PRE-QUALIFICATION QUESTIONNAIRE

GENERAL INFORMATION

1. The attached questionnaire must be filled in all respects by all bidders. **FAILURE TO COMPLETE ANY PART OR OMISSION OF ANY REQUESTED DOCUMENT WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE APPLICANT.**

2. Every information given by the applicant shall be treated in strict confidence.

3. Companies whose Directors and/or Officers are employees of the Company and/or the parent Ministry of their relationships or associates or affiliated firms must disclose their relationship in their application.

4. The company reserves the right to visit and inspect the business premises of the applicant to verify the information given.

5. No supplier would be allowed to seek for pre-qualification in more than one category of items UNLESS the categories are inter-related. The relevant categories are attached to this questionnaire.

6. The Mekong River Commission reserves the right to register or reject any applicant without giving any reasons to the applicant and the decision to accept or refuse any firm shall be at sole discretion of the company.

7. Applicants must attach a copy of the revenue receipt for **USDXXX.00** paid when returning this questionnaire.

**NOTE:** Applicants should note that any information given in this questionnaire and later is found to be incorrect shall also render the applicants to be disqualified.
CONFIDENTIAL BUSINESS PRE-QUALIFICATION QUESTIONNAIRE

1. Name of Company in Full: _____________________________________________

2. Category Applied for: ________________________________________________

3. Mandatory Documents Required
   a) P.I.N No. ___________________________ (Attach a copy).
   b) Current Trading License No. ________________ (Attach a copy).
   c) Certificate of incorporation Registration No. __________________________ (Attach a copy).

4. Business Structure
   a) Company

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Directors</th>
<th>Nationality</th>
<th>Shareholding</th>
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   Details of partners (indicate if sole proprietor): ________________________________

   ________________________________________________________________

5. Do you have any interest and shareholding in other companies which have also applied for pre-qualification consideration with the company?

   ☐ Yes        ☐ No

If yes state their particulars:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Company</th>
<th>Address</th>
<th>Shareholding</th>
<th>Other</th>
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6. Maximum value of Business which you can handle at any one time: USD ____________

7. Name the Directors and Officers of the company or associated Companies who are employees of the Mekong River Commission

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<thead>
<tr>
<th>No.</th>
<th>Name of Directors/Officers</th>
<th>Position</th>
<th>Department</th>
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8. Location of Business Premises

Name of Building: ____________________________________________________________
Plot Number: ________________________________________________________________
Name of Street: _____________________________________________________________
Floor Number: ______________________________________________________________
Room Number: ______________________________________________________________
Contact Person: ______________________________________________________________
Position held: ______________________________________________________________

9. Other Business Particulars

Postal Address: _____________________________________________________________
Telephone Number: ___________ Fax Number: ___________ Mobile Numbers: __________
E-mail Address: ______________________________________________________________
Name of your Bankers: _______________________ Branch: __________________________

**Type of Business Accommodation**

Indicate which of the following is relevant to your business accommodation:

☐ Office Only       ☐ Shop
☐ Showroom         ☐ Store

10. Nature of Business Conducted

State the nature of business being conducted by your company:

☐ Consultancy       ☐ Insurance         ☐ Training
☐ Supplies          ☐ Services (state) ☐ Works
11. How long have you been in the above stated business?

☐ 1-2 years ☐ 3-4 years ☐ 5-7 years
☐ 8-10 years ☐ 11 and above years

12. Statutory Certificate

- V.A.T. No. _____________________ (Attach a copy).
- If none state reasons: _______________________________________________________

13. State the number of organizations/companies your company has conducted business with for the last (2) years attaching copies of documentary proof preferable L.P.O’s in support of your answer

☐ With the Mekong River Commission only
☐ One/Two other organizations
☐ Three/five other organizations
☐ Six/Ten other organizations
☐ Eleven/Fifteen other organizations

14. Based on your above answer please state the value of business your company has conducted for the last two (2) years

a. Within the Mekong River Commission Only

☐ Lower than US$100,000
☐ From US$100,000 to US$300,000
☐ From US$300,000 to US$500,000
☐ From US$500,000 to US$ 1 million
☐ From Higher than US$ 1cmillion

b. With Other Organizations

☐ Lower than US$100,000
☐ From US$100,000 to US$300,000
☐ From US$300,000 to US$500,000
☐ From US$500,000 to US$ 1 million
☐ From Higher than US$ 1cmillion
15. For Repairs and Maintenance Services Only

a. Name other organizations that your Company has dealt with for two (2) years attaching documentary proof of orders

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<thead>
<tr>
<th>No.</th>
<th>Company’s Name</th>
<th>Business Field</th>
<th>Address</th>
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b. State the type of Equipment owned by your company relevant to your field

Types of equipment: ________________________________________________

______________________________________________________________

______________________________________________________________

c. State the qualifications of the key staff employed by your company

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<tr>
<th>No.</th>
<th>Content</th>
<th>Number of Staff</th>
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<tbody>
<tr>
<td>1</td>
<td>Experience Only</td>
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<tr>
<td>2</td>
<td>Artisans</td>
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<tr>
<td>3</td>
<td>Diploma Holders</td>
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<tr>
<td>4</td>
<td>Graduated</td>
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DECLARATION

I/We _______________ on behalf of _____________________________ declare that the above information is correct to the best of my knowledge.

_________________________  ___________________________  ________________
Signature                  Title                      Date

(Official Stamp)