

ATTACHMENT 1-C

NEW MANUFACTURER EVALUATION REQUIREMENTS:

To evaluate a manufacturer, the following documents/information should be provided by the manufacturer:

1. The relevant international standards that the manufacturer uses for the fabrication of its products.
2. Specifications for the line of products and the comparison of its characteristics with the international standard.
3. Full literature of the manufacturer.
4. ISO certificates for the following management systems:
 - Quality - Environment - Health & Safety
5. List of the quality control tests that are performed for the products and the frequency of each test.
6. List of the testing equipments and some photos of the testing laboratory showing the arrangement of these equipments in the laboratory.
7. Completing the following Manufacturer Qualification Questionnaire.

MANUFACTURER QUALIFICATION QUESTIONNAIRE

A Company / Organization and Product Information

1).Details of Company / Organization;

a).Name of Company / Organization: _____

b).Office Address: _____

c). Telephone No.: _____

d). Fax No.: _____

e). E-mail: _____

2). Registered as: _____

3).Date and location of Incorporation: _____

4).Is the Company I Organization: _____

a). A parent company? _____

b). A partially owned subsidiary? _____

c). A wholly owned subsidiary? _____

5).If your company is a partially or wholly owned subsidiary, or more than 70% owned / controlled by another company I organization, please provide the following for the other company I organization;

a).Name of Company / Organization: _____

b).Head Office Address: _____

c). Telephone No.: _____

d). Fax No.: _____

e). E-mail: _____

6).Is the Company I Organization:

a). A manufacturer? _____

b). An assembler I fabricator? _____

c). An agent / stockist? _____

d). A combination of a, b, c or d? _____

7).Please list the main products supplied by your company / organization and the primary MATERIALS used for each product:

Product	Primary Material
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8).Please state how long your company / organization have produced /supplied the aforementioned products:

Product	Date commenced production
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B).Financial and Employment Information

9).Please provide a summary of your company / organization's annual turnover for the previous 3 financial years:

Financial Year	Currency	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

10).Please state what percentage of sales were achieved through export orders for those financial years:

Financial Year	Percentage of Sales (%)
_____	_____
_____	_____
_____	_____

11). What is the value of the company / organization's current work under contract?

12).Please provide details of your company / organization's major sales I export orders to customers for the last 3 financial years for the aforementioned products in this questionnaire. Details are to include the following:

Financial Year,

Client Name,

Description / Summary of Order,

Order Value (and Currency) .

N.B. These details are to be provided on a separate sheet at the end of this document titled:

'Appendix A - Major Sales / Export Orders'.

13).Please provide details of the locations of your company / organization's main offices, factories / plants, storage and distribution centers. Details are to include the following:

Location,

Main Function,

Types of Employment (e.g. White Collar, Blue Collar, Quality, Maintenance etc...),

Number of Employees (Total and for each type of employment).

N.B. These details are to be provided on a separate sheet at the end of this document titled;

'Appendix B - Office, Factory, Plant, Storage and Distribution centre details'.

14).Please provide a percentage breakdown of your current employees:

Total Number of Employees	
Management (%)	_____
Technical / Works (%)	_____
Administration (%)	_____

15).Does your company / organization have a Credit Bureau Rating? If so, provide accredited agency information:

C Technical Information

16).Please provide your company /organizaton's Quality Assurance details:

a),Does your company/organization have a Quality Assurance system in place?

b).Does it conform to any of the following internationally recognized / accredited standard(s)? (Please provide details):

ISO 9000 Series _____

ISO 14000 Series _____

ISO 18000 Series _____

Other (Please state) _____

c).Does your company / organization have a Quality Assurance Manager? (Please state if he reports to Executive Management)

d).Does your company I organization produce & maintain a Quality Manual?

e).Please state how often this Quality Manual is updated and when it was last revised:

f).Please state how often your company / organization is audited to conform to this Quality Assurance manual and when the last audit was undertaken:

G).Does your company / organization have a Quality Assurance chart?

H).Does your company / organization produce a Quality Assurance Plan for each individual major project?

I).Does your company I organization produce & maintain a Health and Safety Manual?

J).Does your company / organization implement any Environmental or Sustainability Documents / Policies?

17).Please provide the following at the end of this document in a section titled; 'Appendix C Technical Information'. Please indicate below whether or not the information is included at the end of this document

- a).Your company/ organization's product brochures?
- b).A copy of your company/ organization's Quality Manual, as submitted to the certification! accreditation awarding/ certification body? _____
- c).A copy of a typical QA Plan for a project? _____
- d).A copy of your company/ organization's QA Chart? _____
- e).A copy of your internationally recognized certification? _____
- f).A copy of your Annual Financial Reports for the last 3 financial years, preferably in English? _____
- g).A copy of your company! organization's Health and Safety Manual, as submitted to the certification/ accreditation awarding/ certification body? _____
- h).A copy of your company! organization's Environmental! Sustainability Document/Policy, if any is available? _____
- i).A list of your company/ organization's testing facilities? _____
- J).A list of the names, addresses and contact information for your company/ organization's main sub-suppliers? _____

18).Please indicate whether or not there have been/ will be any recent or anticipated changes in your company/ organization's management or ownership. If changes have been/ will be made, please provide details and reasons below:

19).Additional Comments:

20).Completeness, truth and accuracy of the responses and information

The signatories of this questionnaire guarantee the completeness, truth and accuracy of all of the responses and information provided within this submittal, and are both authorized employees of the company / organization named within this document. I hereby grant permission to further investigate all information provided herein and to contact any and all references as provided.

This Vendor Qualification Questionnaire has been completed by;

Name _____

Company / Organization Name _____

Position: _____

Signature:_____

Date: _____

This Vendor Qualification Questionnaire has been verified to be complete, true and correct by;

Name: _____

Company / Organization Name:_____

Position:_____

Signature:_____

Date:_____