

INVITATION TO TENDER FOR THE YEAR 2023  
CONSTRUCTION OF OFFICE, KITCHEN, TWO TOILETS, CONFERENCE HALL, AND  
SECURITY GUARD ROOM

**Instructions for Completion of the Pre-qualification Form**

The form should be completed in uppercase (either hand written or typed) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

1. Full name of Company
2. Profile of your company and specialization (Major trade for which company was formed)
3. Full legal address
4. Telephone number, including correct country and area codes
5. Fax number, including country and area codes, if any
6. E-mail address
7. Website, if any
8. Provide name of person (including title) or department to whom correspondence should be addressed
9. Full legal name of parent Company, if any
10. Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
11. Nature of Business (b) Type of Business; Tick one box only. If "Other" is ticked, please specify
12. Indicate the year in which the company was established under the name shown in Item 1
13. Indicate the total number of full-time personnel in the Company
14. Provide license number under which the Company is registered and validity period of the license
15. Provide VAT number and validity period, if any
16. Provide TIN number
17. Tax Clearance Certificate Number (Must have been issued within the last six month or less)
18. Provide total annual volume of works in US Dollars (mil), of the Company, for the last 3 financial years
19. Provide full name and address of the Bank(s) used by the Company
20. Provide Company's bank account number and name of account (Must be Company Account)
21. Provide copy of the Company's most recent Annual Report or audited financial report. If available,
22. List all countries where the Company has local offices or representation
23. This form should be signed by the person completing it, and their name and title should be typed, along with the date.



**SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION**

1. FULL LEGAL NAME OF COMPANY:  
 \_\_\_\_\_  
 \_\_\_\_\_

2. PROFILE/SPECIALIZATION/CATEGORY: _____ _____	3. STREET ADDRESS: _____ POSTAL CODE: _____ CITY: _____ COUNTRY: _____
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4. TEL NO: _____	6. E-MAIL ADDRESS: _____
5. FAX NO: _____	7. WEBSITE ADDRESS: _____

8. CONTACT NAME AND TITLE: \_\_\_\_\_  
 \_\_\_\_\_

9. PARENT COMPANY (FULL LEGAL NAME): \_\_\_\_\_  
 \_\_\_\_\_

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE (S)  
 (attach list if necessary)  
 \_\_\_\_\_

11a. NATURE OF THE BUSINESS (Tick one box only)  
 Trader:  Authorized agents:  Company   
 Others (Specify) \_\_\_\_\_

11b. TYPE OF BUSINESS  
 Corporate/Limited:  Partnership:  NGO:  Sole Proprietorship   
 Others (Specify) \_\_\_\_\_

12. YEAR ESTABLISHED: _____	13. NUMBER OF FULL-TIME EMPLOYEES: _____
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14. TRADING/OPERATION LICENCE NO: \_\_\_\_\_ VALID TILL \_\_\_\_\_

15. VAT: \_\_\_\_\_ VALID TILL \_\_\_\_\_

16. TAX IDENTIFICATION: \_\_\_\_\_ VALID TILL \_\_\_\_\_

17. TAX CLEARANCE CERTIFICATE NO: \_\_\_\_\_

18. ANNUAL VALUE OF TOTAL REVENUE FOR THE LAST 3 YEARS  
 (a). 2020: US\$ \_\_\_\_\_ (b). 2021: US\$ \_\_\_\_\_ (c). 2022: US\$ \_\_\_\_\_



19. BANK NAME (With Branch): _____ BRANCH AND ADDRESS: _____
20. BANK ACCOUNT NUMBER: _____ ACCOUNT NAME: _____ SWIFT/BIC ADDRESS: _____

**SECTION 2: FINANCIAL INFORMATION**

21. PLEASE PROVIDE COPIES OF THE COMPANY'S LAST 3 YEARS ANNUAL OR AUDITED FINANCIAL REPORT, WHICHEVER IS AVAILABLE:

**SECTION 3: TECHICAL CAPABILITY AND INFORMATION ON SERVICES OFFERED**

22. INTERNATIONAL OFFICES/REPRESENTATION:  
(Countries where the company has local offices/ representation-if applicable)

\_\_\_\_\_

\_\_\_\_\_

23. STATES OFFICES/REPRESENTATION  
(Indicate whether you have offices at state level or county level)

\_\_\_\_\_

24. CERTIFICATION

I, the undersigned, warrant that the information provided in the form is correct and, in the event of changes, details will be provided as soon as possible:

Name: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

