

**EASTERN PROVINCE CEMENT COMPANY  
POST BOX NO. 4536, DAMMAM 31412  
KINDDOM OF SAUDI ARABIA**

**Tel. No.: 00966-13-881-2222 Ext 4524, 4527 & 4501**

**Fax No.: 00966-13-881-2221**

**PRE-QUALIFICATION FORM TO REGISTER  
IN THE SUPPLIER LIST  
(FOR LOCAL SUPPLIERS)**

**GENERAL GUIDE LINES**

To review and register in the supplier's list of EPCCo Procurement Policy, the potential suppliers are requested to provide following information regarding financial and technical capabilities to perform service, to supply spare parts, equipment etc.

- ▶ Company profile with Commercial Registration No., copy of valid Zakat Certificate, Chamber of Commerce Registration No., Membership to any Quality System like SASO / ISO / API /etc.
- ▶ List of products, services that can be provided with catalogues and supportive documents.
- ▶ Authorization letter from original manufacturer in case of traders / agents.
- ▶ List of references in local, GCC and in Foreign countries if any.
- ▶ Company balance sheet for the last 3 years.
- ▶ Bank details.
- ▶ Availability of skilled manpower, equipments etc.
- ▶ *National and International Business awards*
- ▶ appreciation and customer satisfaction letter from rebutted customers
- ▶ Location / site map of your activities.

The required information to be provided in the designed space of the enclosure if applicable and additional pages can also be attached, preferably by type written for legibility.

Information furnished by your company will be treated as confidential.

Completed pre-qualification documents shall be either sent by post / courier service / by hand in two copies to the following address:

**PURCHASE MANAGER  
EASTERN PROVINCE CEMENT CO.  
P.O. BOX 4536, DAMMAM 31412  
KINGDOM OF SAUDI ARABIA**

**Tel. No.: 00966-3-881-2222 Ext 526, 520, 530 & 501**

**Fax No.: 00966-3-881-2221**

**NOTE - EPCCo reserves the right for registration without any liability.  
- Incomplete profile will be ignored.**

## TO BE FILLED BY SUPPLIER

<b>Legal Name of the Company</b> <i>(Please attach copy of Registration, Zakat or Tax Returns, Chamber of Commerce Registration)</i>		
<b>1. Mailing Address</b>		
<b>3. Contact person (s) with designation</b>	- Technical: - Commercial:	
<b>4. Telex/Telephone/Fax/Email/Web site Address with area code</b>		
<b>5. Business Hours</b>		
<b>6. Nature of business with details</b>		
- Traders: - Agent / Distributor: - Manufacturer: - Others:		
<b>6.1 How long you are in this business:</b>		
<b>6.2 Is it Saudi company</b>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>6.3 Product is Manufactured or assembled in Saudi Arabia</b>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7 National and International Business awards, appreciation and customer satisfaction letter from reputed customers</b>		
Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
<b>7.1 Are you a member of any National / International Quality Systems like: SASO / ISO29001, 9001, 14001 / API/ EC etc. If yes, attach a copy of certificate with validity:</b>		
Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
<b>8. TECHNICAL INFORMATION (TICK <input checked="" type="checkbox"/> APPLICABLE):</b>		
<b>8.1 DETAILS OF SERVICES, SUPPLY OF MATERIAL, SPARE PARTS etc. that can be provided by you. (Should be supported by attachment as catalogues, documents etc.)</b>		
Attached: YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>8.2 List of references which shall include customer's list, nature of projects undertaken successfully, services provided, spare parts supplied etc. with value:</b>		
Attached: YES <input type="checkbox"/> NO <input type="checkbox"/>		



**8.3 Have you ever supplied materials / provided service to our company or to any other cement plants in the Kingdom.**

**YES ☐ NO ☐ (If yes, please specify / attach details)**

**8.4 Do you maintain stock in your warehouse:**

**YES ☐ NO ☐**

**(If yes, please attach details on volume / value along with storage area details)**

**NOTE:**

**ABOVE INFORMATION IN SR. NO. 8 IS VERY IMPORTANT AND REQUESTED TO PROVIDE AS MUCH DETAILS POSSIBLE.**

**9. FINANCIAL INFORMATION OF YOUR COMPANY:**

<b>9.1 Name of your company's major share holders / partners</b>	
<b>9.2 Total assets of your company Value of inventory available</b>	
<b>9.3 Annual turnover / sales of your company</b>	
<b>9.4 Ownership details:</b> <ul style="list-style-type: none"><li>▶ Single / Proprietorship</li><li>▶ Partnership</li><li>▶ Corporation</li><li>▶ Others (Specify)</li></ul>	
<b>9.5 Names of banks which you deal together with account No./Nos. branch / address (supporting documents to be attached)</b>	
<b>10 WORK LOCATIONS:</b>	
<b>10.1 Head office - Address with Tel./Fax Nos./Email/Website address</b>	
<b>10.2 Branch office - Address with Tel./Fax Nos./Email/Website address</b>	

10.3 Workshop / Fabrication site (Address with Tel./Fax/Email/Website address)		
11. MANPOWER DETAILS:		
11.1 Summary of skilled and unskilled, quality control and unskilled manpower list should be attached with their credential.		
12. SERVICES:		
Available special equipment / testing instruments / training program / other special features of your company.	To be attached	
13. Warehouse covered area Warehouse uncovered area		Sq. Mtr
		Sq. Mtr
14. Name the availability / ownership of material handing equipment:		
15. AUTHORIZED NAMES / SIGNATURE FOR DOCUMENTS:		
15.1 For quotations / inquiries:  Name (s)  Signature	1.	
	2.	
	1.	
	Position: _____	
	2.	
	Position: _____	
15.2 For invoices, banking and other financial matters for payment purposes.  Name (s) :	1.	
	2.	

<p><b>15.3 For invoices, banking and other financial matters for payment purposes.</b></p> <p style="text-align: center;"><b>Signature :</b></p>	<p>1.</p> <p>Position: _____</p> <p>2.</p> <p>Position: _____</p>
<p><b>15.4 Contracts, entry / other misc. administration requirement.</b></p> <p style="text-align: center;"><b>Name (s) :</b></p> <p><b>15.5 Contracts, entry / other misc. administration requirement.</b></p> <p style="text-align: center;"><b>Name (s) :</b></p> <p style="text-align: center;"><b>Signature :</b></p>	<p>1.</p> <p>2.</p> <p>1.</p> <p>Position: _____</p> <p>2.</p> <p>Position: _____</p>
<p><b>16. CAN YOU ACCEPT THE FOLLOWING REQUIREMENTS:</b></p>	
<p><b>16.1 Can your company provide warranty / guarantee for spare parts / services etc.?</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><b>16.2 Can your company provide free technical assistance / service for the installation of spare parts / execution of services?</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><b>16.3 Can your company accept penalties / fines for any delays from the accepted time of delivery?</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><b>16.4 Can your company provide annual contract for the supply of materials / service with maximum discount on price?</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

16.5 Can your company deliver the items to our warehouse at Khursaniyah?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.6 Can your company accept credit payment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.7 Can your company provide list of items available at ex-stock min. delivery time for others?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16.8 Can your company willing to hold stock of materials/ spare parts at your warehousing for mutually agreed period if our company provides commitment to purchase?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>17. ANY OTHER ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE</b> (If requirement additional sheet can be attached).		
<b>18. QUESTIONNAIRE COMPLETED BY:</b>		
<div style="margin-bottom: 10px;">Name : _____</div> <div style="margin-bottom: 10px;">Signature : _____</div> <div style="margin-bottom: 10px;">Title : _____</div> <div style="margin-bottom: 10px;">Date : _____</div> <div style="margin-top: 20px;">Your company SEAL ⇨ :</div>		
<b>EPCC USE ONLY</b>		
<i>Evaluated by</i>		
<b>Total Rating                      Acceptence creteria is Miniumum 60 Points out of 100 points</b>		
<i>Staus of Evaluvation</i>		
<i>Accepeted / Rejected / Contionally accepeted/Only One time Accepeted/for RFQ Accepeted</i>		
<b>Approved By</b>		
<b>Purchase Supervisor/Manager/Committee</b>		



## EPCCo - MATERIAL CODING SYSTEM

(PART OF SUPPLIER'S PRE-QUALIFICATION FORM)

S/N	MATERIAL	GROUP		SUPPLIER'S SCOPE OF SUPPLY (Pls tick wherever applicable).
		FM	TO	
1	RAW MATERIAL	100	128	
2	PRODUCT PACKAGING & MATERIALS STORAGE	120	128	
3	REFRACTORIES	140	146	
4	GRINDING BALLS	160	165	
5	EXPLOSIVES	170	176	
6	FUEL	200	204	
7	MEDICINE	220	226	
8	CHEMICAL	240	262	
9	LUBRICANTS	271	277	
10	OFFICE SUPPLIES	280	290	
11	EQUIPMENT / INSTRUMENTS	330	338	
12	TOOLS	350	369	
13	HEAVY AUTOMOTIVE EQUIPMENTS & SUPPLIES	401	425	
14	LIGHT AUTOMOTIVE EQUIPMENTS & SUPPLIES	460	467	
15	MECHANICAL	500	582	
16	ELECTRICAL	600	653	
17	INFORMATION TECHNOLOGY	691	691	
18	CIVIL	700	714	
19	HARDWARE	721	749	
20	BATTERY	780	788	
21	WOOD	790	792	
22	GAS	800	803	
23	FACILITY MAINTENANCE	810	821	
24	SAFETY	830	836	
25	GENERAL SUPPLY	840		
26	REPAIR / OVERHAULING	900		
27	SERVICES (TECHNICAL)	910		
28	SERVICES	930		
29	PROJECTS	950		

**NOTE:**

PLEASE ENCLOSE YOUR DETAILED PRODUCTS CATALOGUE,  
AND COMPLETE SCOPE OF SUPPLY.