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|  |  | **Title of the company-vendor:**  …………………………………………………………………………………………………………………………………………………………………………………………  Makedonski Telekom AD - Skopje intends to evaluate the performance of the business partners regarding the delivered materials, means and the provided services from a technical, economic and quality point of view. Such information is of vital importance for the conclusion of contracts.  The received information and data is kept confidential and is for internal use only within the Magyar Telekom and DT group.   |  |  | | --- | --- | | **Your company does not exist in the database for vendors hence we kindly ask you to answer all the questions.** |  | | **If you have already sent this form once, then your company is included in our database; therefore, please answer the following questions:**  **Item 1.1,1.4,1.5,2.1,2.2,2.3,3.3, (the last financial year), 4, 5.1 and 5.2** |  |   \* Please mark one of the empty rectangles based on which group you belong to  In case of any changes in the basic data of your company, please inform us in writing and we will submit the questionnaire for update.  In order to be able to input the data into the vendors database, please return the filled in pre-qualification form to the following address:  **Makedonski Telekom AD - Skopje**  **Procurement, Real Estate and Logistics Department**  **Kej 13 Noemvri no.6**  **1000 Skopje**  For any additional information please contact:  **Procurement, Real Estate and Logistics Department**  [**ask.procurement@telekom.mk**](mailto:ask.procurement@telekom.mk)  **1. General data of the company**  **1.1** Name: ...........................................................................................................  Address: .......................................................................................................  Telephone: ..................................................................................................  Fax: ...............................................................................................................  E-mail: ..........................................................................................................  Subsidiary/branch office of......................................................................  **Legal form of the company:** (JTD,KD,AD,KDA, Doo, Dooel...[[1]](#footnote-1)) …………………………….....................................................................................  Basic activity: ................................................................................................  Identification number for VAT: ...................................................................  Deponent bank and bank account \*: .......................................................  ..........................................................................................................................  \*should you have more, please list all  DUNS Number \*\*..........................................................................................  \*\*Duns Number is a number from one unique numeric system used for identification of each individual company on a global level.  If you don’t have DUNS Number, you can register on the link <http://www.upik.de/en/upik_registrieren.cgi> to receive one.  More information’s regarding this unique numeric system you can find on the web page [www.dnb.com](http://www.dnb.com)  **1.2 Production/location:**  addresses:  ......................................................................................................................  ......................................................................................................................  **1.3** Location for customer information (maintenance, spare parts warehouse, etc.)  addresses:  ......................................................................................................................  ......................................................................................................................  **1.4** Is your company under bankruptcy procedure?  **yes**  **no**  **1.5** Is your company under liquidation?  **yes**  **no**     1. **Trade information**   **2.1 Name of the manager** (owner): ............................................  position: ............................................  phone: ............................................  **Contact person**  For the business For the quality of the operation  Name: ............................................. ...................................................  Position: ............................................ ...................................................  Phone: ............................................ ..................................................  Fax: ............................................ ..................................................  E-mail: ............................................ ...................................................  **2.2** **List of products**  а) Detailed list of products/services which you have provided to Makedonski Telekom AD - Skopje currently or in the last two years, amount and contract number.  Year: Description: Amount: Contract No.:  ........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................  ..............................................................................................................................................................................................................................  b) Detailed list of your other products applicable to Makedonski Telekom AD - Skopje or to the telecommunication industry:  (Please enclose your product catalogue)  ..............................................................................................................................................................................................................................  ..............................................................................................................................................................................................................................  ..............................................................................................................................................................................................................................  ..............................................................................................................................................................................................................................  **2.3** Category of services for which your company would accept orders from Makedonski Telekom AD - Skopje (annual turnover in the MKD and/or EUR)  A Architecture  ......................................../annually  B Construction works  ......................................./ annually  C Networks  ......................................./ annually  D Transmission systems  ......................................./ annually  E Exchanges  ......................................./ annually  F Power supply ......................................./ annually  G Planning  ......................................./ annually  H Other services  ......................................./ annually  I IT  ......................................./ annually  **2.4** List of main suppliers/subcontractors according to their relevance (for products and services listed in Item 2. and 2.3)  Suppliers: Subcontractors:  1. .................................................. 1. ..............................................  2. .................................................. 2. ..............................................  3. .................................................. 3. ..............................................  **2.5** List of main customers of your company according to their relevance (for products and services listed in Item 2.2 and 2.3)  a) Customers:  1. ...................................................  2. ...................................................  3 ....................................................  b) Since when has your company been a business partner of Makedonski Telekom AD - Skopje or its predecessor?  ........................................................................................................................................................................................................  **3. Financial situation**  **3.1** Equity structure:  (in MKD and/or in EUR)  ............................................................  **3.2**. Headcount (in the last financial year)  1-10 employees  11-50 employees  51-100 employees  101-500 employees  501 employees or more  **3.3**. Financial data for the last 3 years   |  |  |  |  | | --- | --- | --- | --- | |  | **Year 2020** | **Year 2021** | **Year 2022** | | **Investments** |  |  |  | | **Research and development** |  |  |  | | **Shareholders capital** |  |  |  | | **Net income after taxation** |  |  |  | | **Revenues from sales** |  |  |  | | **Debts (short-term and long-term)** |  |  |  |   **3.4** Please enter your remarks below regarding the above table, if any  ........................................................................................................................................................................................................................  ........................................................................................................................................................................................................................  ........................................................................................................................................................................................................................  **4. Quality guarantee, certificates**   1. Do you have quality certificate of the offered product/service from a third company? Enclose a copy of the documentation.   **yes**  **no**  2. Do you have operating quality assurance system? If yes, please enclose a copy of the documentation.  **yes**  **no**  3. Do you have any documented regulation on quality of products and service provisioning?  **yes**  **no**  4.Do you have any documentation for the regular quality checks of your products/services?  **yes**  **no**  5. Do you have an operating system for evaluation of the vendors?    **yes**  **no**  **5. Other information and additional documentation needed**  **5.1 Additional documentation needed**  1. Has a public official been identified as the member/owner/senior officer/ employee of your company?  No  Yes  2. Do you, as a supplier, accept the Anti-corruption Clause in its original form, given in Appendix 1 to this form? If the  answer is no, please state a valid reason and propose the changes which you consider making.  Accepted  Not accepted  ……………………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………………….  3. In case of ownership of an Off-shore company, submit the following documentation[[2]](#footnote-2) (please mark the  submitted documents):  Excerpt from the company registration issued by the Central Registry of your country  Statement from the Companies’ representative  Confirmation from the Chamber of Lawyers on the companies’ lawyer, if the representative is a lawyer, or  Apostille certificate  4. In case of existence of a Public Official in your company as well as/orownership of an Off-shore company, you will  be required to fill in a “Contracting Party Declaration” which will be additionally submitted to you, in case of your  positive feedback on this question:  Applicable, it will be submitted  Not applicable  5. Confirmation of non-conviction  Submitted  Not submitted    6. A confirmation statement that your company is not in bankruptcy proceedings, liquidation or bankruptcy  Submitted  Not submitted  7. Recommendations from other collaborating companies, if available  Submitted  Not submitted, not available  8. Business licenses and permits, if available  Submitted  Not submitted, not available  **5.2 Additional information or documents submitted by the company:**  Certificate from the Business/Companies Central Register (not older than 2 months)  Documents for products, catalogues, brochures  Description of the production methods  Instruction for quality guarantee  References  Annual reports (last issue)  Profit and loss account (from the last three years or from the last year)  Filled in Sustainability Report, externally enclosed to this form  Other (all required documents, not listed in the above-mentioned ones)    By this we declare that all the listed data and information provided are correct and correspond to the facts.  We agree all the data provided in this questionnaire to be available to the companies within Magyar Telekom and Deutsche Telekom Group for vendor qualification (pre- and post-qualification) for the purpose of harmonization of the procurement management within the Group. From that aspect we will not consider these companies as third companies.  Date: ..............................................................  Seal and authorized signature    **Appendix 1**  Please note that the following Anti - corruption clauses are identical. There is only one minor difference when comparing the following sentences in both clauses:  “< *Contracting party* > hereby declares that its members, officers, owners and employees are not public officials/offices…” and  “< *Contracting party* > hereby declares that its members, officers, owners or employees are not public officials/offices, except for <*name and his/her position at the contracting party*> fulfilling a position of <*name of the position filled at the public office*> at <*name of the public office* >/except for <*name of the public office*>…”  ***Anti corruption clause for non-public official***  <*Contracting party*> is aware of Makedonski Telekom AD - Skopje obligation to comply with the anti-corruption rules relevant to the contracting parties and represents that it will not use money or other consideration paid by Makedonski Telekom AD - Skopje for unlawful purposes, including purposes violating the Law on the Prevention of Corruption and Conflict of Interest of Republic of North Macedonia, such as corruptly making or causing to be made direct or indirect unlawful benefits (including but not limited to cash, discount, overpayment, contribution, commission etc…) to any public official/office\* in order to assist Makedonski Telekom AD - Skopje or anyone acting on their behalf in obtaining or retaining business with, or directing business to, any person, or securing any improper advantage.  *< Contracting party >* hereby declares that   * its members, officers, owners and employees are not public officials/offices; and * does not and will not employ or otherwise corruptly compensate or offer to compensate any public officials/offices, or corruptly make or cause another to make any direct or indirect unlawful benefits to any public officials/offices, for the purpose of influencing or inducing any decision for the benefit of Makedonski Telekom AD - Skopje; and * it will not employ any sub-contractor, consultant, agent or representative in connection with this Agreement without a thorough documented examination of his person, reputation and integrity, and * it will not employ any subcontractor, consultant, agent or representative who does not comply with the anti-corruption rules and in case any such violation comes to its attention it informs Makedonski Telekom AD - Skopje immediately,   Partner shall cooperate to a reasonable extent with Makedonski Telekom AD - Skopje  • in case of any misuse with regards to proceedings relating to compliance with applicable laws and regulations especially compliance with anti-corruption regulations where Makedonski Telekom or the Contracting Party is affected and/or  • in case corruption related suspicion arise either Parties have information regarding such suspicion |
| s | | |

***Additional paragraph in the Provision regulating termination of the contract***

* Makedonski Telekom AD - Skopje may immediately terminate this Agreement if the *<Contracting party>* violates the Law on the Prevention of Corruption and Conflict of Interest of Republic of North Macedonia and the provisions defined in the anti-corruption clause.

\*Public official includes

* officers, office holders or employees of (i) a government or any department, agency, or instrumentality thereof (legislative, administrative and judicial), (ii) a regional governmental body, local municipalities or (iii) a public international organization;
* persons acting in an official capacity or exercising a public function for or on behalf of any such government or department, agency, or instrumentality thereof, regional governmental body or public international organization;
* officials of a political party (or the political party as a whole);
* candidates for public office;
* officials of international public organizations, such as the United Nations or the World Bank;
* individuals who have functional authority as an official, but are not actually in the employment of the public office;
* consultants and special advisors to public offices or public officials;
* officers and employees of state-owned enterprises and institutions, even those operating in a commercial capacity, including hospitals, health facilities and universities;

\*Public office includes: Central or regional, state, governmental, local governmental (including the decentralised organizations operating under supervision of the government) or international, legislative, administrative or judicial organization.

***Anti corruption clause for public official***

*<Contracting party>* is aware of Makedonski Telekom AD - Skopje obligation to comply with the anti-corruption rules relevant to the contracting parties and represents that it will not use money or other consideration paid by Makedonski Telekom AD - Skopje for unlawful purposes, including purposes violating the Law on the Prevention of Corruption and Conflict of Interest of Republic of North Macedonia, such as corruptly making or causing to be made direct or indirect unlawful benefits (including but not limited to cash, discount, overpayment, contribution, commission etc…) to any public official/office\* in order to assist Makedonski Telekom AD - Skopje or anyone acting on their behalf in obtaining or retaining business with, or directing business to, any person, or securing any improper advantage.

*< Contracting party >* hereby declares that

* + its members, officers, owners or employees are not public officials/offices, except for <*name and his/her position at the contracting party*> fulfilling a position of <*name of the position filled at the public office*> at <*name of the public office* >/except for <name of the public office>; and
  + does not and will not employ or otherwise corruptly compensate or offer to compensate any public officials/offices or private persons, or corruptly make or cause another to make any direct or indirect unlawful benefits to any public officials/offices or private persons, for the purpose of influencing or inducing any decision for the benefit of Makedonski Telekom AD - Skopje; and
  + it will not employ any sub-contractor, consultant, agent or representative in connection with this Agreement without a thorough documented examination of his person, reputation and integrity, and
  + it will not employ any subcontractor, consultant, agent or representative who does not comply with the anti-corruption rules and in case any such violation comes to its attention it informs Makedonski Telekom AD - Skopje immediately,

Partner shall cooperate to a reasonable extent with Makedonski Telekom AD – Skopje

• in case of any misuse with regards to proceedings relating to compliance with applicable laws and regulations especially compliance with anti-corruption regulations where Makedonski Telekom or the Contracting Party is affected and/or

• in case corruption related suspicion arise either Parties have information regarding such suspicion

***Additional paragraph in the Provision regulating termination of the contract***

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\*Public official includes

* officers, office holders or employees of (i) a government or any department, agency, or instrumentality thereof (legislative, administrative and judicial), (ii) a regional governmental body, local municipalities or (iii) a public international organization;
* persons acting in an official capacity or exercising a public function for or on behalf of any such government or department, agency, or instrumentality thereof, regional governmental body or public international organization;
* officials of a political party (or the political party as a whole);
* candidates for public office;
* officials of international public organizations, such as the United Nations or the World Bank;
* individuals who have functional authority as an official, but are not actually in the employment of the public office;
* consultants and special advisors to public offices or public officials;
* officers and employees of state-owned enterprises and institutions, even those operating in a commercial capacity, including hospitals, health facilities and universities;

\*Public office includes: central or regional, state, governmental, local governmental (including the decentralised organizations operating under supervision of the government) or international, legislative, administrative or judicial organization.

1. Legal forms in accordance with Law on Trade Companies [↑](#footnote-ref-1)
2. An official English translation of the above-mentioned documents should be submitted [↑](#footnote-ref-2)