



## Mekong River Commission

For Sustainable Development

### 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.

Serial No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**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**

No.	Name of Directors	Nationality	Shareholding

**b) Partnership**

No.	Name of Directors	Nationality	Shareholding

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:

No.	Name of Company	Address	Shareholding	Other

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

No.	Name of Directors/Officers	Position	Department

**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**

No.	Company's Name	Business Field	Address

**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**

No.	Content	Number of Staff
1	Experience Only	
2	Artisans	
3	Diploma Holders	
4	Graduated	

**DECLARATION**

I/We \_\_\_\_\_ on behalf of \_\_\_\_\_ declare that the above Information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**(Official Stamp)**