



Prince Mohammad Bin Fahd University

Procurement and Contract Administration

New Supplier Pre-Qualification Audit Checklist & Report

Company Name

Type of Materials/Services

Section I - Details of Company

Company Address (Full)

Supplier Representative (Title)

Contact Number Tel No. Mobile No. Fax No.

Type of Business Manufacturer Supplier

Contractor Other (please specify)

Nature of Business Contracting Service (please specify)

Materials Other (please specify)

Equipment

No. of Employees Total

No. of QA Employees Yes (pls. specify) No

Section II - Fundamental Checking

1 Has the supplier been done business with PMU (or its subsidiaries) before

Yes No

2 Has the supplier being disqualified by PMU (or its subsidiaries)

if Yes, pls. state the reason No

3 Has the supplier fill-up the Supplier Application Form

Yes No

Section III - Required Documents

1 Company Profile Yes No 6 Chamber Certificate Yes No

2 Certification of Registration Yes No 7 Zakat & GAZT Certificate Yes No

3 VAT Registration Certificate Yes No 8 Bank Statement (for the last 1 year) Yes No

4 GOSI Yes No 9 List of Equipment Yes No

5 Bank Information Yes No Low Medium High

For Procurement & Contract Administration Use Only

Prepared by

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Name

Signature

Date

Approved by

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Name

Signature

Date