

SUPPLIER APPRAISAL QUESTIONNAIRE

**Section 1**

1.1 OFFICE OF THE HIGH REPRESENTATIVE

OHR Sarajevo  
Emerika Bluma 1  
71000 Sarajevo

- 1.2 Tel : +387 33 283 756
- 1.3 Fax : +387 33 283 501
- 1.4 E-Mail : zoran.pecanac@ohr.int
- 1.5 Contact : Zoran Pecanac, Head of Logistics

**Section 2**

**Address and Contact Details of Your Business**

- 2.1 Company Name \_\_\_\_\_ 2.2 Address for Enquiries/ Sales \_\_\_\_\_
- 2.3 Head Office Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2.4 Tel \_\_\_\_\_ 2.7 Tel \_\_\_\_\_
- 2.5 Fax \_\_\_\_\_ 2.8 Fax \_\_\_\_\_
- 2.6 E-Mail \_\_\_\_\_ 2.9 E-Mail \_\_\_\_\_
- 2.10 Contact Names \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section 3**

**Description of Your Business**

3.1 Briefly describe your business

**Section 4**

**Your Business's Structure and Organisation**

- 4.1 Please provide full names of up to 2 current directors, e.g., Managing Director, Sales and Marketing Director, Finance Director, etc.
- 4.2 Director 1. Job Title \_\_\_\_\_ Name \_\_\_\_\_
- 4.3 Director 2. Job Title \_\_\_\_\_ Name \_\_\_\_\_
- 4.4 Do you own the premises from which you operate YES / NO
- 4.5 Approximately how many employees are there in your business ? \_\_\_\_\_
- 4.6 In what year was your business founded ? \_\_\_\_\_

**Section 5**

**Your Products/Stock/Suppliers/Customers**

5.1 What are your main product lines ?. Roughly what stock levels do you carry of each line ?.

Main Lines	Stocks	
1.	1.	E
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	
9.	9.	
10.	10.	

5.2 Which main manufacturers do you carry ? and who are your main suppliers ?

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5.3 Who do you see as being your 4 main competitors ?

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5.4 Please give details of your tree biggest contracts in the last financial year

	1	2	3
5,5 Name	<hr/>	<hr/>	<hr/>
5,6 Address	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
5,7 Value of contract	<hr/>	<hr/>	<hr/>
5,8 Tel	<hr/>	<hr/>	<hr/>
5,9 Fax	<hr/>	<hr/>	<hr/>
5,1 E-Mail	<hr/>	<hr/>	<hr/>

5.1 Please give details of 2 referees

	1	2
5,11 Name	<hr/>	<hr/>
5,12 Address	<hr/> <hr/>	<hr/> <hr/>
5,13 Tel	<hr/>	<hr/>
5,14 Fax	<hr/>	<hr/>
5,15 E-Mail	<hr/>	<hr/>

5,16 What customer/marketing research does your organisation undertake ?

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**Section 6**

**Quality and Delivery**

6.1 Has your organisation been accredited to ISO 9000 or any other relevant standard ?

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\_\_\_\_\_  
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6.2 Generally, what delivery period do you offer for delivery following receipt of order ?

\_\_\_\_\_  
\_\_\_\_\_

**Section 7**

**Administration of Orders**

7.1 Are you interested in supplying OHR ? YES / NO

7.2 Are you willing to provide invoices with zero rated VAT (proof will be provided) YES / NO

7.3. Do you ask for advance payments ? YES / NO  
If yes, are you prepared to accept payments from the OHR once the goods/services have been delivered? YES / NO

7.4 Are you prepared to offer guaranteed discounts to the OHR YES / NO

7.5 What is the longest period over which you are prepared to offer fixed and firm prices (please tick) 6 months  
12 months  
2 years  
other (specify)

7.6 Are you prepared to receive a visit from OHR staff at 2 working days notice YES / NO

Please supply a full catalogue and any other relevant documents

Signed : \_\_\_\_\_

Date : \_\_\_\_\_