Guideline for pre-qualification

All information provided should be relevant to the specific procurement

COMPANY PROFILE

1. Name of Local Agent:……
2. Contact Name:……..
3. Contact Title:……..
4. Tel No:……
5. Fax No:……
6. E-mail Address:……..
7. Name of Firm (Manufacturer):……
8. Site Address/Postal code/City/Country:……..
9. Po.box mailing Address:……..
10. Web Address:……
11. Parent Company if any (full Legal Name):……..
12. Subsidiaries Associates/Overseas Representatives if any:……
13. Nationality of the Firm:……..
14. Type of Business:……..
15. Nature of Business:……
16. Year Established:……

17. Back ground of the Top management:…….

	Professional/Educational qualifications	Number of Years of Experience
i. Management		
ii. Production		
iii. R&D		
iv. QA/QC		

PRODUCT INFORMATION

18. Pre qualifying Item with SR Number:……

19. Dosage form:……..

20. Strength/Volume:……

21. Specification of the Product with the standard:……

22. Analytical Reports of finished product from WHO accredited Laboratory:……..

23. WHO/GMP certificate (Recommendations of country of manufactured):……..

24. COPP certificate / Free sale certificate of Prequalifying Item:…….

25. Analytical reports of Raw materials:……..

26. Real time stability data for two batches:…….

27. Name of Active Pharmaceutical Ingredient's Manufacturer:……

28. Selection Criteria of API Manufacturer:……

29. International Standard followed by the Manufacturer:……

30. WHO Prequalification Status for the product:……..

EVIDENCE

31. Registration certificate of the Product in the country of manufactured:…….

32. Certificate of Registration in Sri Lanka (NMRA) certified by the Lawyer or JP:…….

33. List of countries that are currently using the Product.(If it is used please mark it(√))

	country			**country**			**country**	
i	Australia		v	Malaysia		ix	Thailand	
ii	Canada		vi	Singapore		x	England	
iii	USA		vii	Switzerland		xi	European Union Countries	
iv	Japan		viii	Sweden				

34. Evidence using above Country/Countries (not certified copies)

    i. Registration Certificate:……..

    ii. COPP Certificate :……

COMMERCIAL DATA

35. Annual average turnover (quantity of particular product):……

36. Current contract details: (If available):……

37. Manufacturer's Annual Audited Financial reports of latest 3 years(in English)

1……..

2……..

3……

Above details are true and accurate.

Date:…… ……..

Signature of the Manufacturer/Supplier