*“Baku Steel Company" CJSC, applying technological innovations and innovative solutions, constantly establishing cooperative relations with professional and advanced companies is the largest metallurgical company of the Caucasus. The company sales its products to neighboring countries and is interested in exporting its products to European, Asian and American countries. At the same time, with its wide potential, "Baku Steel Company" CJSC enters the world market with its products that meet international standards, cooperates with well-known international companies and is among the companies with sustainable development.*

**Web page:** [**http://www.bakusteel.com**](http://www.bakusteel.com)

**Vendors Pre-Qualification Questionnaire**

Please provide the following information about yourself and/or the organization you lead. We would like to draw your attention to the fact that if accompanying documents are required for the questions you answered, they must be submitted together with the questionnaire. Failure to submit the required documents may result in your disqualification from the evaluation process.

|  |
| --- |
| **GENERAL INFORMATION** |
| 1.\* | Name of the legal entity (indicating its organizational and legal form[[1]](#footnote-1))/Name of the legal entity recognized in the market (if different from its legal name)  | Legal name: |
| Known name in the market(brand): |
| 1.1. | Legal representative`s name, surname, date of birth, number of identity document:[[2]](#footnote-2) |  |
| 1.2. | TAX İD: |  |
| 1.3. | Registration date: |  |
| 2. | Are there any affiliations with other supply companies? | Yes [ ] Company names and contact details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No [ ]  |
| **ACTIVITY DATA** |
| 3. | Information about the field of activity, manufactured products and provided services: |  |
| 4. | Role in the field of activity [[3]](#footnote-3): | Official partner [ ]  | Exclusive representative [ ]  | Official representative [ ]  |
| Official reseller [ ]  | Official distributor [ ]  | Official dealer [ ]  |
| 5. | Type of activitie: | Manufacturer[ ]  | Trader [ ]  | Service [ ]  |
| Scientific-productional [ ]  | Consulting [ ]  |
| 6.\* | Place (country, city) of activity: |  |
| 7.\* | The number of the necessary license for the activity:[[4]](#footnote-4) |  |
| **ADMINISTRATIVE INFORMATION**  |
| 8. | The number of employees: | Less than 10 employees [ ]  | 10-50 employees [ ]  |
| 50-100 employees [ ]  | More than 100 employees [ ]  |
| 9. | The number of specialists in the field (names of professions (fields) based on activity and the number of employees in that profession (field)) (document confirmation) | Sales - \_\_\_\_\_\_\_\_\_\_Marketing - \_\_\_\_\_\_\_\_\_\_IT engineers - \_\_\_\_\_\_\_\_\_\_IT programmer - \_\_\_\_\_\_\_\_\_\_Electrical engineers - \_\_\_\_\_\_\_\_\_\_Others - \_\_\_\_\_\_\_\_\_\_ |
| 10. | Does the enterprise have partner(s) with whom it cooperates and has a high reputation in the sector in its field of activity? | Yes [ ] Other information:[[5]](#footnote-5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No [ ]  |
| 11. | Do you have experience with similar work? | Yes [ ]

|  |  |
| --- | --- |
| 1. Project/ Subject of the Contract |  |
| General description of works: |  |
| Name of the customer: |  |
| 2. Project/ Subject of the Contract |   |
| General description of works: |   |
| Name of the customer: |   |
| 3. Project/ Subject of the Contract |   |
| General description of works: |   |
| Name of the customer: |   |

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| 12.\* | Is there any legal prosecution process against the enterprise related to any illegal activity, environmental damage, including violation of labor protection rules? | Yes [ ] Other information[[6]](#footnote-6):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No [ ]  |
| **FINANCIAL CONDITION** |
| 13. | Annual turnover [[7]](#footnote-7) | Less than 100 000 USD(EUR) [ ]  | 100 000–500 000 USD(EUR) [ ]  | 500 000–1 000 000 USD(EUR) [ ]  |
| 1 000 000–3 000 000 USD(EUR) [ ]  | More than 3 000 000 USD(EUR) [ ]  |
| 14. | Annual turnover for the last 3 (three) years of activity [[8]](#footnote-8) | 1-st year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-nd year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3-d year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 15. | Percentage of works (contracts) performed by own forces without advance payment | \_\_\_\_\_\_\_\_\_\_\_\_% |
| 16. | Do you currently have ongoing legal proceedings on financial issues with other companies you work with? | Yes [ ] Name of company(ies):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | No [ ]  |
| **EXPERIENCE** |
| 17. | How many years of experience do you have in the market in your field of activity? |  |
| 18. | What areas would you like to cooperate with "Baku Steel Company" CJSC? |  |
| 19. | Have you cooperated with "Baku Steel Company" CJSC during your general activity? | Yes [ ] Information on which purchases:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No [ ]  |
| 20. | Maximum contract amount awarded to the enterprise (USD or EUR) |  |
| 21. | Have you received any business awards (honors, commendations, etc.) in your field? | Yes[[9]](#footnote-9) [ ]  | No [ ]  |
| **QUALITY, HSE AND SUSTAİNABILITY** |
| 22. | Do you have a Quality Management System (QMS) Certificate? (e.g. ISO 9001:2015) | Yes[[10]](#footnote-10) [ ]  | No [ ]  |
| 23. | Do you have a Safety and Health Management System Certificate? (e.g. ISO 18001 or 45001/2018) | Yes[[11]](#footnote-11) [ ]  | No [ ]  |
| 24. | Does the enterprise provide necessary training to increase the qualifications of employees? | Yes [ ]  | No [ ]  |
|  | (if applicable, specify the field of study and the name of the organization organizing the study) |  |  |
| 25. | Do you have a domestic or international Environmental Management System Certificate? (e.g. ISO 14001) | Yes[[12]](#footnote-12) [ ]  | No [ ]  |
| **CONTACT INFORMATION** |
| 26. | Registered address: |  |
| 27. | The actual address: |  |
| 28. | Contact numbers: | 29.1. Office: | 29.2. Mobile: |
| 29. | Fax number:(if used) |  |
| 30. | E-mail address:  |  |
| 31. | Official website (if available): |  |
| 32. | Name, surname, of the contact person for inquiries: |  |
| 33. | Contact numbers for inquiries: | 34.1. Office: | 34.2. Mobile: |
| **ADDITIONAL INFORMATION** |
| 34. | Are there close relatives of the owner, the management or the main working group working at "Baku Steel Company" CJSC? | Yes [ ] Name, surname, position, department of a close relative(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No [ ]  |
| 35. | Information about the person who filled out this questionnaire as a contact person in case of question(s): | 35.1.Name and surname: | 35.2.Contact number: | 35.3.e-mail address: |
|  |  |  |
| **COMPLETİON** |
| 36. | The information about the responsible person who approved the questionnaire: | *"I confirm the authenticity and integrity of the information provided above. I accept the legal responsibility that may arise in case of inaccuracies in the data."* |
| 36.1. Name and surname: | 36.2. Position: |
|  |  |
| 36.3. Date (day, month, year ): | 36.4. Signature and a stamp: |
| \_\_\_\_\_.\_\_\_\_\_.20\_\_\_ |  |

1. LLC, OJSC, CJSC and etc. [↑](#footnote-ref-1)
2. A copy of the order on the appointment of a leading person must be submitted together with the questionnaire. [↑](#footnote-ref-2)
3. A copy of the document confirming the role in the field of activity must be submitted together with the questionnaire. [↑](#footnote-ref-3)
4. In case of the license is required for activity. [↑](#footnote-ref-4)
5. Copies of reference letters should be submitted together with the application form. [↑](#footnote-ref-5)
6. Brief information should be provided on the nature of such processes and the measures taken to resolve them. [↑](#footnote-ref-6)
7. The supporting document must be submitted together with the questionnaire. [↑](#footnote-ref-7)
8. The supporting document must be submitted together with the questionnaire. [↑](#footnote-ref-8)
9. A copy of the award must be sent together with the questionnaire. [↑](#footnote-ref-9)
10. A copy of the document (certificate) must be sent together with the questionnaire. [↑](#footnote-ref-10)
11. A copy of the document (certificate) must be sent together with the questionnaire. [↑](#footnote-ref-11)
12. A copy of the document (certificate) must be sent together with the questionnaire. [↑](#footnote-ref-12)