



Pre-Qualification Questionnaire (PQQ)

For the Pre-qualification and Registration of Suppliers, Contractors, and Service Providers

Reference No: IRY/PQQ/YEM/2026/001 | **Target Region:** Republic of Yemen (Aden, Taiz and Lahj Governorates)
Correspondence Language: English (Supporting legal documents can be submitted in Arabic without translation)

1. Purpose of this Questionnaire

The objective is to establish an approved, vetted, and highly capable Supplier Database for the years 2026–2028. Approved vendors will stand a higher chance of doing business with IRY and will be contacted with priority whenever Request for Quotations (RFQs) or restricted tenders are issued.

SECTION 1: Company Profile

Please complete this section in English.

Registered Legal Company Commercial Name	
Owner(s) Full Name	
Legal Status (e.g., Partnership, Sole Proprietor, Ltd. Company)	
Date of Establishment (as per the Commercial Register)	
Primary Business Address (HQ)	
Aden Office Address	
Other Branch Addresses in Yemen (If applicable)	
Core Business Activity (as per the Commercial Register)	
Interested Business Categories	☐ Photography & Video ☐ Printing & Visibility ☐ Agricultural Seeds ☐ Veterinary ☐ Livelihood & Livestock Req.



- ☐ Agriculture Materials & Tools
- ☐ Bee-Keeping Tools & Materials
- ☐ Food Wholesalers
- ☐ Hotels, Apartments & Conference
- ☐ Venue & Hall Rent
- ☐ Child Recreation Materials
- ☐ School Kits
- ☐ School Furniture & Equipment
- ☐ Computers & IT Equipment
- ☐ Construction & Rehabilitation
- ☐ Travel Agent
- ☐ Vehicle Rental
- ☐ Sanitary Supplies
- ☐ WASH & Water Pumps
- ☐ Fuel Supply
- ☐ Solar Systems
- ☐ Furniture & Office Equipment
- ☐ Stationery
- ☐ Cleaning Materials & Tools
- ☐ Goods / NFIs
- ☐ Security & Safety
- ☐ Medical Supplies
- ☐ Medical Equipment
- ☐ Medicines
- ☐ Laboratory Reagents
- ☐ Medical Gases
- ☐ Insurance Company



	☐ Health & Life Insurance
	☐ Legal Advisers
	☐ Training Services
	☐ Training Venue Rental
	☐ Medical Consultancy Services
	☐ FSL Consultancy Services
Interested locations (working governorates)	☐ Aden ☐ Taiz ☐ Lahj
	☐ Others: _____

Contact Person Details

Full Name	
Job Title / Position	
Mobile Phone Number(s)	
Official Company Email	
Official Company Website (If any)	

SECTION 2: Legal & Corporate Registrations

To be eligible for evaluation, vendors must possess valid corporate registration and other statutory documents issued by the competent authorities recognized by the relevant regulatory bodies in Yemen government. Documents that do not meet these requirements may render the vendor ineligible for evaluation.

Document Description	Reference / Registration No.	Issuing Authority	Validity Date (Expiry)
Commercial Register Certificate / Card			
Tax Card			
License of Practicing / Profession License			

Note: In case any registration card is currently under renewal, you must attach a copy of the expired card along with the official renewal fee receipt and the renewal declaration form.



SECTION 3: Technical & Operational Capacity

1. Human Resources (HR) Demographics

Total Number of Full-Time Staff: _____

Total Number of Part-Time / Contractual Staff: _____

Does your company employ specialized technical engineers/experts? ☐ Yes ☐ No

(If yes, please attach brief CVs of key technical personnel)

2. Infrastructure, Warehouse, and Logistics

Do you own or lease a physical warehouse? ☐ Own ☐ Lease ☐ No Warehouse

Warehouse Address & Location: _____

Warehouse Size (Square Meters): _____ sqm

Type of items stored: _____

Do you have your own transport/delivery vehicles? ☐ Yes (Number of trucks: _____) ☐ No

Do you have a formal partnership with a professional transport company? ☐ Yes ☐ No

If yes, specify name of transport provider: _____

Can you guarantee safe delivery of goods and works across all Governorates in Yemen?

☐ Northern Governorates Only ☐ Southern Governorates Only ☐ Entire Country (North & South)

3. Service Level & Quality Indicators

What is your average response time to a Request for Quotation (RFQ) / RFP?

☐ Less than 48 Hours ☐ 3–5 Days ☐ 6–7 Days ☐ More than 7 Days

What is your average delivery lead time after receipt of a Local Purchase Order (LPO)?

☐ Under 3 Days ☐ 3–5 Days ☐ 6–7 Days ☐ 1–2 Weeks

Do you offer formal warranties, and replacement guarantees for technical/mechanical equipment? ☐ Yes ☐ No

If yes, explain your warranty process and typical turnaround time for replacing damaged components:

Do you hold any Quality Standard Certifications (e.g., ISO 9001, QUAMED registration for medicines)? ☐ Yes ☐ No

If yes, specify and attach certificates: _____

SECTION 4: Financial Capacity & Bank Details

To establish financial soundness and capability to execute contracts without cash flow interruptions, please provide the following details:

1. Financial Turnover

Official Company Turnover in USD (or YER equivalent):

• Year 2023: _____ USD/YER

• Year 2024: _____ USD/YER

• Year 2025: _____ USD/YER

Maximum Contract Value you can financially handle at any single time:

☐ Below \$25,000 USD ☐ \$25,001–\$100,000 USD ☐ \$100,001–\$300,000 USD ☐ Above \$300,000 USD



2. Payment and Banking Terms

Do you accept 30 -day post-delivery payment terms? Subject to satisfactory receipt of goods/services ☐ Yes ☐ No

Preferred Payment Method: ☐ Bank Cheque ☐ Bank Deposit ☐ Cash (Limited to low-value transactions)

Do you possess an active bank account opened strictly under the registered Company Legal Name? ☐ Yes ☐ No
(Please note: Payments will not be processed to accounts held in individual names or different trading entities)

Do you accept payments in both USD and YER? ☐ Yes ☐ No

The vendor shall submit a signed and stamped official letter on the company's letterhead, clearly indicating all active company bank account details.

SECTION 5: Technical Experience & Client References

Please list your three (3) largest corporate or humanitarian clients over the past three (3) years.

#	Client / Organization Name	Contract(s) Value (USD)	Contract(s) Year	Contact Person Name	Mobile & Email Address
1					
2					
3					

Have you previously worked with Islamic Relief Yemen (IRY) or Islamic Relief Worldwide? ☐ Yes ☐ No
If yes, please provide details of contract types, years, and values:

Is your company associated or affiliated with any other company currently registered or doing business with IRY?
☐ Yes ☐ No
If yes, explain relationship: _____

SECTION 6: Ethical Standards, Compliance & Human Rights

Islamic Relief Worldwide is committed to ethical trade and the highest standards of human rights. Bidders must read, understand, and check the boxes below to certify compliance with these standards:

Anti-Bribery and Anti-Corruption

The supplier strictly certifies that no partner, owner, employee, or agent has offered or will offer any bribe, kickback, or facilitation payment to any IRY staff member, consultant, or third party in connection with this registration or subsequent tenders. Any such attempt results in immediate disqualification and reporting to donors.

☐ **We Agree & Certify**

UK Modern Slavery Act 2015 & Child Protection

The supplier declares that neither they nor their subcontractors or supply chain partners engage in human trafficking, child labor, modern slavery, or any form of forced or compulsory labor as defined by the UN Convention against Transnational Organized Crime.

☐ **We Agree & Certify**

Anti-Terrorist Financing and Sanctions Vetting

The supplier certifies that the company, its directors, and ultimate beneficial owners have no involvement in, or links to, proscribed entities, criminal organizations, money laundering, or terrorist financing networks. Bidders authorize IRY to perform necessary screening using Refinitiv software.

☐ **We Agree & Certify**

Data Protection & GDPR

The supplier agrees that any personal or beneficiary data accessed during their relationship with IRY will be treated in strict confidence, stored securely, processed only for the direct requirements of the contract, and never shared with third parties without written consent.

☐ **We Agree & Certify**

Environmental Policy

The supplier encourages a proactive approach to environmental challenges, ensuring that goods and services provided are manufactured and packaged in a sustainable, environmentally friendly manner in accordance with Yemeni environmental laws.

☐ **We Agree & Certify**

SECTION 7: Conflict of Interest (COI) Self-Declaration

To ensure transparency and fair dealing, please answer the questions below:

Are you, or any directors, partners, or owners of your company, related by blood or marriage to any current employee or consultant of Islamic Relief Yemen? ☐ Yes ☐ No

If yes, please provide the full name of the IRY employee, their position, and the nature of your relationship:

Do any current IRY employees hold a financial interest, shares, or management position in your company? ☐ Yes ☐ No

If yes, explain: _____

SECTION 8: Mandatory & Supporting Documents Checklist

(Please check the boxes to confirm that you have attached clear, scanned copies of the required documents)

Mandatory Documents Checklist:

#	Mandatory Document	Attached (Yes/No)	For IRY Use Only (Pass/Fail)
1	Valid Commercial Registration Certificate / Card	☐ Yes ☐ No	☐ Pass ☐ Fail
2	Valid Tax Card	☐ Yes ☐ No	☐ Pass ☐ Fail
3	Valid License of Practicing / Profession License	☐ Yes ☐ No	☐ Pass ☐ Fail
4	Signed and Stamped copy of the IRY Supplier Code of Conduct	☐ Yes ☐ No	☐ Pass ☐ Fail



5	Signed and Stamped copy of IRY Pre-Qualification Questionnaire Form	☐ Yes ☐ No	☐ Pass ☐ Fail
6	Signed and Stamped copy of IRY Supplier Screening Form (along with copies of National IDs or Passports of all Company Owners, Partners, and Directors)	☐ Yes ☐ No	☐ Pass ☐ Fail

Supporting Documents Checklist:

#	Supporting Document	Attached (Yes/No)	For IRY Use Only (Yes/No)
1	Proof of experience: Minimum of five (5) highest-value contracts or purchase orders completed within the past three (3) years.	☐ Yes ☐ No	☐ Yes ☐ No
2	Company Profile (including organizational chart, list of products/services, CVs of key technical personnel, and equipment/tools).	☐ Yes ☐ No	☐ Yes ☐ No
3	Official Bank Statement under Company Legal Name for the last 3 years	☐ Yes ☐ No	☐ Yes ☐ No
4	Signed and stamped official letter on the company's letterhead of all active company bank account details.	☐ Yes ☐ No	☐ Yes ☐ No

SECTION 9: Legal Declaration & Sign-off

I, the undersigned, declare for and on behalf of the company named in Section 1 that all the information provided in connection with this pre-qualification questionnaire is true, complete, and accurate in all material respects.

Islamic Relief Yemen is hereby authorized to conduct any background checks, physical warehouse/office visits, and reference inquiries with clients and bankers as it may deem necessary, without prior notice to the company, for the sole purpose of due diligence.

I acknowledge that any false, incomplete, or misleading information provided in this questionnaire will result in immediate disqualification from the pre-qualification process and debarment from any future tendering opportunities with Islamic Relief Yemen.

Full Authorized Name (In Handwriting):

(Company Official Stamp/Seal Must be Affixed
Below)

National ID Card / Passport Number:

Job Title / Position:

[PLACE COMPANY STAMP HERE]

Signature: _____ Date: ____/____/____