



**PRE-QUALIFICATION GUIDELINES FOR SUPPLY
OF ALLOY MATERIAL
(DOCUMENT 21/30 10-2021 REV.1)**



At Alba, we pre-qualify all our prospective Alloy Material suppliers to make sure that they meet our highest standards of quality supply and before they can start participating in our regular tenders.

As part of the process, here are a few preliminary requirements towards that pre-qualification but you should expect to be contacted again for rounds of qualification process, before being successfully included in our approved tender list.

1. An introduction letter and product profile from your company (in case you have not dealt with or registered with Alba) may be sent to purchasing@alba.com.bh

2. Existing suppliers to inform their intent and update their profile with us on Ariba Network, before we initiate pre-qualification.

3. Willingness to supply 5-10kg “Free of Charge” sample delivered to Alba or CFR Bahrain port along with the following details and meeting our specification for initial metallurgical and physical appearance test:

- Complete specification of the material along with CoC and CoA
- Guaranteed physical and chemical properties, typical tolerance range and grades
- Producer's full name and address with Plant location and capacity
- Packing and shipment method
- Production and quality control measures of the producing plant
- ISO:9001 / IATF:16949 QMS certificate of the Producer
- Past performance results of the same product in other smelters
- Reference list of current Aluminium smelters as your customers along with quantity supplied to-date
- Willingness to supply further “Free of Charge” samples delivered to Bahrain as and if needed
- Acceptance of our general conditions for purchase of goods (DOCUMENT 21/24)
- Acceptance of payment terms of first trial order, i.e., Alba will release payment only if trials are successful. If not, the quantity not tried will be returned at your cost, the trial order cancelled, and no payment will be released.
- Acceptance of our standard payment terms of 60 days after Bill of Lading for all future orders, once you fully approved

Once the above is agreed and satisfied, the following is the requirement of samples.

4. If the initial sample evaluation is found satisfactory, we will then contact you for a production evaluation trial quantity to ensure that the offered product meets our requirement in every respect. Alba reserves the right to conduct an independent third-party laboratory analysis.

5. Once these trials are found satisfactory, we will then invite you to quote against our requirement and subject to your price being competitive, we will purchase a sizable quantity for extended production trial and final assessment prior to placement of your name on our approved list of suppliers for the product. All samples are to be supplied with a representative Certificate of Analysis (CoA) including detailed test results, the producer's full name and address, plant location and capacity, and are to be delivered to Alba at the following address:

A. By POST

Head of Supply (Receipts & Dispatch)
Aluminium Bahrain B.S.C. (ALBA)
Procurement & Warehouse, Code 20,
PO Box: 570, Kingdom of Bahrain
Tel : + 973 17837382

B. By COURIER

Head of Supply (Receipts & Dispatch)
Aluminium Bahrain B.S.C. (ALBA)
Procurement & Warehouse, Code 20
150, King Hamad Highway,
Asker 951, Kingdom of Bahrain
Tel : + 973 178377382

6. The above pre-qualification process should not be construed as guaranteed business from Alba. Further, no cost can be claimed towards supply of samples irrespective of the outcome of the pre-qualification process.

**Regards,
Alba Procurement & Warehouse**

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