Basic Information

|  |  |
| --- | --- |
| **Company Name :** | |
| **Owner/Legal Representative** | |
| **Surname:** | **Type of Company** |
| **Name:** | **Share Capital (IDR)** |
| **VAT Code** | **E-mail:** |
|  | |
| **Turnover (last three years)** | |
| **Year:** | **Amount (IDR):** |
| **Year:** | **Amount (IDR):** |
| **Year:** | **Amount (IDR):** |

Registered Office

|  |  |
| --- | --- |
| **Address:** | **ZIP Code:** |
| **Region/Province:** | **City:** |
| **Telephone:** | **E-Mail:** |
| **Registration date:** | **Website** |

Address for delivery of tender documents

|  |  |
| --- | --- |
| **Address:** | **ZIP Code:** |
| **Region/Province:** | **City:** |
| **Telephone:** | **E-Mail:** |
| **Fax:** | **Website** |

Bank Details

|  |  |
| --- | --- |
| **Bank:** | |
| **City:** | **Region/Province:** |
| **Branch n.:** | |
| **Bank Account Holder** | **Bank Account Number::** |

Employees:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No. of employees** | 0 | **out of which:** | **Managers:** | 0 |
| **Officers:** | 0 |
| **Technicians:** | 0 |
| **Others:** | 0 |

Category:

|  |  |
| --- | --- |
|  | A - Exhibition and Trade Fairs Organization |
|  | B - Office Supplies |
|  | C - Office Furnishings and Machines |
|  | D - Works and Maintenance |
|  | E - Consultancy Services and Advisory |

Other information:

|  |
| --- |
| **Have you previously worked with ITA or other Italian public administrations?** |
| **If the answer is YES, on which projects** |
| **Notes:** |

I declare to have read and accepted the “Rules and regulations for selections of suppliers and contractors by Italian Trade Agency Jakarta Office”.

# Date, Signature and Company Stamp

**QUESTIONNAIRE FORM/DECLARATION**

# (Mandatory for the Stand Construction, Setup & Layout)

**Company structure**

|  |  |
| --- | --- |
| **Factory (surface in sqm.):** | **Offices (area in sqm.):** |
| **Warehouse (area in sqm.):** | **Does it own a design studio?** |

For installation/assembly work you use :

|  |  |
| --- | --- |
| **Your own staff: Yes**  **NO**  | **You hire local workers: Yes**  **NO**  |

For the transport of materials you use :

|  |  |
| --- | --- |
| **Your own means of transport : Yes**  **NO**  | **Within distance (in Km) :** |
| **Trusted shippers: Yes**  **NO**  | **Which ones? :** |

How do you operate?

Rental: Sale:

List of materials used for setups and layouts:

|  |
| --- |
|  |

List of available ready-to-use structures:

|  |
| --- |
| ***Area in sqm.:*** |

List of other works besides fairground works:

|  |
| --- |
|  |

# Works in the last 3 (three) years:

List of geographic areas where you have been operating:

|  |
| --- |
|  |
|  |

List of geographical areas where you intend to operate:

|  |
| --- |
|  |
|  |

Largest construction/set-up/layout area done so far:

|  |
| --- |
| **Year:** |
| **Trade Fair/Exhibition:** |
| **Area in sqm.:** |
| **Customer:** |

List of foreign partners you collaborate with:

|  |
| --- |
| **Partner name:** |
| **Geographical Area:** |

List of most important works done in the last 5 (five) years

|  |
| --- |
| **Trade Fair/Exhibition:** |
| **Of sqm:** |
| **Details of works:** |
| **Customer:** |
| **Country:** |
| **Type of structure:** |

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# Date, Signature and Company Stamp