify)</td>
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</table>

1.11 Provide the list of tests or inspections you conducted to measure quality during the assembly/production stage.

1.12 Provide the list of tests you conducted to verify the quality of the finished product(s).

1.13 Are the tests conducted in Item 1.8 above carried out in accordance to national/international standards? If yes, state the applicable standards and the relevant clause(s).

2. PURCHASE ORDER ACCEPTANCE CRITERIA

2.1 a. What are the steps taken to review and evaluate customer’s requirements prior to accepting the purchase order?

b. How do the departments involved in this review interface?

c. Are records of the results of these reviews and actions arising from these reviews maintained?

3. PURCHASE OF Incoming MATERIALS
3.1 a. Has the organization established and implemented the inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements?
b. If yes, describe your procurement quality control activities and attach the copy of your procedure.

3.2 Do your purchase orders and contracts (work orders) to the suppliers/ sub-contractors include complete technical and quality requirements (e.g. specification/drawings, test certificates, instructions etc.)?

3.3 Where the organization or its customer intends to perform verification at the supplier's premises, has the organization stated the intended verification arrangements and method of product release in the purchasing information?

4. SELECTION OF SUPPLIERS/ SUB-CONTRACTORS

4.1 Do you subcontract/outsource manufacturing of any part of your product? If yes, provide the list of suppliers/sub-contractors with complete address including the work/service performed/raw materials/components supplied by each supplier/sub-contractor.

4.2 Is the organization evaluated and selected suppliers based on their ability to supply the product or the criteria for selection, evaluation and re-evaluation established?

4.3 If the selection & evaluation criteria is established for the Suppliers and Sub-contractors? Attach the copy of your procedure.

4.4 Are records of the results of evaluation and any necessary actions maintained?

5. RESEARCH AND DEVELOPMENT (R&D)

5.1 What is the percentage allocation of R&D from the total annual budget?

5.2 Describe your Design Control Program.

5.3 Have design and development changes been identified and record maintained?

5.4 Is verification performed to ensure that the design and development outputs have satisfied the design and development input requirements?

5.5 Describe any technical development in your products (especially the product under consideration) and manufacturing process.

5.6 Describe any current research activity and future research projects. List all original research papers published.

5.7 Is your company a member of any research organization or National/ International Industrial Society that is involved in research and development? If yes, give details.

6. QUALITY SYSTEM

6.1 a. What National/International Quality Standards (i.e. ISO 9001 or equivalent). Does your Quality System met?
b. Is your company’s Quality System certified to that standard? If yes provide the copy of the certificate.

6.2 Do you have a documented Quality System? Does the system include?

- Quality Assurance Manual (Yes / No)
- Quality Assurance Procedures (Yes / No)
- Work Instructions (Yes / No)

Provide the copy of the Quality Assurance Manual and list of all procedures and their copies.

6.3 Do you have following documented procedures?

- Control of Documents (Yes / No)
- Control of Records (Yes / No)
- Control of Internal Audits (Yes / No)
- Control of Non-conformities (Yes / No)
- Control of Corrective Actions (Yes / No)
- Control of Preventive Actions (Yes / No)

Provide a copy of these Procedures.

6.4 Provide the copy of your typical Quality Control Plan for the manufacturing of the subject product(s).

6.5 Indicate the QA/QC activities performed at each stage of the Manufacturing Process on the Manufacturing Flow Chart.

6.6 To what National/International Standards or Procedures is the subject product(s) tested?

6.7 Provide the sample of your factory Routine Test Report(s) of the product(s).

6.8 a. Is the QA/QC Personnel independent of other activities such as Design, Production, etc.?

b. To whom do the following report?

- QA/QC Manager
- Chief Inspector
c. Do the Quality Personnel have the authority to stop Production/Testing/Delivery, if the quality requirements are not being met?

6.9 Is the required information provided to the production and QA/QC personnel for the purpose of controlling the production process? Does it include the following?

- Bill of Material (Yes / No)
- Fabrication Drawings (Yes / No)
- Technical Data/Spec. of the product (Yes / No)
- Quality Control/Testing Performance (Yes / No)
- Work Instruction (Yes / No)
- Check Lists (Yes / No)
6.10 List the Quality Records/Documents that are controlled in your company. What is their retention period?

7. CONTROL OF NON-CONFORMING PRODUCT

7.1 Has a documented procedure been established to define the controls and related responsibilities and authorities for dealing with nonconforming product?
7.2 Are non-conforming items segregated and their status clearly indicated on them?
7.3 What controls are applied when a non-conforming item is found at?
   • Receiving Inspection
   • In-Process Inspection
   • Final Inspection
7.4 Describe actions taken for:
   • Preventing recurrence of non-conforming product(s).
   • Eliminating potential causes of non-conforming product(s).
   • Ensuring that corrective actions are implemented and are effective.
   • Documenting necessary changes in procedures resulting from corrective action.
7.5 Has the organization established any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement and as a consequence deficiencies become apparent only after the product is in use or the service has been delivered?
7.6 Do you apply any statistical technique to verify acceptability of the process/product? Explain briefly.

8. IDENTIFICATION AND TRACEABILITY

8.1 Where traceability is a requirement, can the product and its inspection status be identifiable and traceable at any stage of the manufacturing and measurement throughout its realization and maintained records? Attach the copy of your procedure.

9. TESTING LABORATORY

9.1 Is your testing laboratory certified to the latest International Standard ISO/IEC17025 (General Requirements for the Competence of Testing and Calibration Laboratories) or equivalent? If yes, provide copy of the certificate?
9.2 List all the tests performed in your laboratory. Are these tests carried out as per documented procedures?
b. Indicate the Function, Rating, Least Count, Calibration Status, Make, Country of Origin and number of years of operation for each equipment, etc.

9.4 Is the design test data certified from the Independent Testing Laboratory? Provide details.

9.5 Is your Testing Laboratory affiliated to any National/International Testing Association? If yes, provide the name and details of the association.

10. CALIBRATION OF TESTING EQUIPMENT/TOOLS

10.1 Is the organization established processes to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements?

10.2 Are the Measuring, Inspection and Testing Equipment calibrated as per documented procedure? Attach copy of the calibration procedure.

10.3 Is calibration performed in-house or subcontracted?

10.4 What is the duration of in-house & external calibration of the Equipment & Tools?

10.5 Are the records of the results of calibration and verification maintained?

11. INTERNAL QUALITY AUDITS

11.1 Are the Audit Criteria, Scope, Frequency and Methods defined? If yes, attach copy of the procedure.

11.2 Are the Internal Quality Audits conducted at the planned intervals to verify the implementation and effectiveness of the Quality Management System (QMS)? Attach a copy of your Audit Schedule.

11.3 Describe your Internal Audit program, showing responsibility and distribution of the audit reports.

11.4 Are the records of Internal Quality Audits maintained?

12. TRAININGS

12.1 Has the organization established and implemented the Training Plan/Procedure?

12.2 Is the training given to your personnel as per documented procedure? Explain in detail.

12.3 Provide the copy of Training Schedule & Record.

12.4 What are the qualifications of your personnel who perform special tasks such as Calibration, Non-Destructive Testing (NDT), Welding, and Internal Quality Audits?

12.5 Are these personnel updating their knowledge and skills through regular trainings and seminars?

12.6 Are the records of Education, Experience, Skills and Training of the employees maintained?

13. WORK/SAFETY ENVIRONMENT
13.1 Has the organization determined and managed the work environment needed to achieve conformity to product requirements under the Safety Management System (SMS)?

(The term “work/safety environment” relates to those, a condition under which work is performed including physical, environmental and other factors (such as noise, temperature, humidity, lighting or weather).

13.2 What type of Code of Safety Management System (SMS) implemented? Describe in details?

13.3 Describe the program for accident control and elimination of hazards before exposing workers to any adverse work environment.

13.5 Are the personnel trained with knowledge to work safely and without risk to health?

13.5 Are the personnel wearing a proper dress code or PPEs?

13.6 Give details of the accidents/incidents occurred during past five (5) years.

14. SAFETY AUDITS

14.1 Describe your Safety Audit program, showing responsibility and distribution of the audit reports.

14.2 Are the Safety Audit Criteria, Scope, Frequency and Methods defined? If yes, attach copy of the procedure.

14.3 Are the Safety Audit conducted at the planned intervals to verify the implementation and effectiveness of the Safety Management System (SMS)? Attach a copy of your Audit Schedule.

14.4 Are the records of Safety Audits maintained?

15. MATERIAL HANDLING, STORAGE & SHIPPING

15.1 Provide the list of your material handling equipment, indicating the quantity and load capacity, especially those used for:

- Receiving materials
- Production
- Storage
- Shipping

15.2 Do you have separate areas for?

- Incoming materials (Yes / No)
- In-process Materials (Yes / No)
- Hold Materials (Yes / No)
- Rejected Materials (Yes / No)
- Finished Products (Yes / No)

15.3 Is there a periodic inventory of materials? Describe briefly.

15.4 What are your shipping methods for the finished product (e.g. by Truck, Rail, Air, ocean, etc.)?
15.5 Detail your packing procedures to protect the product against damage and environmental effects which might be caused during shipment.

15.6 Describe your procedure for the storage of raw materials to prevent deterioration, especially those with specific shelf life.

Prepared By: __________________
Name
Designation
(Signature over printed Name & Company Seal)

Dated: ________________

PART “C”

LOCAL VENDOR
(AGENT/REPRESENTATIVE)
COMMERCIAL, FINANCIAL, AND TECHNICAL INFORMATION QUESTIONNAIRE
1. COMPANY INFORMATION

1.1 Provide the following Information :

<table>
<thead>
<tr>
<th>Local Vendor (Agent/Representative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Trade Name :</td>
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<tr>
<td>Registered Head Office Address :</td>
</tr>
<tr>
<td>GPS Coordinates :</td>
</tr>
<tr>
<td>Cell/ Tel. No. :</td>
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<tr>
<td>Fax No. :</td>
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<tr>
<td>Email :</td>
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<tr>
<td>Website :</td>
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<tr>
<td>SEC Vendor Number :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Name :</td>
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<td>Designation :</td>
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<tr>
<td>Address :</td>
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<tr>
<td>Fax No. :</td>
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<tr>
<td>Email :</td>
</tr>
</tbody>
</table>

1.2 Provide the history of your company and attach corporate brochures.

1.3 Provide from where adopt Know How technology.

1.4 What is the nature of ownership of the company e.g. Single Proprietorship, Joint Venture/Partnership, Corporation, etc.? Provide the information on who are the owners and major shareholders.
1.5 Do you have affiliation to other manufacturers having the same product/material besides on the manufacturer of the product/material you intend to include in this prequalification? Provide the details.

1.6 a. Have you been able to supply the product/material you intend to include in this prequalification to other companies in Saudi Arabia? If yes, provide a copy of the purchase orders and sales report specifying the names of the contact persons, designation, address, telephone/fax numbers, emails etc. for each company.

b. Does the product/material mentioned above experience any technical glitches? If yes, please give the details.

1.7 Have you previously supplied product/material to SEC? If yes, provide the following details:

a. List of all the items supplied specifying the PO number, Quantities, Target Delivery Dates, Actual Delivery Dates.

b. Copies of SEC related transactions for the last five (5) years, arranged in descending order.

1.8 a. Do you have warehouse(s)?

b. Is the warehouse(s) vermin-proof, safe and sufficient to temporarily keep stock inventory?

c. Provide the address, signage and/or logo, and GPS Coordinates of the warehouse. (Provide pictures, if necessary)

2. REGISTRATION CERTIFICATES/LICENSES

2.1 Are you registered with all required government departments e.g. Chamber of Commerce & Industry, Labor Department, and Taxation Department etc.? Provide a copy of all pertinent documents and certificates.

2.2 Provide the copy of agreement executed between the Manufacturer/Principal and the Local Agent/Representative and the Terms and Conditions for the concerned product/material intended to be included in this prequalification.

3. LEGAL INFORMATION

3.1 Provide the certificate(s) that your company is not blacklisted, in solvent, bankrupt, being wound up, in the process of merger-ship or being suspended. If there is any concern, please provide details.

3.2 Provide complete information on any current and past litigation and/or arbitration (with an indication of the matters in dispute, the parties involved, the amounts in dispute and the outcome, where available) resulting from contracts completed or under execution by the applicant over the last five (5) years.

3.3 Provide complete information on any termination of contracts (indicating the causes of the termination and the parties involved) completed or under execution by the applicant over the last five (5) years.

II. FINANCIAL INFORMATION

1.1 What is the annual sale of your company (In Saudi Riyals/US Dollars) for the product/material under consideration?

1.2 How much is your market share for the product/material under consideration?

1.3 Submit the following financial information.
• List of all associated Banks.
• Annual Financial Statements for the last five (5) years supported by Audit Statements/Tax returns/acceptance by the Tax Authorities
• Details of Assets & Liabilities
• Any other important information

1.4 Demonstrate that your company has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means sufficient to meet the project cash flow.

III. TECHNICAL INFORMATION

1. WARRANTY AND AFTER SALES SERVICES

1.1 What are your standard warranty provisions with regard to the subject product/material? Attach a copy of your standard warranty statement.

1.2 Explain in details your involvement in maintenance, repair and spare parts services pertaining to the product under consideration.

1.3 Provide the details and procedures on how you handle after-sales support?

1.4 Provide the copy of agreement in which “Warranty/After Sales Services” terms and conditions declared between both parties (Manufacturer and Local Vendor).

2. CUSTOMER’S SATISFACTION

2.1 As one of the measurements of the performance, does the organization monitor information relating to customer perception as to whether the organization has fulfilled customer requirements? Explain in details.

Prepared By: __________________

Name
Designation
(Signature over printed Name & Company Seal)

Dated: ____________________