



**KEY QUESTIONS**

**VENDOR INFORMATION FORM**

*Please write your answers clearly and use additional paper if needed to provide as much detail as possible in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.*

<b>1</b>	Contact name of reference	
<b>2</b>	Title or position of contact	
<b>3</b>	Phone Number(s) for contact	
<b>4</b>	E-mail address for contact	
<b>5</b>	Company name	
<b>6</b>	Company address	
<b>7</b>	Primary business of company	
<b>8</b>	List cities where company has offices and/or workshops.	
<b>9</b>	List manufacturers or brands your company currently represents.	
<b>10</b>	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
<b>11</b>	Is company locally owned or foreign owned?	
<b>12</b>	Describe previous experience in working with USAID-funded projects.	
<b>13</b>	If your company has been awarded previous USAID-funded work, please describe.	
<b>14</b>	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
<b>15</b>	List the names and current contact information for the project managers working for <u>your customers</u> in your last two projects for us to contact and ask about your performance.	
<b>16</b>	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	