**TENDER NO: PSA/002/03/2023**

**TECHNICAL & FINANCIAL APPLICATION**

**FORMS**

**VENDOR TECHNICAL AND FINANCIAL FORM**

1. **Company profile**

|  |  |
| --- | --- |
| Do you have a company profile? **If Yes, please provide attach a copy.** | YES |
| NO |

1. **Experience in similar works (At least four clients) – Attach copies of Contracts/LPOs and Delivery Notes for each.**

|  |  |  |
| --- | --- | --- |
| **Client Name** | **Client contact** | **Value of contract** |
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1. **Reference letters (Provide 2 Hard copy References from similar clients)**

|  |  |
| --- | --- |
| Do you have a business registration certificate? **If Yes, please provide an attachment of a valid registration certificate.** | YES |
| NO |

1. **List of directors with their telephone and Copies of ID/Passport Numbers**

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| --- | --- | --- |
| **Name**  | **Telephone No** | **ID Number/Passport Number** |
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**Please attach copies of ID or Passports.**

1. **Current/Valid business registration certificate**

|  |  |
| --- | --- |
| Do you have a business registration certificate? **If Yes, please provide an attachment of a valid registration certificate.** | YES |
| NO |

1. **Provide either the latest audited report or bank statement for 6 months**

|  |  |
| --- | --- |
| Do you have audited accounts or bank statements for 6 month period? **If Yes, please attach a copy of the document.** | YES |
| NO |

1. **Latest tax receipt or proof of payment of tax**

|  |  |
| --- | --- |
| Do you have a tax compliance letter or proof of tax payment? **If Yes, please attach a copy of the document.** | YES |
| NO |

**Authorized Official**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Contact** |  |
| **Date & Stamp** |  |
| **Signature** |  |

**TECHNICAL BID REQUIREMENT CHECKLIST**

The vendor should confirm the documents requested have been submitted by putting responses. This section will not form part of the evaluation.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Score**  |
| 1 | Submitted signed code of conduct. | **Yes/No** |
| 2 | Submitted declaration of conflict of interest | **Yes/No** |
| 3 | Submitted company profile  | **Yes/No** |
| 4 | Submitted experience in similar works (Minimum four clients) | **Yes/No** |
| 5 | Two references from current | **Yes/No** |
| 6 | List of directors, telephone copies of ID/Passport Numbers | **Yes/No** |
| 7 | Registration certificates  | **Yes/No** |
| 8 | Latest audited reports or bank statements | **Yes/No** |
| 9 | Latest tax receipt or proof of payment of tax | **Yes/No** |