



Application for the Enlistment in the Approved Vendor List

Submit completed application to: Technical Committee Chairman
 c/o **Manager of Roads Design Department**
 Infrastructure Affairs, Public Works Authority
 P.O. Box 22188
 Qatar

Applications expire one years from approval date on condition that performance report is to be filled and submitted on annual basis.

Please tick the box related to your application:	
Supplier <input type="checkbox"/>	Manufacturer <input type="checkbox"/>

A. COMPANY DETAILS			
A1	Name of the Company:		
A2	Place and Year of Establishment:		
A3	Office Address:		
	Factory Address (if different):		
	Telephone (Office, Factory & Storage Area):		
	Fax (Office, Factory & Storage Area):		
	Email Address:		
A4	Please tick the box related to your company role.	Manufacturer.	<input type="checkbox"/>
		Supplier.	<input type="checkbox"/>
		Agent.	<input type="checkbox"/>
		Authorized Distributer.	<input type="checkbox"/>

A5	Did your company have a name change in the past three years:	If yes, please give details	
A6	Do you have local agent in Qatar.	If the answer is yes, please fill section A7 and provide copy of the agreement.	
A7	Local Agent Name:		
	Contact Person:	Miss / Mrs / Mr	
	Contact Address:		
	Telephone:		
	Fax:		
	Email:		
A8	Briefly describe the nature of all of your business operations:		
A9	List of Materials to be Approved:	1	
		2	
		3	
		4	
		5	
A10	If the above materials are already enlisted in GCC, please give the following Details:		
	Country:		
	Approved by:		
	Reference Number (if Applicable):		
A11	Registration Details (copy must be attached with this application):		

A12	Resources and Staff Summary:	Staff Category	Full Time	Part Time
A13	Please list Workshop / Storage Facilities / Mechanical Equipment / Tools:			
A14	Manufacturer / Supplier Reference Projects:	Please provide details in separate sheet including		
		Project Name:		
		Client:		
		Services Performed:		
		Start Date:		
		Completion Date:		
		Value:		
		Delay / Issues:		

B. FINANCIAL CAPABILITY

B1	Total Turnover in the last three years:	
B2	Annual Production / Import / Storage Capacity related to the list in A6:	
B3	Investment in the last three years:	
B4	Total of all the Investment in Infrastructure:	
B5	Total turnover percentage from middle east, GCC and Qatar in the last three years:	
B6	Total revenue from sales to GCC during the last three years:	

C. COMMERCIAL CAPABILITY

C1	Details of Order / Services made to Qatar in the last 3 years:	Use Separate sheet if necessary.
C2	If the above materials / services are approved in any GCC, please give details including name of approval, any evidence, and Approval Reference (if applicable).	Use Separate sheet if necessary.
C3	Please give details of any claims related to the concern Materials / Services in the last three years:	

D. TECHNICAL ASSESSMENT

D1	Please list and attach specification and technical certification related to the concern materials:	Please provide copy of specification, certificates and any other information you may feel relevant to support your application.
D2	Is Material comply with latest QCS:	Please detail any differences / comparison.
D3	Please list all factory tests and compliance applicable with a copy to be provided with this application. Please also include factory test facilities.	

E. QUALITY MANAGEMENT

E1	Do you have an established Quality Program?	Please give details.
E2	Do you have an in house QA/QC Manual / Inspection Testing Plan (ITP)?	Please provide copy if applicable.
E3	Are you ISO 9000 certified?	If yes please provide the following:
		Certificate Type:
		Certificate Number:
		Expiry Date:
	Copy of certificate(s) must be provided:	
E4	If registered or certified to any other Quality Management System, give details:	
E5	Do you maintain operation policies and procedures for your Quality Management System?	Please give details.
E6	Is an internal audit program maintained that reviews compliance with all aspects of the quality program?	Please give details.
E7	Are records of inspections and tests maintained?	Please give details.

E8	Do procedures exist for storage, release, and movement of material?	Please give details.
E9	Do storage areas and facilities provide control to protect material from degradation?	Please give details.

F. DECLARATION

I / we Hereby declare that the information furnished in this application is correct and true to the best of my knowledge. I will inform the technical committee of any change during the process of this application within three days.

Name of the Applicant:

Signature of the Applicant:

Position if the Applicant:

Date:

This Section must be signed and stamped.

Further Information

Please make sure to enclose the following details:

- Covering letters (From the Manufacturer & the Supplier), addressed to the Technical Committee Chairman, c/o Manager of the Roads Design Department, Infrastructure Affairs, Public Works Authority (Ashghal), P.O. Box 22188, Doha, Qatar,
- Catalogue / Brochure / Drawings with all the technical data & safety data,
- Compliancy comparison table with Qatar Standard Specification requirements (QCS 2014 or latest updates),
- International quality certificates (ISO and / or others),
- In-House QA/QC Manual / Inspection Testing Plan (ITP),
- Certificates / Test Reports,
- Authorized copy of manufacturing related standards specifications,
- A copy of supply / agency agreement,
- Manufacturing Facilities details including the location map,
- Reference list of projects (especially in Qatar and / or GCC, Middle East),
- Copy of previous approval letter and client appreciation letters.
- Statement of Balance sheet for the last three years duly certified by Auditors,
- Any other document requested and applicable in this application.
- Arrangement of the Factory / Storage Facility visit together with sampling and testing program with Ashghal representatives.

Please note:

- Application to be submitted as Two hard copies and one soft,
- The approval would be valid for a two (2) years period starting from the date of the official letter issued by the Chairman of the Technical Committee.
- The approved Vendor must submit a Performance Report not before the expiry of the first year of the approval.
- The Technical Committee reserves the right to reject any application and / or withdraw the company's name from the approved vendors list without assigning any reasons whatsoever.
- The submission of incomplete application that does not comply with the instruction as required by this application will lead to the rejection of the submitted application.