**IECE PRE-QUALIFICATION QUESTIONAIRE FY 2023-2025**

**PART A- GENERAL INFORMATION**

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| --- | --- | --- | --- |
| **1** | | Name of Company/ Firm/ Individual | ……………………………………………………………………………………. |
| **2** | | Postal Address | P.O Box…………………………Code……………………………………. |
| **3** | | Physical location of Business Premises | Town………………………………………………………………………….  Street……………………………………………………………………....  Building Name……………………………………………………………  Floor……………………………… RM No.: ……………………………. |
| **4** | | Contacts | Telephone………………………………………………………………….  Fax No…………………………………………………………………………  Email………………………………………………………………………….  Website…………………………………………………………………….. |
| **5** | | Nature of business (e.g. Sole Proprietorship, Public Limited Company,  Partnership etc.) | …………………………………………………………………………………….  ………………………………………………………………………………….... |
| **6** | | Names of the Proprietor, Directors or Partners  - Proprietor | 1. ………………………………………………………………………………. |
|  | | - Partnership | 1. ……………………………………………………………………………….  2. ……………………………………………………………………………….  3. ……………………………………………………………………………….  4. …………………………………………………………………………….... |
|  | | - Public Limited Company | 1. ……………………………………………………………………………….  2. ………………………………………………………………………………  3. ………………………………………………………………………………  4. ………………………………………………………………………………. |
| **7** | | Business Operations | | Year established…………………………………………………………  Duration of Business Operation…………………………………. |
| **8** | | Company Registration No. ( Attach Copy) | | Number……………………………………………………………………….  Attached copy? Yes No |
| **9** | | VAT Registration No.  / Company PIN ( Attach Copy) | | Number …………………………………………………………………….  Attached copy? Yes No |
| **10** | | State Credit Period ( Minimum proposed is 14 days) | | ……………………………………………………………………………………………. |
| **11** | | Contact Person | | Name: ……………………………………………………………………    Job Title………………………………………………………………………  Contact: ……………………………………………………………………. |
| **12** | | Registration with Regulatory relevant bodies | | Registration Body……………………………………………………….  Category of Registration…………………………………………….  (insert any other additions) |

**13 PREQUALIFICATION CATEGORY (Please Tick all areas of interest)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | | | |
| **NO.** | **CATEGORY** | **DESCRIPTION OF SERVICES** |  |
| **SUPPLY OF GOODS** | | |
|  | **IECE/01/SUP/2023-25** | Supply, delivery , repair and maintenance of office electronic Equipment and related consumable e.g laptops, computers, printers, scanners, copiers projectors, generators, toners, catridge, ink, replacement parts etc. |  |
|  | **IECE/02/SUP/2023-25** | Supply and delivery, repair, maintenance and servicing of telecommunication devices e.g telephones, mobile phones, intercom, internet network service e.tc |  |
|  | **IECE/03/SUP/2023-25** | Supply of bottled water and water dispensers. |  |
|  | **IECE/04/SUP/2023-25** | Supply of branded promotional items (paper and non-paper based). |  |
|  | **IECE/05/SUP/2023-25** | Supply of General office stationery. |  |
|  | **IECE/06/SUP/2023-25** | Supply of airtime recharge vouchers. |  |
|  | **IECE/07/SUP/2023-25** | Supply of office furniture and equipment e.g desks, chairs, tables. |  |
|  | **IECE/08/SUP/2023-25** | Supply of technical schools equipment (Hairdressing school & fashion and design school) e.g driers, sewing machines, wash basins, iron boxes etc. |  |
|  | **IECE/09/SUP/2023-25** | Supply and delivery of medical supplies and chemicals including PPE. |  |
|  | **IECE/10/SUP/2023-25** | Supply of relief non-food items. |  |
|  | **IECE/11/SUP/2023-25** | Supply of relief food items. |  |
| **PROVISION OF SERVICES** | | |  |
|  | **IECE/01/SER/2023-25** | Provision and maintenance of fire equipment. |  |
|  | **IECE/02/SER/2023-25** | Provision of internet and allied services. |  |
|  | **IECE/03/SER/2023-25** | Provision of benevolence services (last expense). |  |
|  | **IECE/04/SER/2023-25** | Provision of building, construction and renovation  Services. |  |
|  | **IECE/05/SER/2023-25** | Provision of car hire, lease and taxi services. |  |
|  | **IECE/06/SER/2023-25** | Provision of interior decorating services for offices and schools. |  |
|  | **IECE/07/SER/2023-25** | Provision of courier and freight services (intra city & international). |  |
|  | **IECE/08/SER/2023-25** | Provision of outside catering services. |  |
|  | **IECE/09/SER/2023-25** | Provision of disability friendly hotel, accommodations,  conference facilities and catering services. |  |
|  | **IECE/10/SER/2023-25** | Provision of Employee Assistance Programme  (Psychosocial support). |  |
|  | **IECE/11/SER/2023-25** | Provision of fumigation, pest control, sanitary, general  cleaning and garbage collection services. |  |
|  | **IECE/12/SER/2023-25** | Provision of general insurance cover (equipment cover  and public liability risks). |  |
|  | **IECE/13/SER/2023-25** | Provision of security and guarding services. |  |
|  | **IECE/14/SER/2023-25** | Provision of internal external branding services. |  |
|  | **IECE/15/SER/2023-25** | Provision of photography, videography equipment and  Services. |  |
|  | **IECE/16/SER/2023-25** | Contractors of small works, general repairs and services e.g computers, laptops, printers, furniture repair, electrical repairs, sewing machines, saloon machines and equipment. |  |
|  | **IECE/17/SER/2023-25** | Provision of professional financial audit services. |  |
|  | **IECE/18/SER/2023-25** | Provision of road transport services (commercial trucks). |  |
|  | **IECE/19/SER/2023-25** | Provision/hire of event equipment e.g public address systems, hire of tents, tables, chairs, event décor. |  |
|  | **IECE/20/SER/2023-25** | Provision of Staff Medical Insurance cover services  (underwriters and agents) from January 2023 -  December 2024. |  |
|  | **IECE/21/SER/2023-25** | Provision of travel agency, air ticketing and travel  arrangements (IATA registered only). |  |
|  | **IECE/22/SUP/2023-25** | Provision of WIBA Plus Insurance services (underwriters  and agents) from January 2023 - December 2024. |  |
| **PROVISION OF CONSULTANCY SERVICES** | | |  |
|  | **IECE/01/CON/2023-25** | Provision of monitoring & evaluation services including baseline, midline, end line, capacity assessments etc. |  |
|  | **IECE/02/CON/2023-25** | Provision of training services in various areas related to the organization’s thematic areas e.g Child protection, health, economic empowerment, gender equality and humanitarian aid. |  |
|  | **IECE/03/CON/2023-25** | Provision of ICT Consultancy services. |  |
|  | **IECE/04/CON/2023-25** | Provision of web design and maintenance services. |  |
|  | **IECE/05/CON/2023-25** | Electrical engineering, civil structural engineer. |  |
|  | **IECE/06/CON/2023-25** | Provision of communication services including social media management. |  |

**PART B – FINANCIAL INFORMATION**

|  |  |
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| Banker | Name of the Bank Branch |

**PART C – TRADE REFERENCES**

|  |  |  |
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| Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract OR any document of  engagement) | | |
| **A** | How Many references are you indicating? ( CIRCLE one) | 0 1 2 3 |
| **B** | Have you previously been contracted by IECE? (CIRCLE one) | Yes NO  Describe the contract and nature of works  ………………………………………………………………………………...........  .............................................................................................  .............................................................................................  …………………………………………………………………………………………  When……………………………………………………………………………….  How Long……………………………………………………………………….. |
| **A** | **OTHERS** |  |
| **1** | Organization Name | ………………………………………………………………………………………… |
|  | Contact Name and Position | ……………………………………………………………………………………….. |
|  | Office & Mobile Tel No. | ………………………………………………………………………………………… |
|  | Email Address | ………………………………………………………………………………………… |
|  | Service provided | ………………………………………………………………………………………… |
| **2** | Organization Name | ………………………………………………………………………………………. |
| Contact Name and Position | **………………………………………………………………………………………………….** |
| Office & Mobile Tel No. | ………………………………………………………………………………………… |
| Email Address | ………………………………………………………………………………………… |
| Service provided | ………………………………………………………………………………………… |

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| --- | --- | --- |
| **3** | Organization Name | ………………………………………………………………………………………. |
| Contact Name and Position | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Office & Mobile Tel No. | ………………………………………………………………………………………. |
| Email Address | ………………………………………………………………………………………. |
| Service provided | ………………………………………………………………………………………. |

**PART D: ELIGIBILITY**

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| --- | --- | --- |
| Do any of the following apply to your Organization, or to any of the Director(s)/Partner(s)/Proprietor(s) | | |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? | Yes  No | If yes give details |
| Has been convicted of a criminal offence  related to business or professional conduct? | Yes  No | If yes give details |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting  authority/client? | Yes  No | If yes give details |
| Have you fulfilled your obligations to pay  taxes and social security contributions for the last three years? | Yes  No | If yes give details |
| Are you involved in any activities/ business that may aid terror acts within or outside the country? | Yes  No | If yes give details |

**PART E – EXPERIENCE**

A) How many years has your firm been engaged in the business?

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1. Describe nature of work performed by your firm

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1. How many years of experience have you had in the type of work described in (b) above?

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1. State the labour force engaged at any one time by your firm Maximum…………………………………Minimum………………..

**PART G – CERTIFICATION**

I/We do hereby state: -

1. That the information given is correct in all respects
2. We acknowledge that prequalification is not a contractual agreement between us and IECE but rather a an expression of interest to submit tenders/ Quotations.

Full Name: Designation/position: Signature:

Date:

Company Stamp