



USAID ADVANCING NUTRITION GHANA ACTIVITY

PRE-QUALIFICATION OF PROVIDERS FOR GOODS AND SERVICES FOR PERIOD 2022-2023



PREFACE

Short listing is a pre-tender process that provides for a shortlist of providers from which providers are obtained to bid. Short listing is used where works, services or supplies are of a routine nature or bidding is for a group of similar contracts. Short listing shall be open to all providers and providers shall be invited using a prequalification/shortlist notice.

A prequalification/ shortlist notice shall be published in at least one publication of wide circulation to ensure effective competition.

We will enter into an agreement with the selected vendors which will have fixed prices for a specified period; this does not obligate us to make any purchases

The short-listing document is divided into:

- Part I: Introduction
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Evaluation of Applications
- Part VI: Short listing

Appendices

- A: Application Submission Sheet
- B: Statement of Requirements
- C: Evaluation Criteria
- D: Product or Service Specifications & Requirements and Quotation form (Applicable only for Specific categories i.e. Vehicle Hire, Hotel and Conference Services,
- E: Certifications

The dates associated with the pre-qualification are listed below:

RFP Posted: November 10, 2022

Questions Due: November 16, 2022

Questions Posted: November 18, 2022

Submissions Deadline: November 25, 2022



TABLE OF CONTENTS

PREFACE	2
PART I: INTRODUCTION	4
1.1 Scope of Application	6
PART II: INSTRUCTIONS TO PROVIDERS	7
2.1 Introduction.....	7
2.2 Objective.....	7
2.3 Eligible Applicants and Countries	7
2.5 Cost of Applying	8
2.6 Clarification of Short-listing Documents.....	8
PART III: PREPARATION OF APPLICATIONS	10
3.1 Language of Application	10
3.2 Documents Establishing Applicant's Eligibility and Qualifications	10
3.3 Format and Signing of Applications	10
PART IV: SUBMISSION OF APPLICATIONS	11
4.1 Sealing and Labelling of Applications – Hard Copy Submissions	11
4.2 Deadline for Submission of Applications	11
4.3 Late Applications	12
5.1 Evaluation of Applications:	12
5.2 Clarification of Applications	12
5.3 Contacting the Procurement unit	12
5.4 Confidentiality	12
PART VI: SHORT LISTING	13
6.1 Notification to the Short-listed Applicants	13
6.2 Inspection	13
6.3 Changes in Qualifications of Applicants	13
APPENDIX A:	14
FORM A1: APPLICATION SUBMISSION SHEET	14
FORM A2: APPLICANT INFORMATION SHEET	16
APPENDIX B(i); VEHICLE HIRE SERVICES	18
APPENDIX B (iii) STATIONERY SUPPLIES	20
APPENDIX C:	21
EVALUATION CRITERIA	21



PART I: INTRODUCTION

USAID Advancing Nutrition is USAID's flagship multi-sectoral nutrition project, led by JSI Research & Training Institute, Inc. (JSI), and a diverse group of experienced partners. Launched in September 2018, USAID Advancing Nutrition implements and provides technical support to nutrition interventions across sectors and disciplines for USAID and its partners.

The project's multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition. Committed to using a systems approach, USAID Advancing Nutrition strives to sustain positive outcomes by building local capacity, supporting behavior change, and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity and advance development.

From 2020 - 2023, USAID Advancing Nutrition will provide technical support and assessment services to advance the Government of Ghana's efforts to improve equitable delivery of quality services that promote household resilience and early childhood growth and development.

Technical services provided through USAID Advancing Nutrition will strengthen national and local government planning in Northern Ghana and stimulate the development of multisectoral solutions most pressing food security and nutrition problems. The portfolio will encompass activities funded by USAID/Washington as well as the USAID Ghana Mission.

The operation of Advancing Nutrition covers 17 Districts in 4 Northern Regions of Ghana. To deliver its core operational mandate, Advancing Nutrition is looking for partners (Vendors) to support implementation of its program in the 4 Regional Capitals and 17 Districts within Northern Regions (Northern Region, North-East Region, Upper East Region and Upper West Region).



Geographical scope of operations:

2.1 Regional coverage:				
Northern Region	North-East Region	Upper East Region	Upper West Region	Greater Accra Region.
2.2 Districts of operations				
Sagnarigu Dist.	East Mamprusi Dist.	Bawku West Dist	Wa East Dist	
Nanton Dist.	Mamprugu Moguduri Dist	Bawku Municipal	Nadwoli Dist.	
Karaga Dist.		Garu Dist.	DBI Dist.	
Gushegu Dist.		Tempene Dist.	Sissala East Dist.	
Yendi Dist.			Sissala West Dist.	
Mion Dist.				

2.3 Services Required				
Northern Region	North-East Region	Upper East Region	Upper West Region	Greater Accra Region.
1. Hotel Accommodation	Hotel Accommodation	Hotel Accommodation	Hotel Accommodation	Hotel Accommodation
2. Conference facilities	Conference facilities	Conference facilities	Conference facilities	Conference facilities
3. Food venders/suppliers	Food venders/suppliers	Food venders/suppliers	Food venders/suppliers	Food venders/suppliers
4. Vehicle rental companies		Vehicle rental companies	Vehicle rental companies	Vehicle rental companies
5. Supply of stationery				



1.1 Scope of Application

1.1.1 The Procurement Unit invites applications for the short list of services and supplies/goods described in Appendix B.

1.1.2 Throughout this document:

- (a) The “Applicant” means the vendor applying; and
- (b) “Application” means a bid or submission to be short-listed.

JSI is committed to the highest standards of ethics and integrity in procurement. JSI has zero tolerance for fraud and strictly prohibits bribes, kick-backs, gratuities, and any other gifts in-kind or in monetary form. JSI also strictly prohibits collusion (bid rigging) between vendors and between vendors and JSI staff. JSI selects vendors on merit and will only engage vendors who demonstrate strong business ethics. Vendors must not participate in bid-rigging or attempt to offer any fee, commission, gift, gratuity or any compensation in-kind or in monetary form to JSI employees. Vendors who do so will be disqualified from doing business with JSI. Additionally, JSI has a conflict of interest policy that requires staff to disclose when there is a potential conflict of interest due to the staff-member’s relationship with a vendor, and if necessary, to refrain from participation in a procurement involving that vendor. If at any time your organization has concerns that an employee has violated JSI policy, you may submit a report via JSI’s Code of Conduct Helpline at: www.jsi.ethicspoint.com.



PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

JSI Research and Training Institute will evaluate and shortlist all eligible companies for the provision of various services, works and goods till September 30, 2023. Once a service provider has been short listed, it will be invited for negotiations for the services or supplies.

For the Preferred vendor categories, JSI Research and Training Institute will sign Preferred Vendor Agreements with the vendors with the most competitive rates.

JSI Research and Training Institute reserves the right to add similar types of services and goods to the list in Appendix B.

2.2 Objective

JSI Research and Training Institute invites Applications from reputable providers for services, goods for the provision of various services and goods for a one-year period.

The list of items required during the specified duration of the agreement are given in Appendix B. The services, works and goods are not restricted to those listed in Appendix B.

2.3 Eligible Applicants and Countries

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in Pre – Qualification:

- (a) The applicant has the legal capacity to enter into a contract;
- (b) The applicant is not:
 - (i) Insolvent;
 - (ii) In receivership;
 - (iii) Bankrupt; or
 - (iv) Being wound up
- (c) The applicant's business activities have not been suspended;
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) The applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.3.2 Bidders originating from countries other than those expressly banned by the US Government are eligible.



All bidders must also be registered to work or trade in Ghana.

2.3.7 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

2.3.8 A firm that is under a declaration of suspension by the US and or Ghana Governments at the date of submission of the application or thereafter, shall be disqualified.

2.3.9 All organizations shall be eligible only if they are legally and financially autonomous, and operate under commercial law, and that they are not a dependent agency of the Procurement unit.

2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to the Procurement unit, as the Procurement Unit may reasonably request.

2.4.0 **Eligibility Requirements**

2.4.1 **Valid Business Information to be Submitted:**

- i. Company Profile. This should include overview of company's experience in the supply of goods or services applied for.
- ii. Past performance information such as provision of references, client list and description of other similar tasks performed, etc. preferably from international NGOs.
- iii. Certificate of incorporation/Registration
- iv. Trading license valid for 2022
- v. Tax registration certificate
- vi. Pricing Quote

2.5 **Cost of Applying**

The Applicant shall bear all costs associated with the preparation and submission of its Application and JSI Research and Training Institute in no case is responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.

2.6 **Clarification of Short-listing Documents**

A prospective Applicant requiring any clarification of the short-listing documents may notify JSI Research and Training Institute in writing at the client's email address indicated below. JSI Research and Training Institute will post the response to questions on the JSI solicitations page of the website. The deadline for submitting questions is **November 16, 2022**. The responses will be posted by **November 18, 2022**.

For clarification purposes only, the address is:



Attention: Procurement Unit

JSI Research and Training Institute, Inc. USAID Advancing Nutrition Ghana

Street Address: Plot #11, Jisonaayili-Gurugu

Town/City: Tamale

Country: Ghana

Email: cyakubu@advancingnutrition.org

2.7 Amendment of short-listing Document

2.7.1 At any time prior to the deadline for submission of applications, the Procurement Unit may amend the short-listing document by issuing an addendum.

2.7.2 Any addendum issued shall be part of the short-listing document and shall be communicated to all prospective applicants via email or print-media.

2.7.3 To give prospective applicants reasonable time to take an addendum into account in preparing their applications, JSI Research and Training Institute, Inc. may, at its discretion, extend the deadline for the submission of applications.



PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and JSI Research and Training Institute, Inc. shall be written in English.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's capability to provide the services upon request

3.2.1 Specifications or terms of reference under certain categories

Applicants applying for category of car hire, hotel, and/or conference services shall provide detailed specifications or terms of reference and unit rates valid till September 30th, 2023. Preferred vendor Agreements shall be signed with the successful applicants under these categories

3.3 Format and Signing of Applications

3.3.1 Hard Copy Applications **MUST** be contained in a single large envelope clearly labeled "Application for prequalification as a Supplier/Service Provider (whichever is applicable)" and **MUST indicate the category for which you are applying**. The envelope shall contain **only one (1) original document**

Emailed Applications **MUST** be clearly labeled "Application for prequalification as a Supplier/Service Provider (whichever is applicable)" and **MUST indicate the category or categories for which you are applying**.

3.3.2 The Application document shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to sign the short-listing documents.

3.3.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.



PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications – Hard Copy Submissions

4.1.1 The short-listing Application shall be composed of one envelope marked “Application for prequalification as a Supplier/Service Provider (whichever is applicable) and **MUST indicate the category for which you are applying as well as where you are applying from.** It shall contain one (1) original application document. Please note that as a paper saving policy, we only require one hard copy.

4.1.2 For Hard Copy application submission purposes only, the address is:

Attention: Procurement Unit, JSI Research and Training Inc USAID Advancing Nutrition Ghana

Street Address: Plot #11, Jisonaayili-Gurugu

Town/City: Tamale

Country: Ghana

For Email application submission purposes only, the address is:

Email: cyakubu@advancingnutrition.org

The deadline for application submission is:

Date: November 25, 2022.

Time (local time): 5:00PM

4.1.3 For Hard Copy submissions, the envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.

4.1.4 If the envelope is not sealed and marked as required JSI Research and Training Institute, will assume no responsibility for the Applications misplacement or premature opening.

4.1.4 Late email submissions will not be opened.

4.2 Deadline for Submission of Applications

Applications must be received by JSI Research and Training Institute, at the addresses specified above, either via email or Hard Copy, no later than **5:00pm November 25, 2022**



4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed will be rejected and returned unopened to the Applicant.

PART V: EVALUATION OF APPLICATIONS

5.1 Evaluation of Applications:

(a) JSI Research and Training Institute will carry out the evaluation of applications on the basis of their responsiveness to:

- a) Legal Status and mandatory registration status
- b) Tax Registration
- c) Experience of similar services carried out in the last two years. (Attach proof of LPOs and or contract documents)
- d) Evaluation criteria as given in Appendix C for all applicants and Terms of Reference/Specifications for indicated in Appendix C (i), C(ii) and C (iii) for categories Vehicle hire, Hotel services and Stationery respectively.

(b) Any application that fails to meet the requirements in 5.1 (a) will be considered unsuitable and shall be rejected at this stage.

5.2 Clarification of Applications

5.2.1 During evaluation of the Applications, JSI Research and Training Institute may, at its discretion, ask the Applicant for clarification of its application. An email requesting for clarification shall be sent to the applicant by the evaluation committee.

5.2.2 The applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the chairperson evaluation committee.

5.2.3 Failure of the applicant to respond to a request for clarification may result in the rejection of its application.

5.3 Contacting the Procurement unit

5.3.1 No Applicant shall contact JSI Research and Training Institute in any matter relating to its Application from the time of Application opening to short listing of Applicants.

5.3.2 Any effort by the Applicant to influence JSI Research and Training Institute in its decisions on the Application evaluation may result in the rejection of the Application.

5.4 Confidentiality

5.4.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.



5.4.2 From the deadline of submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the Procurement Unit on any matter related to the short-listing process, may do so but only in writing.

PART VI: SHORT LISTING

6.1 Notification to the Short-listed Applicants

JSI Research and Training Institute will notify successful applicants. In case you apply for pre-qualification but don't hear from us 2 months after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made to the unsuccessful vendor(s).

6.2 Inspection

JSI Research and Training Institute reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. JSI Research and Training Institute reserves the right to verify all information submitted.

6.3 Changes in Qualifications of Applicants

6.3.1 Applicants and those subsequently short listed or conditionally short listed, shall inform the Procurement unit of any material change in information that might affect their qualification status. Providers shall be required to update key short-listing information at the time of bidding.

6.3.2 Prior to signing of agreement, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.



APPENDIX A:

FORM A1: APPLICATION SUBMISSION SHEET

Date: [insert day, month, year]

To: [insert full name of Procuring and Disposing Entity]

We, the undersigned declare that:

(a) We have examined and have no reservations to the short-listing document, including Addenda No: *[insert the number and issuing date of each Addenda]*;

(b) We hereby apply to be short listed for the following works, services or supplies:

- Item Number;
- Category Description;

(c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in public procurement;

(d) We undertake to abide by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;

(e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, have nationals from the following eligible countries [insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable];

(f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;

(g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short-listing process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Ghana from participating in public procurement and are not debarred, suspended, proposed for suspension or being investigated for possible suspension by the US Government;

(h) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.

(i) We understand that you may amend the scope and value of any contracts to be bid or cancel the short-listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;



(j) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

(k) We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed: [signature of person whose name and capacity are shown below]

Name: [insert complete name of person signing the application]

In the capacity of [insert legal capacity of person signing the application]

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*



FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1. Name of Company: [insert full legal name]
 - a) Physical address: [insert street/ number/ town or city/ country]
 - b) Postal address:
 - c) Telephone number:
 - d) Telefax number:
 - e) Email:
2. Description of the Company's activities:
3. Number of years of experience in the provision of the works, services or supplies under reference:
4. The following documentation is attached:
 - a) A copy of the Bidder's valid Trading license;
 - b) A copy of the Bidder's Certificate of Registration;
 - c) A copy of the Bidder's income tax clearance certificate addressed to JSI Research and Training Institute Inc
5. The Applicant's authorized representative for information is:
 - a) Name: [insert full legal name]
 - b) Address: [insert street/ number/ town or city/ country]
 - c) Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]
 - d) E-mail address: [indicate e-mail address]
6. Enclose a copy of the Certificate of Incorporation or its equivalent.
7. Please enclose in applicable, a copy of the current **valid 2022 Trading License**.



APPENDIX B: STATEMENT OF REQUIREMENTS

List of works, services and goods to be provided include but are not restricted to the following;

For items; Hotel Services and Vehicle Hire, Stationary supplies. Applicants will be required to provide unit costs valid and fixed up to September 30, 2023 as indicated in B(i), B (ii) and B (iii) respectively.

Category of items

	SUPPLIES/GOODS
Item No.	CATEGORY DESCRIPTION
1	Office Stationery and tonners
2	Computers and I.T, Equipment
3	Drinking water (ISO Certified)
5	Office furniture and related accessories
6	Office cleaning materials and toiletries
	SERVICES
Item No	CATEGORY DESCRIPTION
1	Printing, Photocopying, Promotional and Branding services
2	Food supply/vendors
3	Provision of hotel conference facilities and accommodation
	Provision of vehicle hire services: <ul style="list-style-type: none">• 4WD station wagons (Prado etc)• Pick-up Trucks
4	Vans (10 and 14 Seaters) and Vans (28 to 32 Seaters)



APPENDIX B(i); VEHICLE HIRE SERVICES

- Must include a driver
- Vehicle must be air conditioned, have a valid insurance and well equipped with basic necessities including a first aid kit.

Item No.	Product or Service Description / Specifications (Make & Model)	full day cost	Half day cost	Day hire cost	Cost Fuel Inclusive	Short Commutes (Drop off and pick up)
01	4WD station wagons (Prado and Super custom)					
02	Pick-up Trucks					
03	Vans (10 and 14 Seaters)					
04	Vans (28 to 32 Seaters)					
Fuel Consumption Efficiency: 1 LITRE: 7 KILOMETRES						
Quotation Validity: Until September 20, 2023						



APPENDIX B (ii) HOTEL CONFERENCE SERVICES

S/N	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT RATE
1	A half day conference package inclusive of at least one coffee/tea break, lunch, public address system, 1 mineral water, stationery	Per Head	
2	A full day conference package inclusive of at least two coffee/tea breaks, Lunch, public address system, 2 mineral water, stationery	Per Head	
3	Conference/board room hire (Flip chard, Marker, Notepads, pens, projector, PA System, and wifi)	Days	
4	Accommodation (standard single room on bed and breakfast basis)	Night	
5	Projector (Please indicate if this is a complimentary)	Day	
6	Virtual Participation Set Up (All equipment in place to enable virtual participation)	N/A	
Note: Please indicate any other complimentary provided under the above packages			
Quotation Validity: Until September 20, 2023			



APPENDIX B (iii) STATIONERY SUPPLIES

S/N	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT RATE
1	Stick notes 76x76mm 3x3 inch 400 sheets (muti – coloured)	Piece	
2	Signature stickers	Packet	
3	Envelopes 115*288mm	Packet	
4	Envelopes A3	Packet	
5	Envelopes A4	Packet	
6	Pen holder	Piece	
7	Sheet Protector	Packet	
8	A4 paper	Carton	
9	Box files - Plastic	Pieces	
10	Highlighters	Packet	
11	File separator (plastic and coloured)	Set	
12	Executive Note book	Piece	
13	Staple wires HP 24/6	Packet	
14	Paper Clips 28MM	Packet	
15	Paper Clips 33MM	Packet	
16	Paper Clips 50MM	Packet	
17	Binder Clips 19MM	Packet	
18	Binder Clips 25MM	Packet	
19	Binder Clips 32MM	Packet	
20	Binder Clips 51MM	Packet	
21	Plastic File folder	Piece	
22	Suspension files	Piece	
23	Stapler Hp 45	Piece	
24	Punching Machine DP720	Piece	
25	Pens	Box	
26	Executive Pens	Box	
28	Rulers	dozen	
30	Manuscript counter book	Piece	
31	Lid box files	Piece	
32	Masking tapes 50x50mm	Piece	
33	Cello tapes (50x50mm)	Piece	
34	Flip charts (50 sheets)	Piece	
36	Office stick glue	Packet	
37	Stapler remover	Piece	
38	Thumb pins	Packet	
39	HP Printer Toner 30A	Piece	
40	HP LaserJet tonner coloured xxx (Black, Margenta, cyan, yellow) for printer Canon iR C3135)	Set	
QUOTATION VALIDITY: Until September 20, 2023			



APPENDIX B (IV) FOOD SUPPLY / VENDORS

S/N	ITEM	DESCRIPTION / DETAILS	UNIT OF MEASURE	UNIT RATE
1	Breakfast		Per Head	
2	Snacks		Per Head	
3.	Lunch		Per Head	
4	Dinner		Per Head	

APPENDIX C:

EVALUATION CRITERIA

The evaluation criterion is based on four main areas namely eligibility, experience and capacity, , quality standards and price quotes. The following evaluation criteria weighting shall be used:

1. Eligibility (25)
2. Experience and Capacity (25)
3. Quality Standards (30)
4. Price Quotes (20)

REQUIRED DOCUMENTATS TO BE SUBMITTED WHERE APPLICABLE

1. Certificate of Incorporation (in country where company was registered)
2. Signed certifications and representations regarding debarment, suspension, proposed debarment
3. Memorandum and Articles of Association **(it is mandatory that you submit the entire document).**
4. Valid Operation and or Trading License (whichever is applicable)
5. Evidence of previous and ongoing contracts for the category being applied for.
6. Fully signed and satisfactorily completed Application Submission Sheet specifying the category your firm is applying for.
7. Responsiveness to statement of requirements for specific category applied for in B above