<<<<<<<<<Once completed please print this on your company letter head and attach a pdf and word versions >>>>>>>>>

To: Выберите элемент.

Attention to:

**Email: @cersanit.ru**

Mobile: +7

From:

Supplier Name: <Supplier name>

Name of Person Completing this RFI: <name of person>

Title: <designation>

Date of Submission: <date>

# Required information

## Company Overview

|  |  |  |
| --- | --- | --- |
| Company name |   |   |
|  |   |   |
| Identity | Corporate name |   |
|   | Parent Company |   |
|   | Affiliation with other Corporations |   |
|   | Nature of business |   |
|   | Address: |   |
|   | Street/Avenue |   |
|   | Country |   |
|   | ZIP Code |   |
|  |  |  |
|  |  |  |
| Administrative | Legal status |   |
|  | Capital |   |
|  | Year of creation |   |
|  | APE/NAF code (if applicable) |   |
|  | SIC and NAICS (US) and NACE (Europe) (if applicable) |   |
|  | Company Registration Number |  |
|  | Tax/VAT/GST registration number |   |
|  | MES Registration Number (if any) |  |
|  | Web site |   |
|  | Telephone |   |
|  |  |  |
|  | Headquarter |  |
|  | Base of Operations |  |
| Location | Production sites / Service centers |  |
|  | Research & Development centers |  |
|  | Plant Volume Total Capacity (tons) |  |
|  | Plant Volume Free Capacity to Cersanit (tons) |  |
|  | Planned Investments – new capacity and year  |  |
|  | Volume total sales (tons) |  |

## Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Name | Tel | Email |
| CEO |   |   |   |
| CFO |   |   |   |
| Global account manager |   |   |   |
| Regional account manager |  |  |  |
| Quality Manager |  |  |  |
| Supply Chain coordinator |  |  |  |

## Financial information

Currency of reporting: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year :2021 | Year :2022 | Year :2023 |
| Operating revenue |  |  |  |
| Operating revenue after tax |  |  |  |
| Gross profit |  |  |  |
| EBITDA |  |  |  |
| EBIT |  |  |  |
| Financial expenses |  |  |  |
| Financial P/L |  |  |  |
| Net income |  |  |  |
| Inventory |  |  |  |
| Debtors |  |  |  |
| Current assets |  |  |  |
| Capital employed / Invested capital |  |  |  |
| Working capital |  |  |  |
| Cash |  |  |  |
| Shareholder funds |  |  |  |
| Long term debt + short term debt |  |  |  |
| Current liabilities |  |  |  |
| Total assets |  |  |  |
| Cash flow |  |  |  |
| Employees in the division |  |  |  |
| Employees in the company |  |  |  |

##  Product and Services

### Capabilities

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Production Capacity Yes or No | If yes, free production in tons  |
| Name of row material |  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |

### Please send your brochure and supplier presentation via email.

## Logistic

|  |  |
| --- | --- |
| Packaging |  |
| Min order quantity |  |
| Max order quantity |  |
| Incoterms, etc… |  |

## Cost Breakdown

Unit: in percentage %

|  |  |  |
| --- | --- | --- |
| Raw material Ingredients | Raw material list:Ingredient list:  | ..%..% |
| Total raw material |  | ..% |
| Labor |  | ..% |
| Factory Direct cost |  | ..% |
| Production cost |  | ..% |
| Indirect factory cost  |  | ..% |
| Factory cost  |  | ..% |
|  cost  |  | ..% |
| Sales margin  |  | ..% |
| Total  |  | 100% |

## Main activities, suppliers and customers

|  |  |
| --- | --- |
| Main business activities | % of annual revenue/turnover |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Main customers names | % of annual revenue/turnover |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Main suppliers or Subcontractors name | % of Annual Total Spend |
|  |  |
|  |  |
|  |  |
|  |  |

## Market

### Main competitors

<please input>

### Position against competition (market share)

<please input>

### Strengths against competition

<please input>

### Weaknesses against competition

<please input>

## Quality insurance

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |   |
|  |  |
|  |   |
|  |   |
|  |  |

## Research & Development

### R&D Strategy

<please input>

###  Dedicated R&D team? (if yes, organization chart to be provided)

<please input>

### Development timing (average in days)

<please input>

### How many products do you develop every year?

<please input>

###  Development request process

<please input>

### Non-Disclosure Agreement signed with Cersanit (if not, please fill the NDA and send via email your SPOC in Cersanit

<please input>

# Vendors response

1. We agree to the General terms of Purchase (in the appendix) with:
2. No exceptions or;
3. Exceptions as follows: <list the exceptions below, if any>
4. We will respect and abide Cersanit Supplier Code of Conduct attached to this RFI.

I, **<name of person>**, of **<supplier name>** certify that the above information provided is correct and true to the best of my knowledge.

For and on behalf of **<supplier name>**

Name: <name of DoP>

Job Title: <designation>

Date Certified: <date>

Company Stamp: