



Supplier Pre-Qualification Form

Procurement Department
Mercedes-Benz Qatar, Building No. 2, Salwa Rd, Doha
P.O Box: 6002
Tel: +(974) 4462 4444
Email:

Supplier Number
(For Nasser Bin Khaled use only)

Today's Date _____

I. General Information

Company Name	
Parent Company Name	
Address	
P.O Box No.	
Street	
City	
State/Region/Province	
Country	
Zip/Postal Code	
Telephone Numbers	
Fax Numbers	
Email	
Web	
Contact Person	
Title	

II. Product / Service Information

- 1. Automotive
- 2. Advertisement and Marketing
- 3. Printing & Stationery
- 4. Fire Fighting & Fire Alarm
- 5. Cleaning, Teaboy & Tea Girl Services
- 6. Access control system & CCTV
- 7. Computer Hardware & Software
- 8. Furniture
- 9. Civil Works, Interior Fit-out & MEP works
- 10. Consultancy Services
- 11. Hotel Reservations
- 12. Air Ticketing
- 13. Office Equipment & Consumables
- 14. Communication
- 15. Others, please specify _____

III. Legal

Limited Liability Company
 Individual Owned
 Partnership
 Joint Venture

Country of Establishment :
 Qatar
 GCC
 Other (Specify)

a. Registration Document *(Please enclose copies of registration Document & Certificates)*

Commercial Registration Number		Expiry Date	
Qatar Chamber of Commerce Membership		Expiry Date	
Tax Card Number		Expiry Date	

b. Business Classification

Manufacturer
 Manufacturer's Representative (Attached authorization letter from the manufacturer)
 Trader
 Contractor
 Service Provider

c. Top Management Team

Name	Designation

IV. Experience Record

1. Have you had any contracts terminated for poor performance in the last five years?
 YES
 NO
 If yes, please give details

2. How many years has your organization been in the current business? (regardless of the name changes)

<5 years

5-10 years

10-15 years

20 years

a. Three Major Contracts Executed during last 3 years

Completion Year	Name of Work / Supply	Client	Country	Value in QAR

b. References

Organization	Name of Work / Supply	Designation	Phone	Email

V. Capacity and Capability

a. Building and Infrastructure

Category	Area in Sq. Meter	Location		
1. Office		<input type="checkbox"/> Qatar	<input type="checkbox"/> GCC	<input type="checkbox"/> Other
2. Workshop				
3. Storage				
4. Others (Specify)				

b. Employee count and Experience

Category	Number of Employees	Average Experience
1. Managerial		
2. Technical		
3. Clerical		
4. Others (Specify)		

VI. Professional Standing

1. Are there any outstanding law suits against your organization in the state of Qatar or elsewhere? If yes, please give details YES NO

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2. Is your organization the subject of proceedings for a declaration of bankruptcy or of any other similar proceedings under national laws or regulations? YES NO

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VII. Bank Details

Bank Name			
Address			
Telephone		Fax	
Branch			
Account Name			
Account Number		Account Currency	
Payment Terms	<input type="checkbox"/> 60 Days	<input type="checkbox"/> 30 days	
Finance Department Email			

Declaration

<p>We hereby declare that the above particulars are True and correct and accept that Nasser Bin Khaled has a right to Verify them as when required</p>	<p>Name:</p> <p>Title:</p> <p>Date:</p>
<p>Supplier Authorized Signatory</p>	<p>(Affix official company stamp/logo)</p>

If the space provided in this document is insufficient for your responses, provide each detailed response in separate, clearly identified numbered attachments.

The registered suppliers are required to immediately advise Nasser Bin Khaled of any significant change to their:

- Financial capacity or technical capability
- Ownership or holding
- Any court convictions or prohibition orders from governmental agencies.
- Significant changes to supplier or sources of products/services.
- Significant changes of range of products/services offered
- Changes in address, phone, email, fax, contact person or other communication details.
- Nasser Bin Khaled may make revisions to the registration scheme or seek new applications at any time. Whenever a full revision of the system is carried out, additional information or new applications from currently pre-qualified suppliers will be sought.
- Provide a brief description that describes the nature of your business and the products and/or services that you are able to supply to Nasser Bin Khaled

THE REGISTERED SUPPLIERS ARE REQUIRED TO IMMEDIATELY INFORM NASSER BIN KHALED PROCUREMENT OF ANY SIGNIFICANT CHANGE TO THEIR:

- SIGNIFICANT CHANGES OF RANGE OF PRODUCTS/SERVICES OFFERED
- OWNERSHIP OR HOLDING
- ANY COURT CONVICTIONS OR PROHIBITION ORDERS FROM GOVERNMENT AUTHORITIES

- CHANGES IN ADDRESS, PHONE, EMAIL, FAX, CONTACT PERSON OR COMMUNICATION DETAILS.
- NASSER BIN KHALED MAY MAKE REVISIONS TO THE REGISTRATION SCHEME, OR SEEK NEW APPLICATIONS AT ANY TIME. WHENEVER A FULL REVISION OF THE SYSTEM IS CARRIED OUT.
- SIGNIFICANT CHANGES TO SUPPLIER OR SOURCES OF PRODUCTS/SERVICES

NASSER BIN KHALED PROCUREMENT DEPARTMENT

EMAIL:

(TO BE FILLED UP BY NASSESER BIN KHALED ONLY)

(NAME & SIGNATURE)	(DATE)	(NAME & SIGNATURE)	(DATE)
REVIEWED BY (PROCUREMENT)		APPROVED BY (HEAD OF PROCUREMENT)	

Document Required:

- Company profile / Product Portfolio
- Physical address
- Previous 3 years audited financial statements (**Mandatory if the estimate annual value of business > QAR 100,000/-**)
- Organization structure
- Manpower and technical expertise
- Clientele served
- Valid Commercial registration copy (**Mandatory**)
- Valid Computer card copy (**Mandatory**)
- Valid Trade license copy (**Mandatory**)
- Valid Tax card copy (**Mandatory**)
- IBAN detail (**Mandatory**)
- Sponsor or Authorized personnel Qatari ID copy
- Business partner code of conduct filled-out, signed and stamped.