

Annex-A

VENDOR PREQUALIFICATION FORM

Serial No: _____

Dated: _____

Category for Registration _____

General Information

1. Business Title:

2. Business Address:

3. Status i.e. whether sole proprietary,
Partnership Firm, limited liability concern:

4. Company/Firm registration No:

5. National Tax Number:

6. Business Nature:

- a. Manufacture/Fabricators
- c. Importer
- e. Retailer

- b. Agents to foreign principals
- d. Stockiest/Whole Seller

7. Monthly Production / Supply Capacity:

8. Do you have any minimum order requirement

9. What is the supply source location i.e. Lahore or outside Lahore:

10. Availability of After Sales Services / technical Support:

11. Provide warranty period and type

12. Provide warranty claim history / certificates from end users/ customers (at least one)

13. Establishment Date of the Company/Enterprises

14. Name of sole proprietor / CE :

15. Mobile Number:

16. Telephone Number (Office):

17. Official Website:

18. Fax Number:

19. E-mail address:

20. No. of years in business:

21. No. of employees:

22. Can you accept purchase orders by e-mail

YES/NO

23. Category for which pre-qualification is being submitted:

24. Do you have any local or International Certification
YES/NO

If YES please complete box below

<u>Quality Standard</u>	<u>Approving Body</u>	<u>Registration No.</u>

25. Contact details to whom communications/queries should be directed and position held within the organization:

<u>Particulars</u>
Name
Position
Direct Tel. No.
Direct Fax. No.
Email Address

26. Copy of CNIC of sole proprietor/Designated person:

Financial Information

- 1) Company's annual turnover _____
- 2) NTN number: _____
- 3) Bankers Name & Address: _____

Account (s) Number: _____

- 4) Do you have any Branches within or outside Lahore

YES/NO

If YES please provide detail

- 5) Provide Bank certificate/Bank statement for the last one year.
- 6) Provide Registration certificate of the Company/Firm.
- 7) Provide list of main clients supported by referral certificates.(up to five)

Terms and Conditions

1. Registration is subject to the terms and condition which may be imposed by the authority/policy of BHT from time to time.

2. This registration will be valid from the date of issue for a period, Specified by COO-SH.
3. BHT reserves the right to modify or cancel the registration at any time without assigning any reason.
4. Generally our inquiries for purchase of material are notified through Procurement Department. Your timely response is expected according to the requirements.
5. In case any information given in this form is found incorrect at any later stage after registration, the registration of the applicant will be canceled and the applicant shall be blacklisted for entire SIHS units.
6. Separate form shall be used to apply for each category.

Declaration

I/We declare that the details given in this document are correct and accurate.

Completed by:

Signature: _____ Date: _____

Designation: _____ Place: _____

Signature of witness:

Signature of witness:

Address of witness

Address of witness

TO BE FILLED BY PROCUREMENT OFFICE - SIHS

Data Entry _____

Checked By _____

Deputy Manager Procurement