



PRE/RE-QUALIFICATION QUESTIONNAIRE

Document No.: PRO/08/F001

Revision: D

Issued Date: 4 Aug 2015

Prepared by: 331 Procurement

Objective (目的)

This questionnaire aims to provide MTL with a brief understanding of vendor's background, organization, infrastructure, operation mode and financial status in order to determine if the vendor is qualified to meet MTL's requirement.

(此問卷主要是讓我司瞭解有關供應商之公司背景、架構、營運模式和財務背景等，以確定該供應商是否達到 MTL 之要求。)

Scope (應用範圍)

The intent of this questionnaire acts as a tool to be used in evaluating vendors in general. It should not be a binding agreement between the vendor and MTL.

(此問卷是作為評定供應商的工具之一，並不代表供應商與 MTL 之間的協定。)

Contents (組成部份)

- A. General Information (基本資料)
- B. Company Background (公司資料)
- C. Financial Status (財務狀況)
- D. Appendix (附錄)

Please feel free to attach any additional information for proper understanding of this report.

(如有任何助於我司瞭解 貴司之資料, 請隨件附上。)

Note: MTL will not solicit any disclosure of proprietary or confidential information to others.

(註: 此資料我將列為機密文件資料, 僅供公司內部參考。)



PRE/RE-QUALIFICATION QUESTIONNAIRE

Document No.: PRO/08/F001
Revision: D
Issued Date: 4 Aug 2015
Prepared by: 331 Procurement

Please fill this form in CAPITAL LETTERS and tick the boxes as appropriate (CONFIDENTIAL)

A) General Information

- 1 Registered name Eng: Chi:
2 Registered Office Address: Tel No.: Fax No.: Contact Person: Position: Email: Website:
3 Legal Status of the firm Proprietor Partnership Public Ltd. Private Ltd. others
4 Business Registration no.
5 Years in Business
6 Does your company have any branches and/or factories?
7 Is your firm a subsidiary, parent, holding company, JV or affiliate of another firm?
8 Has your company done business under any other name in past three years?
9 Has there been any change in ownership of your firm at any time during the last three years?

B) Company Background

- 1 Your Company can be classified as: (You may choose more than one item)
a. Manufacturer b. Trader
c. Wholesale dealers / (Sole) Agents / Distributors
d. Contractor (Service provider) e. Consultant
f. Others (Please Specify)
* Please provide supporting documents as specified in D. Appendix according to the classification of your company.
2 Job nature / Scope of service of your company:
3 Please state the goods/services with its annual production capacity that you would like to register in MTL approved vendor list as follows:
Goods / services Annual Production Capacity Lead-time
a.
b.
c.
d.



**PRE/RE-QUALIFICATION
QUESTIONNAIRE**

Document No.: PRO/08/F001
Revision: D
Issued Date: 4 Aug 2015
Prepared by: 331 Procurement

4 **Manpower:** *(Please provide organizational chart when it is returned)*

a. No. of Employees: _____	b. Average working experience: _____
c. Management (%): _____	d. Professionals (%): _____
e. No. of Professionals:	
<i>(Please specify by types, e.g. engineer, legal advice, technician, welder, electricians, others,...)</i>	
_____	_____
_____	_____
_____	_____

(Please answer Q6-Q8 base on the past 3 years records)

6 **a. List major customers besides MTL:** *(Please use supplementary sheets for insufficient space provided below)*

<u>Customer Name</u>	<u>Contact Person & Tel.</u>	<u>No. of years served</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. List major suppliers: *(Please use supplementary sheets for insufficient space provided below)*

<u>Supplier Name</u>	<u>Contact Person & Tel.</u>	<u>No. of business year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7 **Job Reference with respect to item B.3. (goods/services to be registered):**

(Please use supplementary sheets for insufficient space provided below)

<u>Project Title / Job description</u>	<u>Value of Project</u>	<u>Customer Name</u>	<u>Contact person & Tel.</u>	<u>Year</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8 **Past Performance**

a. Time Schedule

Completed >90% of jobs within the contractual completion period
 Completed >70% of jobs within the contractual completion period
 Completed >50% of jobs within the contractual completion period
 Others

b. Particular of orders cancelled due to lapse of your part

Yes (_____ %) No
(If yes, please explain the reason on a separate signed page.)

9 **Quality Policy / Environmental Policy / System if any (ISO or similar)**

Yes *(Please specify any quality system certification with a valid copy)* No
 i) ISO: _____
 ii) Others: _____

10 **Company certification, technical qualification or award achieved**

Yes *(Please specify the certification & qualification with a valid copy.)* No
 i) _____
 ii) _____



**PRE/RE-QUALIFICATION
QUESTIONNAIRE**

Document No.: PRO/08/F001
Revision: D
Issued Date: 4 Aug 2015
Prepared by: 331 Procurement

C) Financial Status (Please provide supporting docs such as audited copy of balance sheet, income statement, financial report, etc... when returned)

1 Banker's Detail

Name and

Branch:

Address:

2 Any outstanding claims or litigation charge against the contractor / shareholders' equity

Yes No (If "yes", please explain on a separate signed page.)

3 Please fill in the below table for the past 3 years record:

Year	Total Assets	Current Assets	Cash Flow	Annual Turnover	Profit after tax	Total Liabilities	Shareholders' equity (if any)	Overdraft / cash limits with banker



PRE/RE-QUALIFICATION QUESTIONNAIRE

Document No.: PRO/08/F001

Revision: D

Issued Date: 4 Aug 2015

Prepared by: 331 Procurement

D. Appendix

Appendix I: additional information (for Manufacturer only)

- *Product standard (International / National standard) with valid copy
- *Factory information (Location, size, no. of years of establishment, transportation, equipments, etc...)
- *Credit term availability
- *Consignment arrangement availability
- *Stock holding policy
- *Spares availability policy
- *Production planning and control process and policy
- Supplier selection process and policy
- Warranty claims process and policy
- Details of dealers / sole agents / distributor all over the world, if any
- Details of patent with valid copy, if any
- Details of R&D budget, if any
- Environmental awards, certificate and labels on your products to be provided to MTL
- Any materials recycle or disposal policy being implemented

Appendix II: additional information (for Contractor only)

- *Contractor License no. and details with a valid copy
- *Major sub-contractor list
- Sub-contractor evaluation, selection procedures and policies
- Sub-contractor quality control, PQ plan
- Any environmental policy, pollution control or management system being implemented
- Environmental licenses, permits and approvals obtained for operations
- Environmental training to your employees / sub-contractors
- Improvement to previous environmental non-conformance



**PRE/RE-QUALIFICATION
QUESTIONNAIRE**

Document No.: PRO/08/F001
Revision: D
Issued Date: 4 Aug 2015
Prepared by: 331 Procurement

Appendix III: additional information (for consultant only)

- *Design appraisal standard (e.g. BS, DINO, GB, ...)
- Environmental awards, certificate and labels received for your past job, if applicable

Appendix IV: additional information (for Wholesale dealers / (Sole) Agents / Distributors only)

- *No. of years as a dealer / agent / distributor (per principal)
- *Details of being a dealer / agent / distributor (type of service / product)
- *Other business and its details
- Environmental awards, certificate and labels received on your products to be provided to MTL

We hereby declare that all information provided in this form is true and correct.

For and on behalf of

Authorized Signature with Company Chop

Full name of Signer/ Title (in CAPITAL LETTERS)

Contact No. & Fax No.

E-mail

Date

For Official use only

Full set of supporting documents received. Remarks: _____

Checked by: _____ **Date:** _____