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Dear Supplier

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 Signatures Surname, Name	Position	Signature

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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- Supplier 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):

.....

.....

.....

.....

.....

.....

1-2- Capability of supplier in providing complementary information in case registered in Mobarakeh Steel Company's system

Choices	Type of cooperation	Submission Period	Type of submission
☐	Up-to-date revised price list		
☐	Production line halt schedule/plan		
☐	Future development plans		
☐	Brochures and Catalogs		

Type of submission: Post, Email, Fax

Attachment: Brochures and Catalogs, price list

Submission Period: Annual, Monthly, Weekly, Daily



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1-3 -Address (es), Holding Company, Member of Holding Group, Affiliated Companies, Branch(es), Agent(s) and Company's Links

Address Type:(Central Office, Official Office, Sales Office, Branches, Representing Agencies, Factory, Work Shops, Stores)

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

No	Company's Name	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



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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	1	2	3	4
Title of Contract				
Start Date				
End Date				
Main Contract / Subcontract				
Immediate Contractor				
Final buyer				
Quantity of goods				
Unit				
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)				
Guarantee Period (Month) (3)				
Warranty Period (Month) (3)				
Status of Guarantee Period (4)				
Status of Warranty Period (4)				
Support Period (Month) (3)				
Status of Support Period (4)				
Number of Certificate of consent from earlier Contractor				
Subject of Contract (field of activities)(5)				

Descriptions

1-Done on time / Shorter/ Longer / Under process according to the plan

2-Released / If not, mention reasons

3- In case of existence

4- Finished / Continues / NA (Not Applicable)

5- According to Attachment

Attachment: Copies of customers' consent letters should be attached



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4-Products (Only main Subjects relevant to Mobarakeh Steel Co. needs)

No	1	2	3	4
Product Name				
Brand				
Unit				
Nominal Production Capacity per Year				
Operational Production Capacity per Year				
Technical Specifications				
Guarantee Period (month)				
Warranty Period (month)				
After sale services (month)				
Secure Backlog				
Lead Time (month)				
Providing Technical Consultancy to customers				
Name of Test - Approve Body				
Inco term (1)				
Product Subject(2)				

Descriptions

1- EXW, FCA, FAS, FOB, CFR, CIF, CPT, CIP, DAF, DES, DEQ, DDU, DDP

2- According to Attachment

Attachments

1- Brochures and Catalogs / Technical Specifications

2- Copies of certificates and approve tests.



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5- Supply Structure

5-1-Production/Service Equipment and Machineries(Only major machineries relevant to main products)

*In each line only same machine

No.			
Equipment / Machinery Name			
No. (Quantity)			
Technical Information			
Level of Technology (1)			
Nominal / Annual Production Capacity			
Operational Annual Production Capacity			
Unit			
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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5-2- 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

6-Commercial Strength

6-1- 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

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6-2- 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

7- Standards, Certificates and Legal Permissions

7-1-Technical Standards (Related To Table 4. Production or Supply Structure)

No	1	2	3	4
Standards				
Issuing Ref				
Issued in Country				
Scope				

7-2- 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)



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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
☐		
☐		
☐		
☐		

9- 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.



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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