**VENDORS APPRAISAL FORM**

***TO:***

***ATTN.:***

***You are kindly requested to return this form within 30 days from today’s date to:***

***Phone:*** (20) 3 3928710-3928717-3928718

***Fax:*** (20) 3 3934969

***Email:*** material.sector@wepco-eg.com

# ***Attn.:*** Procurement Assist. GM.

***1. Form to be written and submitted with attachments (if any).***

***2. Submission of this form is no way guarantee registration on WEPCO Vendors list, or commits us to any business involvement.***

1. ***The Company reserves the right to accept or reject all submissions without notification***.

**PART I – GENERAL INFORMATION**

1. *Company Name:*.......................................................................…………….
2. *Year of establishment:*..............................................................…………….
3. *Type of Company:*

a. Private ( ) b. Limited ( ) c. Others ( )
*If (c) specify:* .............................................................................……………..
 .............................................................................……………..

1. *Type of business:*

a. Manufacturer ( ) b. Fabricator ( ) c. Stockiest ( ) d. Agent ( )
*if (d) enclose authorization letter and Company represented.*

1. *Product Range:*

(1) ................................................................................................
(2) ................................................................................................
(3) ................................................................................................
(4) ................................................................................................
(5) ................................................................................................
(6) ................................................................................................

(7) ................................................................................................

(8) ................................................................................................

(9) ................................................................................................

(10) ..............................................................................................

1. *Major Contractors :*

(1) ................................................................................................
(2) ................................................................................................
(3) ................................................................................................

1. *Major Customers:*

(1) ................................................................................................
(2) ................................................................................................
(3) ................................................................................................

**PART II – COMMUNICATION INFORMATION**

1. *Head Office Address:*………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
2. *Contact Person:*………………………………………………………………….
3. *Title of Contact Person:* …………………………………………………………
4. *Fax Number(s):* …………………………………………………………………..
5. *Phone Number(s):* ……………………………………………………………….
6. *Email Address:* …………………………………………………………………...
7. *Web Page (if any):* ……………………………………………………………….

Agent in Egypt

1. *Name:* ……………………………………………………………………………..
2. *Address:* …………………………………………………………………………..
3. *Fax Number(s):* ………………………………………………………………….
4. *Phone Number(s):* ……………………………………………………………….
5. *Email Address:* …………………………………………………………………...
6. *Web Page (if any):* ……………………………………………………………….

### PART III – COMMERCIAL INFORMATION

1. *Number of Employees:* (a) Permanent ………..… (b) Temporary ………..
2. *Annual Salaries Paid in the last 3 Years:* (a) 2014: ………… (b) 2015: ………… (c) 2016: ………
3. *Value of the Stocked Materials:* ………………………………………………...
4. *Annual Turnover:* …………………………………………………………………
5. *Storage Facilities:*…………………………………………………………………
………………………………………………………………………………………………………………
6. *Does Company has own transport facilities?* a. Yes ( ) b. No ( )
*If Yes, advise details:*……………………………………………………………………………
………………………………………………………………………………………………………………
7. *Codes and Standards which you are authorized to design:*…………………………………………………………………………….…………………………………
………………………………………………………………………………………………………………
8. *Total orders delivered to customers on time for 3 years:*
…………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………
9. *Total orders awarded to Company for the last 3 years:*
…………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………
10. *Total orders currently under process:* …………………….……………………………….
11. *Has there been a Financial Report issued within the last 12 Months?*(Yes) Please Enclose a copy ……………………………………………..……………………………...
(No) …………………………………………………………………………..……………………………
12. *State your Bank name and Address:*
……………………………………………………………………………………..…………………………
……………………………………………………………………………………..…………………………
…………………………………………………………………………………….……..……………………
…………………………………………………………………………………………………………………

**PART IV – ADDITIONAL INFORMATION**

*Use Additional Papers (if necessary)*

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

**PART V – FALSIFICATION STATEMENT**

*We the undersigned declare that the answers provided are true and correct, and we understand that false declaration may result in rejection or removal from WEPCO Vendor List.*

*Name:* ……………………………………………………………. *Date: / /*

*Title:* ……………………………………………………………………………………….

*Signature:* …………………………………………………………………………………