## SUPPLIER APPRAISAL QUESTIONNAIRE

Section 1

	OFFICE OF THE HIGH REPRESENTATIVE OHR Sarajevo Emerika Bluma 1 71000 Sarajevo	
1.3	Tel :+387 33 283 756 Fax :+387 33 283 501 E-Mail:zoran.pecanac@ohr.int	
1.5	Contact : Zoran Pecanac, Head of Logistics	
75		
	Section 2	Address and Contact Details of Your Business
2.1	Company Name	_ 2.2 Address for Enquiries/ Sales
2.3	Head Office Address	
		<u></u>
2.4	Tel	2.7 Tel
	Fax E-Mail	2.8 Fax 2.9 E-Mail
1.0		2.10 Contact Names
		2.10 Contact Names
	Section 3	Description of Your Business
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3.1	Briefly describe your business	
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3.1	Briefly describe your business  Section 4	Your Business's Structure and Organisation
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4,1	Section 4  Please provide full names of up to 2 current directors, e.g. Finance Director, etc.  Director 1. Job Title	Your Business's Structure and Organisation  G., Managing Director, Sales and Marketing Director,  Name
4,1 4,2 4,3	Section 4  Please provide full names of up to 2 current directors, e.g. Finance Director, etc.  Director 1. Job Title  Director 2. Job Title	Your Business's Structure and Organisation  ,, Managing Director, Sales and Marketing Director,  Name  Name
4,1 4,2 4,3	Section 4  Please provide full names of up to 2 current directors, e.g. Finance Director, etc.  Director 1. Job Title  Director 2. Job Title  Do you own the premises from which you operate	Your Business's Structure and Organisation  g., Managing Director, Sales and Marketing Director,  Name Name Name YES / NO
4,1 4,2 4,3	Section 4  Please provide full names of up to 2 current directors, e.g. Finance Director, etc.  Director 1. Job Title  Director 2. Job Title	Your Business's Structure and Organisation  g., Managing Director, Sales and Marketing Director,  Name Name Name YES / NO
4,1 4,2 4,3 4,4 4,5	Section 4  Please provide full names of up to 2 current directors, e.g. Finance Director, etc.  Director 1. Job Title  Director 2. Job Title  Do you own the premises from which you operate	Your Business's Structure and Organisation  g., Managing Director, Sales and Marketing Director,  Name Name Name YES / NO

What are your main product lines? Roughly what stock levels do you carry of each line?  Main Lines  1. 1. 2. 2. 3. 3. 3. 4. 4. 4. 5. 5. 6. 6. 6. 7. 7. 8. 8. 8. 9. 9. 9. 10. 10. 10.  Which main manufacturers do you carry? and who are your main suppliers?  Who do you see as being your 4 main competitors?  Who do you see as being your 4 main competitors?  Please give details of your tree biggest contracts in the last financial year Address  Value of contract. 7cl Fax E-Mail  Please give details of 2 referees  1 2 3  1 1 2  1 2 1  1 3 1 4  1 2 2  3 1 16 1  1 8 2  3 16 1  5 E-Mail  O What customer/marketing research does your organisation undertake?	Section 5	Your Products/Stock/St	uppliers/Customers	
1.	What are your main product lines?. Roughly what stock levels do you carry of each line?.			
1.	Main Lines	Stocks		
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10.				
Which main manufacturers do you carry? and who are your main suppliers?  Who do you see as being your 4 main competitors?  Please give details of your tree biggest contracts in the last financial year  Name  Value of contract  Tel Peax B-Mail  Please give details of 2 referees  1 2  Name  1 2  Address  1 2  Fax B-Mail  Please give details of 2 referees  1 2  Name  1 2  Address  1 5  Fax B-Mail  Please give details of 2 referees  1 5  Name  1 6  Name 1 7  Name 1 8  Name 1 9  Name 1 1 1 2  Name 2 Address			<del></del>	
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Please give details of your tree biggest contracts in the last financial year    1	Who do you see as being your 4 main com	netitors 9		
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Value of contract 3 Tel 9 Fax E-Mail  Please give details of 2 referees 1 2 1 Name 2 Address 3 Tel 4 Fax 5 E-Mail				
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5 What customer/marketing research does your organisation undertake ?				
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·	6 What customer/marketing research does ye	our organisation undertake?		
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	Section 6 Qu	uality and Delivery	
6,1	Has your organisation been accredited to ISO 9000 or any off	ner relevant standard ?	
6,2	Generally, what delivery period do you offer for delivery foll	owing receipt of order ?	
	Section 7 Ac	Iministration of Orders	
71	Are you interested in supplying OHR?	YES	NO
7,2	Are you willing to provide invoices with zero rated VAT (prowill be provided)	oof YES	NO
7.3.	Do you ask for advance payments? If yes, are you prepared to accept payments from the OHR once the goods/services have been delivered?	YES A	194-00631
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 of (please tick)	fer fixed and firm prices	6 months 12 months 2 years other (specify)
7,6	Are you prepared to receive a visit from OHR staff at 2 work	ing days notice YES	NO
	Please supply a full catalogue and any other relevant docume	nts	
	Signed :		_
	Date:		