



Vendor Evaluation

Supplier Questionnaire

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Signature:

Position:

Date:

Company's Stamp:



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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- IASCO assures that any information provided by suppliers will be treated as confidentially agreement and will have sole access to this information.
- 5- Companies who are capable to invest in local production or technology transfer through an Iranian partner will be given priority in our tenders.
- 6- 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.
- 7- Items with (*) should be placed in **envelope B** in case of participating in tenders.

Signature:

Position:

Date:

Company's Stamp:



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1- Legal And Identity Documents:

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:

1.4 - Certificate of Incorporation

1.5 - Articles of Association

1.6 - Tax Identification Number (TIN) / VAT Certificate

1.7 - Business License

- ✓ 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:

Signature:

Position:

Date:

Company's Stamp:



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1.8 - 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.

1.9 - Type of Company

☐ Private ☐ Public ☐ Limited Liability ☐ Joint Venture ☐ others (please specify).....

1.10 - Type of Activity

☐ Supplier ☐ Dealer ☐ Distributor ☐ Stockist ☐ Representative ☐ Engineering ☒ ☐ others (Please specify)

2- Technical and Professional Qualifications

2. Management:

Position	Full Name	Direct Phone NO.	E-mail Address
President			
Vice President			
Chairman of the Board			
Sales Manager			
After Sales Service Manager			
Others			

Signature:

Position:

Date:

Company's Stamp:



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2.2 - Total number of employees:

2.3 - Key Personnel CVs: Resumes of technical and managerial staff, highlighting qualifications and experience

3- Product/s Information

Please enclose the list of the supplied products (The manufacturer and production standards regarding each item should be specified).

4- Professional Certifications: Industry-specific accreditations {e.g., ISO 9001, ISO 14001, and PMP}

If your Company has been certified to an ISO or other standards, please complete the following table:

ISO Certificate	<input type="checkbox"/> IMS <input type="checkbox"/> 9001 <input type="checkbox"/> 14001 <input type="checkbox"/> 18001 or 45001 <input type="checkbox"/> TS29001 <input type="checkbox"/> Other (Please Specify)
Other Certificates	
Name of Certifying Body	

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

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- Project Portfolio: Detailed records of similar projects executed {scope, value, duration, and client 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:

Signature:
Position:
Date:
Company's Stamp:



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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 Documentation

7.1 - Audited Financial Statements: For the last 3–5 years, demonstrating financial stability.

7.2 - Bank Solvency Certificate: Issued by a recognized bank to confirm liquidity and creditworthiness.

7.3 -Tax Compliance Certificate: Proof of no outstanding tax liabilities (e.g. Certificate of Good Standing).

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:



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8 - Additional Compliance Documents

8.1 - Environmental Impact Statement (EIS): For projects requiring adherence to sustainability standards.

8.2 - Labor Law Compliance Certificate: Proof of adherence to ILO conventions or local labor regulations. (If applicable)

10 - 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:

Signature:

Position:

Date:

Company's Stamp: