


Document title	Contractors Quality Evaluation Form			 Shimibaft Petrochemical Co.
Document No.	Preparation Date	Revision Date	Revision No.	
CB.IMS.F.056	04.06.2016	21.12.2008	03	

The present form is designed for the purposes of identification and quality evaluation of the goods and services suppliers. After raising the issue in the evaluation committee, the supplier will be included in the list of approved suppliers of goods and services subject to obtaining the required score limit, and the relevant supplier information will be kept by the Shimibaft Petrochemical Co.

It should be noted that Shimibaft Petrochemical Co. will not be responsible for referring the work to the company completing this form only because of filling the present form.

The required score to be included in the list of suppliers of Shimibaft Petrochemical Co. is 60 points.

This section should be completed by the evaluation committee.		
Evaluation result <div style="border: 1px solid black; height: 20px; width: 200px;"></div>	Comments:	
The copy of the company establishment announcement and the latest changes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The copy of consent letters and certificates obtained	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The copy of activity and exploitation permit, agents letters and certificates, etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The copy of the proof of registration in the list of other organizations' suppliers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Work resume and details of contracts during previous years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other documents possibly affecting the evaluation	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Row	Evaluation Criteria	Details of evaluation sub-criteria	Sub-criteria score	Criteria score
1	Experience (executive background)	a) the company establishment records (including the Articles of Association, the latest changes announcement, etc. and the management team qualifications according to the resume)	10	35
		b) Evidence of similar precedents in the petrochemical industry in the last 5 years (allocating scores according to the default estimation level)	20	
		c) Utilizing expert and experienced staff (based on experience, education level, etc.).	5	
2	Good reputation in previous contracts	Evidence of positive evaluations or appreciation letters from previous employers	5	5
3	Financial power	Submitting audited financial statements related to the last two years	20	30
		Having good credit with the banks to receive guarantees (based on the guarantees received in the last 5 years)	5	
		Having good credit with the banks for LC opening (based on LC openings in the last 5 years)	5	
4	Commercial power	A history of representation from raw materials suppliers	5	25
		Active contract in the field of feed supply for petrochemical companies and other industries	10	
		Business offices established abroad	5	
		Proof of logistics background in the feed import and export	5	
5	Production-related standards	Providing Integrated Management System documents (quality assurance with validity date, HSE plan, etc.)	3	5
		Certification of contractor qualification	1	
		HSE qualification certificate	1	
		Total score		100

The details of how to score the submitted documents is provided in the following table:

[illegible]

In the table below, the records of previous agreements and activities (during last 5 years) should be presented in detail (along with the attached relevant documents).

[illegible]

Please submit the documents related to receiving certificates or product quality approvals or consent letters from customers or third-party inspection institutions during the transactions, if any.

Present Indentures information and ongoing activities in the below table completely. (attach relevant documents)

[illegible]

Assessment of financial strength in the last five years

Financial assessment criteria	Year... (million rials)	Year... (million rials)	Year... (million rials)	Year... (million rials)	Year... (million rials)
amount of annual taxes paid					
Annual gross income					
Fixed property					
Credit from the bank or valid financial institutions					

8	<p>For manufacturers:</p> <p>Are the products produced under license?(with telling the main company name-relevant country and presenting documents)</p> <p>Have the quality of the products been confirmed by Iran's iso and industrial research institute domestic or other international authorities? (attach the copy of the documents)</p> <p>Have the products been tested in valid laboratories or oil Industry research Institute up to now?(attach relevant documents)</p> <p>If the products have quality control process form attach a sample of it.</p> <p>Present Technical information booklet of final product and products guarantee way. (if the product produce by Custom-made Datasheet, present 2 samples of final book that shows minimum and maximum of production capacity.)</p>																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="8">Machin and production equipment and calibration period table</th></tr> <tr> <th>rank</th><th>Machin type</th><th>Manufacturing Country</th><th>number</th><th>Producing date</th><th>capacity</th><th>calibration period</th><th>Calibrator company name</th></tr> <tr> <td style="height: 40px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Machin and production equipment and calibration period table								rank	Machin type	Manufacturing Country	number	Producing date	capacity	calibration period	Calibrator company name								
Machin and production equipment and calibration period table																									
rank	Machin type	Manufacturing Country	number	Producing date	capacity	calibration period	Calibrator company name																		
9	<p>Communication with manufacturers (necessary documents must be attached)</p> <p>If the representative is from a foreign manufacturer, the business card and letters of representation should be attached.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th>Row</th><th>Company Name Producer</th><th>Type of cooperation</th><th>Number</th><th>period of time Cooperation</th><th>Product category</th><th>commodity</th><th>Necessary explanations for Supplier</th></tr> <tr> <td style="height: 40px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Row	Company Name Producer	Type of cooperation	Number	period of time Cooperation	Product category	commodity	Necessary explanations for Supplier																
Row	Company Name Producer	Type of cooperation	Number	period of time Cooperation	Product category	commodity	Necessary explanations for Supplier																		
10	<p>The number of human resources, education level and executive records should be sent to the attachment.</p>																								
11	<p>Other information and abilities: (in the field of after-sales services, packaging and transportation, installation and operation, product quality assurance and training staff, you etc.)</p>																								
12	<p>I confirm the correctness of all the contents contained in this form, including 12 paragraphs in sheet.</p> <p>Name and surname of CEO: Signature and stamp: Date:</p>																								

<p>The following authentication documents, sealed with the company's seal, should be attached:</p> <p>The image of the national card of the owners, the signature according to the articles of association and the latest changes made.</p> <p>The image of the announcement of the establishment of the company and the latest changes made</p> <p>The image of the value-added registration certificate, the image of the work contracts in the past years, the image of the consent letters and acknowledgments received</p> <p>Image of quality, safety, health and environment management system certificates Having a valid HSEQ date Documents and documents of personnel along with educational documents and work history of other documents and documents that are effective in the evaluation</p> <p>Attention :</p> <p>1. Considering that the competence of that company will be evaluated based on the information contained in this questionnaire, it is mandatory to respond to the items of the questionnaire. Therefore, it is requested that, while completing the above clauses carefully, in cases where the answer is even negative, the page of the subject should be inserted in front of the relevant clause.</p> <p>2. Please send any catalog of your specifications and information, preferably in the form of a CD or PDF and under the file (CD)</p> <p>3. In each case where the space allocated is not enough, additional sheets stamped with a seal and signature should be attached along with the row bush number.</p> <p>4. In any case where the space allocated is not enough, additional sheets must be attached with the seal and the number of the bush row.</p> <p>5. All information and documents sent to this company will be reserved.</p> <p>6. Any changes in the company, products, postal and e-mail address, contact and fax numbers that will be received after completing the pert questionnaire must be notified to this company in writing.</p>	
---	--

Envelope labels for delivery documents

This form should be completed by the suppliers and affixed on the document envelopes appropriately.

Quality assessment documents of contractors
The name of the product or supply service requested:
contractor company:
Address:
Phone number:
List of documents in the envelope

measures	Description of the criteria of search	Percentage decision	Component score	total score
Assessment				
affordability	<p>current ratio</p> <p>Current liabilities/assets Current</p>	More than 2	5	20
		0.5 to 2	4	
		1 to 0.5	3	
		1.5 to 0	0	
		Less than 0.5	0	
		negative	1	
	<p>instantaneous ratio</p> <p>Current liabilities ÷ (cash balance + capital short term investment)</p>	More than 0.5	5	
		0.3 to 0.5	4	
		0.2 to 0.3	3	
		0.1 to 0.2	2	
		Less than 0.1	1	
		negative	0	

	<p>The return ratio has yes</p> <p>Total assets ÷ profit Pure</p>	More than 0.3	5	
		0.2 to 0.3	4	
		0.2 to 1.5	3	
		1.0 to 0.5	2	
		0.5 to 1	1	
		negative	0	
	<p>Debt ratio</p> <p>MJ Total assets ÷ total Debts</p>	Less than 1	5	
		1 to 1.5	4	
		1.5 to 2	3	
		2 to 2.5	2	
		More than 2.5	1	