



Vendor Pre-Qualification

1. Vendor Contacts:

Company Name :	
Address:	
Market Name:	
Website:	Telephone:
Contact Name:	Fax:
E-mail:	Mobile:
Tax Registration No :	Commercial Registration No:
Certifications:	Licenses:

2. Company Activities / Category:

- Supplier Vendor Service Provider Other
 Safety Mechanical Electrical Marine Medical
 Other "Specify ":

Sole Agent: Yes No , if yes attach the authorization / agreement letter.

3. Terms of Payment:

Currency:

Terms of Payment: Cash Check Wire Transfer Other

4. Type of Request:

- Add to Vendor List
 Change Vendor
 Limited Use "120 Day"
 One time used vendor
 Price and level vendor

5. Warranty period and after sales services:

6. Logistic and shipment procedures:

Delivery point:



Delivery Cost:

Free Zone:

7. Required Attachments:

- 1- Management structure and organizational chart.
- 2- Company profile and technical overview.
- 3- Cover letter defined with the designated activities which should be registered.
- 4- Commercial and Tax register.
- 5- Partner legal name and agreements should be authenticated and legalized.
- 6- Health and safety policy and procedure manual.
- 7- Track record and work experience with proof of document / supporting documents.
- 8- Tax acknowledgment / endorsement.
- 9- Financial statement.
- 10- VAT registration certificate.
- 11- Electronic invoicing system.
- 12- EGPC registration statement.
- 13- ACI, Customs electronic system for the pre-registration of shipment.
- 14- Authorization letter.
- 15- Soft copy of the file with CD/Flash memory.

16- Acknowledgement

- I acknowledge that the information provided on the prequalification application herein is true and sufficiently complete so as not to be misleading.
- I acknowledge that this is a registration document only and it is not binding on the company assigning any work order to me.
- I accept any required audit over my company from your side.
- I'm obligated to send any updates to the required attached document once occur, to maintain my registration as approved vendor.

Name:

Title:

Signature:

Date: