

## ***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(v))

	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 Annual Audited Financial reports ( in English) of latest 3 years

1.....

2.....

3.....

Above details are true and accurate.

Date:.....

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Signature of the Manufacturer/Supplier