

**EASTERN PROVINCE CEMENT COMPANY
POST BOX NO. 4536, DAMMAM 31412
KINDDOM OF SAUDI ARABIA**

Tel. No.: 00966-13-881-2222 Ext 4524, 4527 & 4501

Fax No.: 00966-3-881-2221

**PRE-QUALIFICATION FORM TO REGISTER
IN THE SUPPLIER LIST
(FOR FOREIGN SUPPLIERS)**

GENERAL GUIDE LINES

To review and register in the supplier's list of EPCCo Procurement Policy, the potential suppliers are requested to provide following information regarding financial and technical capabilities to perform service, to supply spare parts, equipment etc.

- ▶ Company profile with your countries authorization for doing such business, Membership to qualify system, certificate showing you are not doing business with countries boycotted by Arab Union.
- ▶ List of products, services that can be provided with catalogues and supportive documents.
- ▶ Authorization letter from original manufacturer in case of traders / agents.
- ▶ List of references in local, GCC and in Foreign countries if any.
- ▶ Company balance sheet for the last 3 years.
- ▶ Bank details.
- ▶ Availability of skilled manpower, equipments etc.
- ▶ National and International Business awards
- ▶ appreciation and customer satisfaction letter from rebutted customers
- ▶ Location / site map of your activities.

The required information to be provided in the designed space of the enclosure if applicable and additional pages can also be attached, preferably by type written for legibility.

Information furnished by your company will be treated as confidential.

Completed pre-qualification documents shall be either sent by post / courier service / by hand in two copies to the following address:

**PURCHASE MANAGER
EASTERN PROVINCE CEMENT CO.
P.O. BOX 4536, DAMMAM 31412
KINGDOM OF SAUDI ARABIA**

Tel. No.: 00966-3-881-2222 Ext 526, 520, 530 & 501

Fax No.: 00966-3-881-2221

**NOTE - EPCCo reserves the right for registration without any liability.
- Incomplete profile will be ignored.**

TO BE FILLED BY SUPPLIER	
1. Legal Name of the Company	
2. Mailing Address	
3. Contact person (s) with designation	
4. Telex/Telephone/Fax/Email/Web site Address with area code	
5. Business Hours	
6. Nature of business with details	- Traders: - Agent / Distributor: - Manufacturer: - Others:
6.1 How long you are in this business:	
6.3 Product is Manufactured or assemmbled in saudi arabia Yes <input type="checkbox"/> No <input type="checkbox"/>	
7 National and International Business awards, appreciation and customer satisfaction letter from rebuted customers	
Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
7.1 Are you a member of any National / International Qualities Systems like: SASO / ISO29001, 9001, 14001 /API/ EC etc. If yes, attach a copy of certificate with validity:	
Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
8. TECHNICAL INFORMATION (TICK <input checked="" type="checkbox"/> APPLICABLE):	
8.1 DETAILS OF SERVICES, SUPPLY OF MATERIAL, SPARE PARTS etc. that can be provided by you. (Should be supported by attachment as catalogues, documents etc.)	
Attached: YES <input type="checkbox"/> NO <input type="checkbox"/>	
8.2 List of references which shall included customer's list, nature of projects undertaken successfully, services provided, spare parts supplied etc. with value:	
Attached: YES <input type="checkbox"/> NO <input type="checkbox"/>	

8.3 Have you ever supplied materials / provided service to our company or to any other cement plants in the Kingdom.

YES ☐ NO ☐ (If yes, please specify / attach details)

8.4 Do you maintain stock in your warehouse:

YES ☐ NO ☐

(If yes, please attach details on volume / value along with storage area details)

NOTE:

ABOVE INFORMATION IN SR. NO. 8 IS VERY IMPORTANT AND REQUESTED TO PROVIDE AS MUCH DETAILS POSSIBLE.

9. FINANCIAL INFORMATION OF YOUR COMPANY:

9.1 Name of your company's major share holders / partners

9.2 Total assets of your company
Value of inventory available

9.3 Annual turnover / sales of your company

9.4 Ownership details:

- ▶ Single / Proprietorship
- ▶ Partnership
- ▶ Corporation
- ▶ Others (Specify)

9.5 Names of banks which you deal together with account No./Nos. branch / address (supporting documents to be attached)

10 WORK LOCATIONS:

10.1 Head office - Address with Tel./Fax Nos./Email/Website address

10.2 Branch office - Address with Tel./Fax Nos./Email/Website address

10.3 Workshop / Fabrication site (Address with Tel./Fax/Email/Website address)		
11. MANPOWER DETAILS:		
11.1 Summary of skilled and unskilled, quality control and unskilled manpower list should be attached with their credential.		
12. SERVICES:		
Available special equipment / testing instruments / training program / other special features of your company.		To be attached
13. Warehouse covered area		Sq. Mtr
Warehouse uncovered area		Sq. Mtr
14. Name the availability / ownership of material handing equipment:		
15. AUTHORIZED NAMES / SIGNATURE FOR DOCUMENTS:		
15.1 For quotations / inquiries:		1.
		2.
Name (s)		
Signature		1.
		Position: _____
		2.
		Position: _____
15.2 For invoices, banking and other financial matters for payment purposes.		1.
		2.
Name (s) :		

15.3 For invoices, banking and other financial matters for payment purposes. Signature :	1. Position: _____ 2. Position: _____												
15.4 Contracts, entry / other misc. administration requirement. Name (s) :	1. 2. 												
15.5 Contracts, entry / other misc. administration requirement. Name (s) : Signature :	1. Position: _____ 2. Position: _____												
16. CAN YOU ACCEPT THE FOLLOWING REQUIREMENTS:													
<table border="0"> <tr> <td data-bbox="242 1319 981 1377">16.1 Can your company provide warranty / guarantee for spare parts / services etc.?</td> <td data-bbox="981 1319 1197 1377">YES <input type="checkbox"/></td> <td data-bbox="1197 1319 1412 1377">NO <input type="checkbox"/></td> </tr> <tr> <td data-bbox="242 1422 981 1534">16.2 Can your company provide free technical assistance / service for the installation of spare parts / execution of services?</td> <td data-bbox="981 1422 1197 1534">YES <input type="checkbox"/></td> <td data-bbox="1197 1422 1412 1534">NO <input type="checkbox"/></td> </tr> <tr> <td data-bbox="242 1579 981 1668">16.3 Can your company accept penalties / fines for any delays from the accepted time of delivery?</td> <td data-bbox="981 1579 1197 1668">YES <input type="checkbox"/></td> <td data-bbox="1197 1579 1412 1668">NO <input type="checkbox"/></td> </tr> <tr> <td data-bbox="242 1713 981 1825">16.4 Can your company provide annual contract for the supply of materials / service with maximum discount on price?</td> <td data-bbox="981 1713 1197 1825">YES <input type="checkbox"/></td> <td data-bbox="1197 1713 1412 1825">NO <input type="checkbox"/></td> </tr> </table>		16.1 Can your company provide warranty / guarantee for spare parts / services etc.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	16.2 Can your company provide free technical assistance / service for the installation of spare parts / execution of services?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	16.3 Can your company accept penalties / fines for any delays from the accepted time of delivery?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	16.4 Can your company provide annual contract for the supply of materials / service with maximum discount on price?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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16.5 Can your company deliver the items to our warehouse at Khursaniyah?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.6 Can your company accept credit payment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.7 Can your company provide list of items available at ex-stock min. delivery time for others?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.8 Can your company willing to hold stock of materials/ spare parts at your warehousing for mutually agreed period if our company provides commitment to purchase?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17. ANY OTHER ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE (If requirement additional sheet can be attached).		
18. QUESTIONNAIRE COMPLETED BY:		
Name : _____ Signature : _____ Title : _____ Date : _____		
Your company SEAL :		
EPCC USE ONLY		
Evaluated by _____		
Total Rating Acceptance criteria is Minimum 60 Points out of 100 points		
Status of Evaluation		
Accepted / Rejected / Conditionally accepted/Only One time Accepted/for RFQ Accepted		
Approved By _____		
Purchase Supervisor/Manager/Committee		

EPCCo - MATERIAL CODING SYSTEM

(PART OF SUPPLIER'S PRE-QUALIFICATION FORM)

S/N	MATERIAL	GROUP		SUPPLIER'S SCOPE OF SUPPLY (Pls tick wherever applicable).
		FM	TO	
1	RAW MATERIAL	100	128	
2	PRODUCT PACKAGING & MATERIALS STORAGE	120	128	
3	REFRACTORIES	140	146	
4	GRINDING BALLS	160	165	
5	EXPLOSIVES	170	176	
6	FUEL	200	204	
7	MEDICINE	220	226	
8	CHEMICAL	240	262	
9	LUBRICANTS	271	277	
10	OFFICE SUPPLIES	280	290	
11	EQUIPMENT / INSTRUMENTS	330	338	
12	TOOLS	350	369	
13	HEAVY AUTOMOTIVE EQUIPMENTS & SUPPLIES	401	425	
14	LIGHT AUTOMOTIVE EQUIPMENTS & SUPPLIES	460	467	
15	MECHANICAL	500	582	
16	ELECTRICAL	600	653	
17	INFORMATION TECHNOLOGY	691	691	
18	CIVIL	700	714	
19	HARDWARE	721	749	
20	BATTERY	780	788	
21	WOOD	790	792	
22	GAS	800	803	
23	FACILITY MAINTENANCE	810	821	
24	SAFETY	830	836	
25	GENERAL SUPPLY	840		
26	REPAIR / OVERHAULING	900		
27	SERVICES (TECHNICAL)	910		
28	SERVECES	930		
29	PROJECTS	950		

NOTE:

PLEASE ENCLOSE YOUR DETAILED PRODUCTS CATALOGUE,
AND COMLETE SCOPE OF SUPPLY.