NORWEGIAN
REFUGEE COUNCIL

# PRE-QUALIFICATION INSTRUCTIONS

**1. Point of Contact**
Suppliers are asked to provide a single point of contact. This contact will be considered the sole spokesperson for the supplier during the prequalification process.

**2. Evaluation of Prequalification Responses**
The prequalification evaluation aims to assess the responses and select potential suppliers for the next stage of the procurement process. NRC wishes to ascertain:

(a.) **Supplier Capability** – the supplier must have the appropriate expertise and guaranteed capacity to meet the NRC specification.

(b.) **Supplier Track Record** - the supplier must be able to demonstrate a successful record of accomplishment of providing services like those required by NRC.

(c.) **Financial Standing** - the supplier must be considered financially sound. Required current bank statements for last six months.

The specific criteria to be considered at the selection stage include: -

1. Physical location(s).
2. Specialist skills and competencies.
4. Membership of professional bodies.
5. Quality accreditation.
6. Contract performance record. (References)

**IMPORTANT:**

- The pre-qualified application forms that are not filled out completely and submitted in the prescribed manner **will not be considered**.
- All the documents that form part of the proposal must be written in English, signed and stamped.
- Current contact details (Telephone numbers, Mobile numbers and email addresses).
- Proper directions must be clearly specified indicating physical location.
- **Only one set of documents is required per category. One company/bidder cannot submit for more than two (2) categories.**

**REVIEW METHOD:**

1. Profile review - It is important to fill out the questionnaire and provide the documents requested for. Vendors who will not provide any of the **mandatory requirements will be disqualified.**
2. Vendor Visits - Proper direction and contacts are critical to locate the vendors warranting further visits after profile review.

**1. PRE-QUALIFICATION MANDATORY REQUIREMENTS**

To be eligible, the interested firms must provide the following documents:

1. Cover letter in Company's letterhead. *(Mandatory)*
2. Comprehensive company profile including verifiable office address, active phone numbers and email addresses. *(Mandatory)*
3. Proof of Company Registration in Nigeria (Corporate Affairs Commission CAC). *(Mandatory)*
4. LIMITED LIABILITIES Form CAC 2- statement of share capital and return of allotment of shares. *(Mandatory)* /CO2 – Share Allotment Form if applicable (Compulsory) /CO7 – Particulars of Directors. *(Mandatory)*/Form CAC7A "Notice of Change of Directors, or in the Name, Residential/Address or Postal Address of Director. *(Mandatory)*
5. Object matter declaration *(Mandatory)* Or BUSINESS NAME Certificate of Incorporation (Compulsory) Form BN- 01 (Proprietor's Particulars) *(Mandatory)*

6. Proof of Tax Identification Number (TIN)/VAT certificate and recent copy of Current tax clearance certificate for 2022 and 2023. ***(Mandatory)***
7. Evidence of past experiences with reputable organizations/clients preferably International Non-governmental Organizations to whom the same type of supplies and/or installation was provided (Copies of letters of award & successful completion certificates and supporting reference letters should be attached) ***(Mandatory)***
8. Evidence of bank account in the name of the company/business entity; the confirmation should be provided by your bankers. ***(Mandatory)***
9. Evidence of last 6-months financial audit report (to show the financial capacity) ***(Mandatory)***
10. Evidence of registration with any related governmental or regulatory institution e.g. registration certificate with IATA, Reg certificate with SCUML (Cash distribution vendors), Reg certificate with Ministry of Environment/Environmental Health Officers Reg Council of Nigeria (Fumigation vendors) – ***(Required)***

**IMPORTANT NOTICE:**

**Note:**

- All e-mail submissions shall be labelled with the Reference number, Type of goods; services and works provided.
- If a vendor is interested to participate in more than one category (see below list), they should submit separate sets of documents for each category of interest: Reference Number, Category applied for, Bidder's Name:

  **Example:**

  **NRC/AOS/2025/001 (Reference Number)**
  **Construction Materials (Category name)**
  **The Lion King Ltd (Bidder's Name)**

- NRC reserves the right to accept or reject any Application, and to cancel the procurement process and reject all Applications, at any time without thereby incurring any liability to the affected Companies/Service Providers or any obligation to inform the affected Companies/Service Providers of the ground for NRC's action.

## 2. COMPANY PROFILE.

1. Company Name: _____

2. Trading Name (if different from above) _____

3. Legal status (partnership/sole proprietor/ Ltd. Company) _____

a) Company registration certificate No._____ (attach copy)

b) Certification by regulatory bodies (e.g. NEPA, Ministry of Public Works, State government, Ministry of Health, ISO, SON etc)
_____ (Attach copies)

5. Nature of business licensed to operate _____

6. (a) TIN No._____(Attach copy)

7. Contact Person: Name_____

Title_____

Tel .No_____

8. Postal Address: _____

Tel No/Fax No.: _____

Physical location: _____

E-mail address: _____

9. Website: _____

10. Names of Directors and their nationality: (Attach a copy of ID/Passport)

| No. | Names of partners/shareholders | Nationality | Citizenship | ID / Passport Number |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

11. Name of Bank_____Branch _____

12. Name of Insurers_____

## 3. COMPLIANCE WITH NIGERIAN PROCUREMENT ACT:

NRC will disqualify any supplier who:

As a general rule, all suppliers, contractors and consultants are entitled to a fair opportunity to tender for provision of goods, works and services in public entities. However, a Public Procuring entity may exclude suppliers, contractors, and consultants from tendering for procurement opportunities on the following basis:
a). If there is verifiable evidence that any supplier, contractor or service provider has given or promised a gift of money or any tangible item, or has promised, offered or given employment or any other benefit, any item or a service that can be quantified in monetary terms to a current or former employee of a procuring entity or the Bureau, in an attempt to influence any action, decision making or the further course of any procurement activity;
b). Being a supplier, contractor or service provider during the last three years prior to the commencement of the procurement proceeding in issue, failed to perform or to provide due care in performance of any public procurement;
c). If the bidder is in receivership or is the subject of any type of insolvency proceedings or if being a private company under the Companies and Allied Matters Act, is controlled by a person or persons who are subject to any bankruptcy proceedings or who have been declared bankrupt and or have made any compromises with their creditors within two calendar years prior to the initiation of the procurement proceeding;
d). If the bidder is in arrears regarding payment of due taxes, charges, pensions or social insurance contributions, unless such bidders have obtained a lawful permit with respect to allowance, deference of such outstanding payments or payment thereof in instalments;
e). If the bidder has been validly sentenced for a crime committed in connection with a procurement proceeding, or any other crime committed to gain financial profit;
f). If the bidder has in its management or is in any portion owned by any person that has been validly sentenced for a crime committed in connection with a procurement proceeding, or other crime committed to gain financial profit;
g). If the bidder has been blacklisted/debarred from participating in public procurement activity.
h). If the bidder fails to submit a statement regarding its dominating or subsidiary relationship with respect to other parties to the proceedings and persons acting on behalf of the procuring entity participating in same proceeding or who remain in subordinate relationship with other participants to the proceedings.
i). An individual or a firm or its affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflict of interest, they and their affiliates are disqualified from subsequently providing goods and works for the same project.
j). Firms or individuals who have been debarred by the Procuring Entity/the Bureau for having been engaged in fraudulent or corrupt practices.
h) has been the subject of a conviction for child labor abuse and breach to NRC ethical principle.

Please confirm whether any of the above applies to your organisation or its directors or any other person who has powers of representation, decision or control of the organisation.

(Yes / No) _____

Where the answer is affirmative, please provide details.
_____

NRC may seek evidence later, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. If at any time in the tender procedure NRC receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation.

## 4. CAPABILITY AND COMPETENCE TO DELIVER GOODS; SERVICES OR WORKS

1. Category applied for - (Please indicate the category number)

_____.

2. Number of staff employed.

Full-time employees: _____ other/s: _____

3. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)
_____

_____

4. Are you a manufacturer/wholesaler/retailer/other (please specify)

_____

5. If a manufacturer or service organization, are your products certified by the Standard Organisation of Nigeria (SON) or are you affiliated with a recognized accrediting body? (**Yes/No)**

(Attach documentary evidence of certification) _____

6. If you are not a manufacturer, are you an authorized dealer? – **(Yes/No)** _____
(attach manufactures authorization)

7. Provide details of your key personnel and attach their CV's If you are applying for provision of professional services. (Use a separate sheet of paper)

8. What is the country of origin for goods or services?
_____

9. If you intend to use subcontractors to perform part of the obligations under your area of business please provide details.

_____

10. Please provide a description of the tools, plant or technical equipment which would be used to carry out the contracts. (for constructions contracts) disregard if not applicable.

_____

11. Who have been your major corporate clients for the past 2 years? State Client's name, Product service provided value of goods, works or service and contact person.

| Contact person | Value of business | Organization | Contact Tel No. |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

i. What is your average response time to a request for quotation/RFP_____?

ii. What is your average response to delivery of goods /services after issuance of Purchase Order (PO)?
_____

iii. What is the maximum value of business you can handle at any given time?

**NGN** _____

12. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by NORWEGIAN REFUGEE COUNCIL?
_____

**5. PAST AND CURRENT PERFORMANCE AND EXPERIENCE**

a) Is this firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Norwegian Refugee Council? (**YES/NO**) _____. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details).

_____

b) Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to Norwegian Refugee council? **Yes/No**: _____, if yes indicate hereunder the financial year, the goods, or services that you supplied and their value.

| Financial year | Goods or service supplied | Total Value |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action?

_____

d) Has your company/firm at any one time been issued with a purchase order by NRC and failed to deliver the goods or services without assigning and reason for your action?

_____

e) If your company/firm is a current or previous period supplier of goods and services to NRC, has it at any one time been issued with a letter of cancellation of PO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

_____

## 6. PROFESSIONAL ORGANISATIONS

1. Please indicate to which professional or trade bodies your organisation belongs:

_____

## 7. COMMENTS

Please insert any general comments you wish to make. This must not be longer than 2 paragraphs.

_____

I_____declare, for and on behalf of_____

(Company/firm) that all the information furnished to NRC in connection with this prequalification is true and accurate in all material respect. NRC is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

## 8. AUTHORISATION

Form completed by:

Name: _____

Tel No: _____

Signature: _____

Date: _____

Position: _____

**Thank you for completing this questionnaire.**

The information it contains will be held in confidence by NRC and used for the purpose of determining your suitability for meeting our general requirements for the provision of the services and works.