



**Documents of evaluation and identification of qualified contractors for the construction of a polypropylene unit with a capacity of 300 thousand tons per year as EPCC and also conducting FEED studies of the entire project including the chain of process units, MTO, SAP, GAA, AAC, PE, PP, utility and offsite of the entire plant**

Prepared by: Mahtab Parsian petrochemical company

FEB.2025

It is mandatory to complete all the information requested in the contractors' quality assessment forms accurately and legibly, and to send the relevant documents and records signed by authorized signatories sealed, and a scanned copy of all documents as an electronic file in PDF format on a CD.

## Contractors Quality Assessment Inquiry Form



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Contractors Quality Assessment Inquiry Form



**Project client information:**

Address: No.202, 2nd floor, No:10, Attar alley, Vanak Sq., Tehran  
Telephone:02188645719, fax:02158119235

**contractor information:**

Company name.....Company Type:.....Company Registration Number: .....Registration Place:  
.....Telephone.....Company National Identification Code: .....Company Economic  
Code:.....Name of the owner or owners of the company's authorized signature.....CEO's Name and Surname:  
.....CEO's National Code Number: .....CEO's Identity Card Number.....Year of Birth:  
.....Place of Birth: .....Place of Issue of Identity Card: .....Certificate and Field of Education:  
.....Mobile Phone Number.....Company's Essential Phone Number: .....Fax Number:  
.....Company Website.....Company's Exact Address.....Having a valid certificate from the Labor  
Department/Deputy of the President for Strategic Planning and Supervision under the number .....Date  
.....and Ranks/Codes.....



**General information about the project**

**Subject:** Identifying qualified contractors to build a polypropylene unit with a capacity of 300 thousand tons per year as an EPC and also conducting FEED studies of the entire project, including the chain of process units, MTO, SAP, GAA, AA, PE, PP, utility and offsite of the entire plant, in order to invite them to a limited tender that will be held subsequently

**Type of call:** Identifying qualified contractors to implement the subject of the upcoming tender

**Duration of document review:** Maximum two months

**Location of project implementation:** Hormozgan – Parsian Energy Zone

**Note: Contractors who have the ability and history of partnership with technology owners and international contractors and the ability to provide finance should submit the relevant documents**

**Contractor quality assessment scheduling**

<b>Deadline for submission of contractor quality assessment inquiry documents and other documents (resume)</b>	<b>5 May 2025</b>
<b>Qualitative assessment and qualification review of contractors</b>	<b>21 Jun 2025</b>
<b>Sending invitations to qualified candidates</b>	<b>6 July 2025</b>

**Location and method of sending the contractor's quality assessment inquiry**

All quality assessment documents (this inquiry) must be submitted, along with all relevant attachments and documents, in a sealed envelope with the company's full details on it, to the address below, along with the deadline for submitting the evaluation documents. No action will be taken on documents to be received after the deadline. In addition, it is mandatory to classify and separate the documents according to the requested format to ease evaluation by the employer

Address: No.202, 2nd Floor, No.10, Attar St., Vanak Sq. , Tehran

Telephone: 02188645719 Fax: 02158119235

## Mandatory instructions for preparing and completing documents

- ❖ In order to facilitate the qualification assessment by the Technical and Commercial Committee, contractors must classify their resumes in the following order and include the page number:  
1-list 2- Letter of request to participate in the inquiry 3- Articles of association, declaration, official newspaper, establishment announcement, announcement of the latest changes in the official newspaper, national ID, economic code.4 -Certificates and confirmation of competence from the competent authorities (Department of Labor and Social Affairs / Strategic Organization and Supervision of the President) are mandatory. (Based on Article 22 of the Tender Law)5 -Having the authorized working capacity according to self-declared reports and its control by the employer through inquiries and information published in the National Tender Information Database (Based on Article 23 of the Tender Law)6- Documents related to the records of previous similar-unsimilar contracts (in the absence of 4 similar contracts) 7- Documents related to good records and consent letters from previous employers and a certificate of good performance of work related to similar-unsimilar records (in the absence of 4 similar contracts) 8- Documents related to financial capacity 9- Documents related to equipment capacity 10- Documents related to technical capacity and planning, including resumes of key personnel. 11- Latest audited financial statements. 12- Documents related to the contractor's locality. 13- Documents related to other criteria that may be requested on a case-by-case.
- ❖ In case of participation in a consortium, all evaluation forms must be completed separately by all member companies of the consortium, stamped and signed, and submitted by the consortium leader.
- ❖ The statements made in the evaluation forms are only acceptable and valid with the submission of the desired documents and related documentation, otherwise they will be invalid.
- ❖ The qualification certificate must be valid in terms of time and the subject of the inquiry must be consistent with the subject of the statute and the relevant code or rank.
- ❖ The submission of documents and resumes must be based on positive records, otherwise the contractor is responsible for not reviewing the submitted documents in the Technical-Commercial Committee. In addition, if the employer requests further review of the documents, the contractor is obliged to submit the original documents to the employer.
- ❖ The deadline for submitting documents is the same as the deadline and date stated in the inquiry announcement on the company's website, and all documents must be sent in such a way that they are delivered to the company's contracts department before the end of the specified time. In addition, the contractor is responsible for not obtaining points for cases that require the submission of relevant documents to prove them and are not submitted by the contractor for any reason.
- ❖ Any type of document under the title of resume or supplementary documents that is submitted to this unit after the specified date are not applicable, and the relevant objections will not be accepted.
- ❖ If necessary, applicants (contractors) must communicate with the employer in writing and submit supplementary documents before the end of the deadline for submitting documents (resume).



### **Mandatory instructions for preparing and completing documents**

- ❖ If several contractors participate in BID as partners, the points of subcontractors will be taken into account in the qualitative evaluation of the main contractor in proportion to the percentage of financial participation.
- ❖ Ref. the importance of sending documents attached to the evaluation forms, please refrain to send any documents that are not related to the evaluation forms, or invalid, incomplete and illegible.
- ❖ All documents must be in the name of the contractor company and the use of documents from other companies is prohibited, otherwise will be neglected.
- ❖ All pages of the resume must be stamped and signed by authorized signatories.
- ❖ Completing and submitting the evaluation forms and relevant documents will not create any obligation for the employer.
- ❖ In order to record and ensure the submission or non-submission of documents by contractors and to expedite and facilitate the quality evaluation process and determination of the necessary scores by the employer, the contractor must indicate the status of all documents submitted in accordance with its relevant evaluation forms in the checklist below (in the form of a cross mark related to the status).
- ❖ If at any stage of the evaluation it is found untrue, unreliable information or false claims have been provided to the employer, the contractor will be responsible for the consequences and will be dealt with in accordance with the regulations. In addition, it will be removed from the list of participants in the aforementioned inquiry and will not have the right to participate in Mahtab Parsian Petrochemical Company tenders for at least two years.
- ❖ If the companies invited to the BID or the companies that have received the inquiry documents do not participate in the BID and do not provide reliable documentation and evidence for this issue, they will not be invited in subsequent tenders or, if they participate in future tenders, no action will be taken at their request for a period of one year.



**Form for declaration of readiness and participation in the inquiry**

**Mahtab Parsian Petrochemical Company**

Respectfully, this company hereby announces its readiness to participate in the inquiry with the subject:  
..... That it has carefully studied  
and completed the qualitative evaluation documents of the inquirers and has sent all the requested documents in the  
requested order and format according to the checklist provided, in a classified and organized manner and on  
..... pages

Contractor Name.....

Authorized Seal and Signature.....

Contractors signature



Contractors Quality Assessment Inquiry Form



**Consortium and shareholders**

Row	Company name	Percentage of shares	Role in the consortium
1			
2			
3			
4			

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Contractors Quality Assessment Inquiry Form



**Table No. 1: Certificate of competency related to the subject of inquiry from the competent authorities (Management and Planning Organization, etc.)**

	Course title	grade	Issuing authority	Date	0	
1					Providing a copy of the qualification certificate is mandatory, and contractors who do not provide a valid qualification certificate will not be allowed to participate in the quality assessment process	
2						
3						
4						

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## Contractors Quality Assessment Inquiry Form



Table No. 2: Management Systems Certification

row	description	Issuing authority	Expire date	Row
1				It is mandatory to provide copies of relevant certificates such as ISO, safety, health and environmental certificates, use of management models such as EFQM, establishment of comprehensive informatics systems for integrated management of the organization, etc.
2				
3				
4				

Important note: The contractor's organizational chart and the backgrounds and experiences of all main and permanent employees in the contractor's organization must be attached

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## Contractors Quality Assessment Inquiry Form



**Table No. 3: List of members of the board and key persons in the contractor's organization**

Row	Name and Surname	position	field/grade	Date of graduation	experience		Any description
					This company	Total	

Important note: The contractor's organizational chart and the backgrounds and experiences of all main and permanent employees in the contractor's organization must be attached

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Contractors Quality Assessment Inquiry Form



Quality assessment documents check list

Name	Contractor's check list			Clients check list				description	
	available	Not available	Number of pages	completed	Not completed	Number of pages	Not available		
rows	1	2	3	4	5	6	7	8	
Forms name	Documents name								
General documents for the qualification assessment of contractors	1	Letter of request from the applicant company/contractor to participate in the inquiry							
	2	Company articles of association.							
	3	Official newspaper announcing the establishment of the company.							
	4	Official newspaper announcing the latest changes in the company.							
	5	Image of the ID card and national card of the latest members of the company's board of directors.							
	6	Image of the economic code of the contractor's company.							
	7	Eligibility confirmation from the Department of Labor and Social Affairs related to the subject of the inquiry and with time validity							
	8	Image of the qualification recognition and ranking certificate							

## Contractors Quality Assessment Inquiry Form



		of the Vice President for Strategic Supervision							
	9	Management systems certificates							
	10	Image of the company's national ID							
	11	List of directors and key people in the contractor's organization							
Experience and executive background evaluation form	1	Copies of similar contracts. (4 related contracts and proportionate to the volume and amount of work) (Valid for 5 years prior to the publication of this request for quotation)							
	2	Copy of non-similar contract (in case there are no 4 similar works)  (valid for 5 years before the publication of this request for quotation)							
Previous good conduct evaluation form	3	Certificate of good work history of similar and non-similar work (in the absence of 4 similar works) from previous employers. (According to the sample in Appendix No. 1) For matters with a specific amount, description of work and volume of the subject of the present inquiry							
	4	Copy of similar and non-similar							

## Contractors Quality Assessment Inquiry Form



		contract (in case there are no 4 similar works) (valid for 5 years prior to the announcement of the inquiry)									
	5	Telephone, fax and address numbers of the employers of the above-mentioned contracts									
Financial Capacity Assessment Form	6	Documents related to the amount of taxes paid for the previous 5 years									
	7	Documents (account statements) of social security insurance paid in full or on account for the previous 5 years.									
	8	Tax return or property insurance certificate or copy of legal books to determine the value of fixed assets.									
	9	The original confirmation of credit from a bank or reputable financial and credit institutions up to the amount of the inquiry to the employer (according to the sample in Appendix No. 2).									
	10	Audited financial statements for the previous 5 years.									
Native form	11	Company registration in Hormozgan and Bushehr cities by providing a copy of the original of the articles of association, company establishment notices and changes									
	12	Having a permanent office in Hormozgan and Bushehr cities in the past 5 years by providing a copy of the original of the real									

## Contractors Quality Assessment Inquiry Form



		estate deed or official lease agreement									
	13	Contract execution in Hormozgan and Bushehr cities in the past 5 years by providing a copy of the original of the completion certificate and the main pages of the contract									
Equipment capacity evaluation form	14	Documents related to ownership of equipment and machinery (copy of the purchase document or invoice for machinery)									
	15	Provide a machinery rental agreement (in the absence of documents in row 9)									
Technical capacity and planning form	16	Adequacy of key personnel (providing the organizational structure and responsibilities for carrying out the work subject to the inquiry) along with their specifications, education, background, etc.									

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## Contractors Quality Assessment Inquiry Form



### Contractor Quality Assessment Forms

**Table 4 - Inquiry for Contractor Quality Assessment Based on the Contract**

(In case of participation, this form should be completed separately for each company)

Note: These forms are completed by the employer (Mahtab Parsian Petrochemical Company)

Row	Title of qualitative evaluation criteria	Raw score allocated A (0~100)	Weight percentage of the criterion (B in percentage)	Points earned A× B /100	The desired information should be entered in the tables below
1	Experience and knowledge (executive track record)		30		Form No.1
2	Good record in previous work		20		Form No.2
3	Financial and credit capabilities		30		Form No.3
4	Contractor's locality		5		Form No.4
5	Equipment capabilities		10		Form No.5
6	Technical and planning capabilities		5		Form No.6
The quality qualification of each contractor is subject to obtaining at least 70 points				Total contractor quality assessment score(100 ~ 0)	

Note 1: The contractor declares that the statements and information contained in the contractors' quality assessment inquiry forms are correct in every respect and undertakes to provide all necessary documents.

Note 2: The contractor declares that the completion and submission of these forms and relevant documents will not create any right or obligation for the employer (Mahtab Parsian Petrochemical Company) to participate in the inquiry.

Note 3: The contractor will not request the return of the submitted documents from the employer under any circumstances.

Note 4: The confirmation of the quality qualification of each contractor is subject to obtaining at least 70 points in the quality assessment. The amount will be announced in proportion to each inquiry.

Note 5: Having a rank of one in oil and gas from the Presidential Planning and Management Department is mandatory.

Note 6: Having a successful experience as a main contractor implementing an EPC project in the petrochemical industry worth at least \$200 million and completed in the last 5 years, is required.

Note 7: HSE, management system, ISO qualification is mandatory.

Note 8: The criteria set out in the table are minimum criteria, and if necessary and at the discretion of the employer, and considering the conditions of the inquiry, it will be possible to add one or more new criteria to the qualitative evaluation criteria.

Note9: 4 April 2025 till 27 April 2025 is announced for clarification

Note 10 :27 April 2025 is the maxium deadline for changing the sent documents

## Contractors Quality Assessment Inquiry Form



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### Form Number One: Experience Evaluation (Previous Records)

#### Important Explanations and Notes:

1. The information on the contracts reflected in the tables below must be only for the **5 years prior to the publication** of the desired BID announcement, and contracts concluded before the mentioned period will not be considered a scoring criterion in any way and will not have an impact on the evaluation. Therefore, strictly refrain from sending invalid contracts outside this period.
2. Positive documents and documentation related to the contracts must be attached to the form, otherwise **the statements mentioned will be invalid and no points will be given**
3. Send and attach only the contracts that you have mentioned in the experience evaluation form
4. If the subject of the contracts is **similar** to the subject of the inquiry desired by the employer, in order to obtain higher points, enter the information on the contracts with the highest amount in the tables
5. The maximum score is awarded if four similar works with a volume equal to or greater than the subject of the inquiry have been executed by the contractor, and for smaller amounts, the experience score is reduced proportionally
6. All submitted contracts must be legible and have the seals and signatures of the parties, so that the **subject of the contract, contract number, specifications of the parties, duration, and price of the contract** are clearly specified in the contract
7. Given the need to match the work description of the contracts submitted with the **description of the services** subject to the inquiry, submitting the work description section of the contract is also mandatory, and stating the title and general subject of the contract alone is not acceptable
8. All information contained in the experience evaluation form must match the information contained in the submitted contracts or their accounts and there is no contradiction between them
9. In case of a request from the employer (Mahtab Parsian Petrochemical Company) regarding the need to verify the authenticity of the submitted documents, it is mandatory to submit the original or certified (equivalent to the original) documents or other documents from the applicant companies
10. **Contractors (applicant companies) must complete all rows of the experience and knowledge evaluation form (executive records) completely and accurately**

Contractors Quality Assessment Inquiry Form



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Form No. 1 - Evaluation of experience and knowledge (executive records) (Contractor based on the conclude  
 (In case of participation, this form should be **completed** separately for each company) (Related to row 1 of table no. 4)

Row	Contract subject/number	location	Field of work	Kind of work	Start date		Finish date		Type of documentation	Contract price	Nature Of work Similar (1) Almost similar (0.7) Unsimilar (0.3)	Each task maximum 25 Total points (0-100)
					Year	month	Year	month				
<b>Total point to use in table 4</b> →												

## Contractors Quality Assessment Inquiry Form



### 1. Calculation points

Row	Description	Number
1	Contract in a similar field with an amount equal to or greater than the estimated amount of the subject of the inquiry (maximum of 25 points per contract)	Max. 4 contracts
2	Contract in a similar field with an estimated value equal to or greater than the amount of the subject of the inquiry (70% of the contract score in a similar field for each contract)	Min 1 and Max 4
3	Contract in a non-similar field with an amount equal to or greater than the estimated amount of the subject of the inquiry (30% of the points for each contract in a similar field)	Max 3 contracts
4	For contracts with an amount less than the estimated amount, subject to the above conditions, a coefficient will be applied in proportion to the amount of the previous contract to the estimated amount of the subject of the inquiry	
	The score obtained by the contractor after reviewing the documents (score between 0 and 100)	.....

To evaluate the performance record based on the contract concluded in the last 5 years, the contractor must have at least one almost similar work with at least 40% of the estimated amount

If the updated amount of the contractor's previous similar work (after applying inflation to update the price of previous contracts or the actual adjustment rate) is at least 95% of the estimated amount, the maximum score (25 points) will be considered

If the updated amount of the contractor's previous similar work (after applying inflation to update the price of previous contracts or the actual adjustment rate) is less than 95% of the estimated amount. The resulting score (bi) (which is a percentage of 25 points) is obtained from the formula  $bi = p/pest * 25$ . Where (P) is the amount of the contractor's previous updated contract (after applying inflation to update the price of previous contracts or the actual adjustment rate) which should not be less than 40% of the estimated amount (Pest) of the inquiry and (Pest) is the amount of the employer's estimate regarding the inquiry in question

Field The work will be calculated in one of the twelve designated groups in accordance with the Contractor Classification and Recognition Regulations (No. 48013/T 23251 E dated 11/12/1381) (Council of Ministers and its amending circulars) (Circular of the National Management and Planning Organization No. 101/158657 dated 12/09/1384, Circular of the National Management and Planning Organization No. 15300/100 dated 8/2/1386, and Circular of the Deputy President for Strategic Planning and Supervision No. 31395/100 dated 26/4/1389) in service and repair works according to the table and explanations contained therein, which are attached to the form

Nature of the work: Similar work: work in the requested field and with similarity in the title of the inquiry and its description of the work (Regulations for Classification and Qualification of Contractors), whose score is maximum 25 or a proportion thereof calculated based on the formula  $bi = p/pest * 25$  / Almost "similar" work: work in the requested field (Regulations for Classification and Qualification of Contractors), whose score is maximum 5/7 or a proportion thereof calculated based on the formula  $bi = 0.7 * p/pest * 25$  / Dissimilar work: work in a field not requested (Regulations for Classification and Qualification of Contractors), whose score is maximum 5/7 or a proportion thereof calculated based on the formula  $bi = 0.3 * p/pest * 25$

The score obtained by the contractor after reviewing the documents and records will be (score between 0 and 100)

Contractors signature

## Contractors Quality Assessment Inquiry Form



<b>Form No. 1: Experience Evaluation (Previous Records)</b>		
contract subject		
Contract number		
date		
Clients name		
Clients Tel/fax		
Clients address		
Contract's location		
Contracts duration		
Contracts price		
Contracts situation	Finished	in progress
<b>Form No. 2: Experience Evaluation (Previous Records)</b>		
contract subject		
Contract number		
date		
Clients name		
Clients Tel/fax		
Clients address		
Contract's location		
Contracts duration		
Contracts price		
Contracts situation	Finished	in progress

## Contractors Quality Assessment Inquiry Form



<b>Form No. 1: Experience Evaluation (Previous Records)</b>		
contract subject		
Contract number		
date		
Clients name		
Clients Tel/fax		
Clients address		
Contract's location		
Contracts duration		
Contracts price		
Contracts situation	Finished	in progress
<b>Form No. 2: Experience Evaluation (Previous Records)</b>		
contract subject		
Contract number		
date		
Clients name		
Clients Tel/fax		
Clients address		
Contract's location		
Contracts duration		
Contracts price		
Contracts situation	Finished	in progress

Contractors signature



**Form No. 2: previous Work Experience**

**Important Explanations and Notes:**

- 1- Contractors must complete Section A of Form No. 2 and submit it along with other supporting documents.
- 2- Good work experience must be related to similar/almost similar and non-similar works listed in Form No. 1 (Work Experience and Executive Records).
- 3- How to apply the coefficient for good work experience: Similar work (coefficient 1) - Almost similar work (coefficient 0.9) - Non-similar work (coefficient 0.7) will be applied to the score of each work.
- 4- Information related to contracts in the tables should only be for the **5 years prior to the publication** of the relevant inquiry notice and previously completed contracts will not be a criterion for scoring.
- 5- Information related to each of the contract records, after being accurately completed by the contractor, will be reviewed by the Technical and Commercial Committee and after verbal or written inquiries from previous employers regarding the aforementioned contracts, the relevant score will be calculated and will be recorded.
- 6- The score of this section will be determined according to the opinions of previous employers and at the discretion of the employer.
- 7- It is necessary to provide a certificate of good record from previous employers, including the quality of work performed, the adequacy of technical/non-technical staff, so the certificate of good record form (according to the sample in Appendix No. 1) related to each contract record must be completed and sent along with the aforementioned contract.
- 8- The quality of work performed and the adequacy of technical/non-technical staff must be reflected in the relevant certificate in the above-mentioned paragraph and must be signed and stamped by the previous employer.
- 9- All information included by the contractor in the good record forms must be completed accurately and with correct and traceable information. The responsibility for not calculating and obtaining points in the event of not entering and not providing correct information and, as a result, the lack of access of the employer's technical and commercial committee to obtain inquiries from previous employers lies with the contractor.
- 10- Any complaint, notice, etc. documented in correspondence with the company or legal authorities within two years of the date of the inquiry will result in 20 negative points being applied in this section. 11- If the contractor scores below 50 (after applying negative points pursuant to paragraph 10), he/she will be removed from the quality assessment process.

Contractors signature

Contractors Quality Assessment Inquiry Form



**Form No. 2: Evaluation of the contractor's good record in previous works based on the scores of previous employers in the past five years (relating to row 2 of table no. 4)**

row	title	Previous employer evaluation scores				Average evaluation scores of previous employers in the last 5 years (0 ~ 100) A	Weight percent of the criterion (B in percent)	Points earned
		1	2	3	4			
1	Written consent with general consent provisions							
2	Employers' evaluation Previous contracts (at the end of contracts)	Work quality						
3		Key person quality						
4		Adherence to schedule						
<b>Summary of the contract subject:</b>								
<b>Year of completion:</b>								
<b>Clients name</b>							Note 1: The contractor's good track record is evaluated based on the average evaluation scores of previous employers in the past 5 years (for the works evaluated in the experience and track record score calculation)	



## Contractors Quality Assessment Inquiry Form



<b>Client's phone</b>						<p>table).</p> <p>Note 2: The scores for the above rows will be determined based on the opinions received from previous employers and at the discretion of the employer.</p> <p>Note 3: It is mandatory to provide a copy of the original consent letters, completion certificate and evaluation (during work and contract termination) of previous employers (with regard to the quality of work performed, the adequacy of key employees, the achievement of organizational goals and the speed of project implementation).</p> <p>Note 4: The score for each consent letter based on the provisions of the overall satisfaction (subject of row 1) is 25 points and the maximum score for row 100.</p> <p>Note 5: Similar work is calculated with a coefficient of 1, almost similar work is 0.9, and dissimilar work is 0.7.</p> <p>Note 6: For any complaint notice and... documented in the company's correspondence or legal authorities in the two years ending on the date of inquiry, 20 points in this section will be deducted.</p> <p>Note 7: If the contractor scores below 50 (after applying negative points based on Note 6) in this section, he/she will be removed from the quality assessment process.</p> <p>Note 8: If each contract is completed on time, the schedule compliance index will receive the maximum score (25 points for each contract), and in case of delay, this score will be reduced in proportion to the delay period.</p>
<b>Previous client's Evaluation Tender Date:</b>						
<b>Bidders Name, position and signature:</b>						
<b>Total score (0-100)</b>						Insert in row 2 of table number 4

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## Contractors Quality Assessment Inquiry Form



Section A: This section must be completed by the contractor.

Form No. 2: Good standing of contract No.

1- Contractor's name	
2- Subject of the first contract	
3- Contract number	
4- Contract amount (rials)	
5- Employer's name	
6- Contact number and address	MC phone numbers: ..... Employer address: .....
7- Place of execution of the contract	
8- Contract duration	
9- Contract amount (rials)	

Contractors Quality Assessment Inquiry Form



**Part B: This part is completed by Mahtab Parsian Petrochemical Company**

Adequacy of technical/non-technical staff (maximum score 10)	Quality of contract execution (maximum score 15)	
Excellent (10 points) <input type="checkbox"/>	Excellent (15 points) <input type="checkbox"/>	
Good (6 points) <input type="checkbox"/>	Good (9 points) <input type="checkbox"/>	
Average (4 points) <input type="checkbox"/>	Average (5 points) <input type="checkbox"/>	
Poor (0 points) <input type="checkbox"/>	Poor (0 points) <input type="checkbox"/>	
<b>Total score calculated for the criteria of quality of contract execution and technical/non-technical staff competency ..... Maximum score: 25</b>		
Date:	Name and surname of the person being questioned:	Name and surname of the person being questioned:

Contractors signature

## Contractors Quality Assessment Inquiry Form



Section A: This section must be completed by the contractor.

Form No. 2: Good standing of contract No.2

1- Contractor's name	
2- Subject of the first contract	
3- Contract number	
4- Contract amount (rials)	
5- Employer's name	
6- Contact number and address	MC phone numbers: ..... Employer address: .....
7- Place of execution of the contract	
8- Contract duration	
9- Contract amount (rials)	

Contractors signature

Contractors Quality Assessment Inquiry Form



**Part B: This part is completed by Mahtab Parsian Petrochemical Company.**

Adequacy of technical/non-technical staff (maximum score 10)	Quality of contract execution (maximum score 15)
Excellent (10 points) <input type="checkbox"/>	Excellent (15 points) <input type="checkbox"/>
Good (6 points) <input type="checkbox"/>	Good (9 points) <input type="checkbox"/>
Average (4 points) <input type="checkbox"/>	Average (5 points) <input type="checkbox"/>
Poor (0 points) <input type="checkbox"/>	Poor (0 points) <input type="checkbox"/>
<b>Total score calculated for the criteria of quality of contract execution and technical/non-technical staff competency ..... Maximum score: 25</b>	
Date:	Name and surname of the person being questioned:
Name and surname of the person being questioned:	

## Contractors Quality Assessment Inquiry Form



Section A: This section must be completed by the contractor.

Form No. 2: Good standing of contract No.3

1- Contractor's name	
2- Subject of the first contract	
3- Contract number	
4- Contract amount (rials)	
5- Employer's name	
6- Contact number and address	MC phone numbers:..... Employer address:.....
7- Place of execution of the contract	
8- Contract duration	
9- Contract amount (rials)	

Contractors signature

Contractors Quality Assessment Inquiry Form



**Part B: This part is completed by Mahtab Parsian Petrochemical Company.**

Adequacy of technical/non-technical staff (maximum score 10)	Quality of contract execution (maximum score 15)
Excellent (10 points) <input type="checkbox"/>	Excellent (15 points) <input type="checkbox"/>
Good (6 points) <input type="checkbox"/>	Good (9 points) <input type="checkbox"/>
Average (4 points) <input type="checkbox"/>	Average (5 points) <input type="checkbox"/>
Poor (0 points) <input type="checkbox"/>	Poor (0 points) <input type="checkbox"/>
<b>Total score calculated for the criteria of quality of contract execution and technical/non-technical staff competency ..... Maximum score: 25</b>	
Date:	Name and surname of the person being questioned:
	Name and surname of the person being questioned:

Contractors signature

## Contractors Quality Assessment Inquiry Form



Section A: This section must be completed by the contractor.

Form No. 2: Good standing of contract No.4

1- Contractor's name	
2- Subject of the first contract	
3- Contract number	
4- Contract amount (rials)	
5- Employer's name	
6- Contact number and address	MC phone numbers:..... Employer address:.....
7- Place of execution of the contract	
8- Contract duration	
9- Contract amount (rials)	



Contractors Quality Assessment Inquiry Form



**Part B: This part is completed by Mahtab Parsian Petrochemical Company.**

Adequacy of technical/non-technical staff (maximum score 10)	Quality of contract execution (maximum score 15)
Excellent (10 points) <input type="checkbox"/>	Excellent (15 points) <input type="checkbox"/>
Good (6 points) <input type="checkbox"/>	Good (9 points) <input type="checkbox"/>
Average (4 points) <input type="checkbox"/>	Average (5 points) <input type="checkbox"/>
Poor (0 points) <input type="checkbox"/>	Poor (0 points) <input type="checkbox"/>
<b>Total score calculated for the criteria of quality of contract execution and technical/non-technical staff competency ..... Maximum score: 25</b>	
Date:	Name and surname of the person being questioned:
Name and surname of the person being questioned:	

Contractors signature



**Form No. 3: Contractors' Financial Capacity Assessment**

**Important Explanations and Notes:**

- 1- Contractors must complete Form No. 3 completely, legibly and accurately and submit it with the relevant documents.
- 2- The information provided must only be related to the past 5 years and the years before that will not be a criterion for points.
- 3- Regarding column (1), it is necessary to provide relevant documents (tax certificate paid in the last five years).
- 4- Regarding column (3), it is necessary to provide social security account statements or a definitive or on-account social security certificate paid in the past 5 years.
- 5- Regarding column (5), it is necessary to provide tax returns or asset insurance certificates or copies of legal books for the past 5 years.
- 6- “(Annual gross income)” means income documented in the form of definitive statements and stamped with the seal of the Tax Organization.
- 7- The term "(fixed assets)" refers to assets that are documented in tax returns or asset insurance certificates. The original certificate of an official court expert confirming the amount of assets registered in the contractor's legal books will also be acceptable.
- 8- Providing at least one of the above documents or confirming the creditworthiness of a bank or financial and credit institutions (according to the numbers in Form 3) up to the amount of the inquiry is mandatory for assessing financial capacity, and the maximum score will be awarded if the amounts provided as described above are equal to or greater than the estimated amount of the inquiry, otherwise the financial capacity score will be reduced proportionally. It is worth noting that the financial capacity assessment is determined based on information from the past five years at most.

•The method of calculating the score is as follows:

Pest = Estimated amount of the inquiry in question

P = The highest amount calculated in the table above

IF  $Pest \leq p \longrightarrow$  The maximum financial capacity score of the inquiry is considered to be (100)  
IF  $P < Pest \longrightarrow$  score  $-P / Pest \times 100$

Contractors signature

Contractors Quality Assessment Inquiry Form



**Form No. 3: Financial and Credit Capacity Assessment (Related to row 3 of table no. 4)**

Roe	Title	Year					Average of the last 5 years (Total project payments)	Comparison criterion number
		1398	1399	1400	1401	1402		
50 X a =	Annual tax based on the confirmation of the tax office						a =	50 X a =
70 X b =	Amount of social security premiums paid definitively or on account to the social security organization based on the confirmation of the social security organization						b =	70 X b =
3 X c =	Annual gross income documented in definitive and temporary status forms approved by the relevant employer						c =	3 X c =
5X d =	Fixed income documented in tax returns or asset insurance certificates or legal books of the previous year						d =	5X d =
1X e =	Amount of credit issued by banks or reputable financial and credit institutions to the contractor (rials)						e =	1X e =
A =	<b>The highest number corresponding to the "Comparison Criteria Number" column in rows 1 to 5 (A)</b>							
C =	<b>Initial estimate amount for the work subject to inquiry (C)</b>							
	<b>Contractor's financial and credit strength score = [(A/C) × 100] (100 ~ 0)</b>							

Highest financial strength index:  $P = \text{highest amount calculated in the above table} / \text{Pest} = \text{Inquiry estimate amount} / (\text{maximum score}) 100$  If  $\text{Pest} \leq P$  and  $100 \times \text{Pest} / P = P < .$   
 Pest

## Contractors Quality Assessment Inquiry Form



Note 1: Maximum financial and credit strength is verified if the initial estimated amount of the inquiry is equal to or less than one of the following values

A - Fifty times the average tax of the contractor in the last 5 years

B - Seventy times the average social security premium paid in the last 5 years

C - Three times the average gross income of the contractor in the last 5 years

E - One time the amount of credit confirmation issued by a bank or reputable financial and credit institutions for the contractor

.Note 2: It is mandatory to provide certified copies of the requested documents in this table

Note 3: It is mandatory to provide at least one of the documents related to rows 1 to 4 of this table to assess financial and credit strength, and scoring will be done based on the row that has the highest amount (and the highest score).

Contractors Quality Assessment Inquiry Form



**Form 4 : Assessing the contractor's locality (Related to row 4 of table number 4)**

Row	Title	Raw score allocation (100-0) A years Maximum score less 5 than 5 years prorated for each year 20 points	Weighted percentage of points (10) B	Points earned $A \times B / 100$
1	Company registration in Hormozgan and Bushehr cities by providing a copy of the original articles of association, company establishment notices and changes (100 or 0 points)		50	
2	Having a permanent office in Hormozgan and Bushehr cities in the past 5 years by providing a copy of the original real estate deed or official lease agreement (20 points per year - maximum 100 points)		25	
3	Contract execution in Hormozgan and Bushehr cities in the past 5 years by providing a copy of the original certificate of completion and the main pages of the contract (20 points per contract - maximum 100 points)		25	
	Details of the contracts and the relevant employer	-1-3		
		-2-3		
		-3-3		
		-4-3		
		-5-3		
<b>Total Score (0-100)</b>				

Note 1: It is mandatory for the contractor to provide a copy of the original documents related to each row of this table; otherwise, no points will be awarded to the relevant row.



**Form 5: Equipment capacity assessment**

Important Explanations:

- 1 –In order to evaluate the equipment capacity of the present inquiry, contractors must complete the relevant form information according to the employer's desired equipment and machinery, which is stated in the equipment description section, according to their available capacity.
- 2 –Contractors are required to provide the opportunity to visit the aforementioned equipment and machinery whenever the employer deems it necessary.
- 3 –Only the information related to columns (3), (4) of the above table must be completed by the respected contractors and according to column.(1)
- 4 –It is necessary for the contractor to provide all documents related to the ownership or lease of equipment and machinery (copy of the ownership document or lease or purchase invoice of the machinery).
- 5 –If necessary and the employer identifies the use of specific machinery or special equipment in the subject of the inquiry, mentioning its name will be considered with the relevant special points.

Note: If the contractor merely states that if he wins the tender, he will purchase or lease the machinery desired by the employer, he will not be awarded any points.

Contractors Quality Assessment Inquiry Form



**Form No. 5 - Equipment Capacity Assessment (Related to row 5 of table no. 4)**

Row	Description of equipment and machinery Employer requirements	Quantity (M)	equipment and machinery ownership	
			Owned by contractor	rated
1				
2				
3				
4				
5				
6				
7				

Contractors signature

Contractors Quality Assessment Inquiry Form



**Form 6: Technical Capacity and Planning (Related to Row 6 of Table Number 4) - Attached Documents**

Key staff competency							
Row	Name and sure name	position	Academic degree	Work experience	Work experience in the company	Suitable for the job (yes or no)	Score
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



## Contractors Quality Assessment Inquiry Form



### **Important note :**

Due to the limitations of the above tables to include the complete specifications of all key personnel of the company (contractor), contractors must complete tables similar to the above tables along with all relevant documents including: (company organizational chart and organizational structure and personnel responsibilities for performing the work to evaluate and score the competence of the personnel / list of personnel / educational certificates / work history)

The minimum number, expertise and other specifications of the contractor's key personnel (if necessary) are determined by the employer in the recognition report. If suitable and qualified key personnel are introduced for the desired work, a score of 100 is considered, otherwise it is determined in proportion to the score.

### **Score:**

<b>Description</b>	<b>Score (bi)</b>
<b><u>Key staff adequacy: (Providing organizational structure and responsibilities to perform the desired task)</u></b>	
<b><u>Total Score</u></b>	

Regarding support service contracts: such as 1- Transportation 2- Repair and maintenance 3- Printing and copying 4- Kitchen and restaurant affairs 5- Public services (security, mail delivery, waiters, telephone operators) 6- Gardening 7- Administrative services (typing, office and filing affairs, secretarial work) 8- Facilities affairs, if there are enough key employees, which is determined by presenting the organizational structure and responsibilities to perform the desired work, a maximum score of (100) will be considered for the contractor

Contractors signature

## Contractors Quality Assessment Inquiry Form



### **Mahtab Parsian Petrochemical Company**

This company hereby officially announces , it has carefully studied all the qualification assessment forms provided on the Mahtab Parsian Petrochemical Company website regarding the subject of the inquiry and has recorded the status of all the relevant documents and records mentioned in the forms in the above-mentioned checklist and has sent the necessary documents along with other documents in the form of a coherent resume to that esteemed company.

In addition, this company confirms the information contained in this document and its attached documents and assumes responsibility for untrue statements and the legal consequences arising from it, as well as the responsibility for the employer's failure to evaluate and calculate the points for reasons such as failure to send or incomplete sending of the necessary documents and records.

Company name:

First name and last name:

Organizational position/position:

National code number:

Date: Seal and signature:

Contractors signature



## Appendix One - Certificate of Good Work Performance Form

From the company..... :

To: Contracts Affairs / Technical and Commercial Committee of Mahtab Parsian Petrochemical Company

Sincerely, the company ..... in the year ..... has a contract (subject) with this company (subject) with number ..... for a period of ..... from the date ..... to ..... with a total amount of ..... in the number of ..... Rials in words ..... and has completed the aforementioned contract.

•The company has been evaluated in terms of work quality as poor  average  good  excellent.

•The company has been evaluated in terms of technical/non-technical staff adequacy as poor  average  good  excellent

•Overall, this company's assessment of the performance of the aforementioned company in the aforementioned contract is excellent  good  average  poor

In addition, the original invoice number ..... dated ..... for the amount of ..... Rials related to the aforementioned contract has been submitted to this company.

Name Last Name First and Last Name

Seal and Signature of Contracts Seal and Signature of Supervisory Authority

Date: Date:

Applicant companies should note that if they have multiple contracts, a separate form should be completed, sealed, and signed for each contract.

Contractors Quality Assessment Inquiry Form



Letter number..... :

Date of letter..... :

**Attachment two - Bank credit approval declaration**

Subject of inquiry: .....

**Mahtab Parsian Petrochemical Company**

Below is the information on the bank accounts and credit of the company ..... Contractor requesting to appear in the inquiry No.:.....that company with this bank, for your information.

1. Information on the company's account turnover .....For a period of one year prior to the date of issuance of the bank credit approval letter

Account type	Account number	Debit (Rial)	Creditor (Rial)	Average account (Rial)

2. Amount of active guarantees ..... Rial

3. The above-mentioned company has a financial credit up to a ceiling (in numbers) ..... Rial (in words) ..... Rial with this bank and the aforementioned financial credit is approved up to the declared ceiling.

Seal and signature of authorized signatories of the contractor: ..... Authorized seal and signature of the bank/financial institution..... :

Contractors signature