

DOCUMENT LIST – RATING & ACCREDITATION

DOCUMENT LIST FOR PHASE I - RATING

Evaluation Aspect	Mandatory	Additional
Promotor and management	1. CV of all people associated with the business (including the promoters(s), managers, off-shore, freelancer, technical, etc.).	1. Business Strategy document (next 3-2 years).
	2. QID of all partners/owners/Key Management Team	2. Other initiatives like (Proof of concept, solution proto-type, minimum viability model, feasibility study, industry study, market scan report etc. (If applicable and available).
Business	1. Commercial Registration (CR) Copy.	1. Professional Indemnity Insurance Copy.
	2. Computer Card Copy.	2. Trade License Copy (if applicable).
	3. Company Brochure.	3. Certifications: ISO, Awards, security certification, letter of recognition from external 3rd party entity (if applicable).
	4. Company Rent/Lease Agreement.	4. Client Testimonials.
	5. Mandatory Government Approvals/ Licenses (ICT sector related).	5. Marketing Plan document.
	6. Order Book for next 6 months.	6. Policy and Process Manuals (Company Policy, Employee Manual, Procurement Policy, Quality Assurance Policy, security policy and compliance, e.g. Cyber Security Readiness, security evaluation, and process manual etc.)
	7. List of intangibles (non-physical assets) including (Technology-based intangible assets, Marketing-related intangible assets, Customer-related intangible assets, software licenses, software under development, subscriptions, patents, etc.) and other hardware assets.	7. Human Resource documents (Appraisal documents, Job Description documents, Reward Systems, etc.)
	8. Addresses and contact details of all physical and virtual office(s) locations of the business (If applicable).	8. Training Documents (Training Schedule, Training Assessment sheets, Trainer Profiles, etc.)
	9. Organization structure with designations and names of personnel. Also, the current capacity of employees (Software Engineers, developers, others).	9. Employee Motivation and Retention Initiatives. 10. Business Risk and Contingency plan document.

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Business	10. Business Model of the company (how the business conducts its activities to deliver its products and services).	
Customer & Supplier Portfolio	1. Sales: Overall Sales in percentage (Local and International) also product / service category wise.	1. Copy/details of Import/Export code (if applicable).
	2. A detail of the top 5 existing customers with country name and their percentage of share in total sales.	
	3. Purchases (Inputs): Overall Purchases in percentage (Local and International), with a detail of the top 5 service suppliers (if applicable)	
Financials	1. Audited or in-house financials for past three years with auditor's report.	1. Loan/investment specifications and repayment terms i.e. % of profit/interest and tenure.
	2. In-house / Management accounts for the past year (monthly wise).	
	3. Banking Details: Your Banker(s) Name(s), Branch, Type of Facility, Account Balance statement/letter from bank(s)	

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DOCUMENT LIST FOR PHASE II - ACCREDITATION

Evaluation Aspect	Mandatory	Additional
Capability	1. List of all contracts executed in the past 3 years with details including - client name, project duration, project value, start and end date of project.	1. Sample reports from software/system deployed by the organization.
	2. Projects in the pipeline/expected future projects with the estimated value of the project in QAR.	2. Contract/agreement in case of technical, strategic, or financial partnership (supply chain partnership, integration partnerships, joint venture, equity alliance, non-equity alliance, etc.)
	3. Certificates/proof of project completion for top 5 projects executed in past 3 years (from clients).	
	4. Rating report along with the certificate	
Credibility & Reputation	1. Contact details of top 5 clients	