**ANNEX D: Essential Information form to be provided by Interested Suppliers**

|  |  |
| --- | --- |
| **Form EOI-1: Business information** | |
| Name of Company/firm |  |
| Physical Address of legal premises:  Street/Road, Building, Floor/Door, Town/City |  |
| Company Website (if any) |  |
| Name of contact person authorised to deal on your behalf for this RFP (Email and/or Mobile Number(s) |  |
| Year established/Date when provisioning of Premises Maintenance services started.  Please attach scanned copy of Proof of ownership of the company/ Business registration; originals to be viewed during site visit. |  |
| Total # of clients for similar services from January 2018 to date. |  |
| A valid Tax Clearance Certificate (NRA, City Council)  Please attach scanned copy; originals to be viewed during site visit. |  |
| A valid NASSIT certificate. Please attach scanned copy; originals to be viewed during site visit. |  |
| UNGM Registration number |  |
| I hereby confirm that copies of the last 2 years of financial statements will be made available when requested (Yes/No) |  |
| **Fraud declaration: Kindly confirm through declaration that the bidder had not been and is not subjected to judgement for fraud, corruption or any other illegal activities.** |  |

| **Form EOI-2: Organization Profile & Personnel** | |
| --- | --- |
| Name of Owner/Managing Director, Email, Mobile nr  Total no. of Employees. |  |
| Describe how the bidder intends to meet the needs of UNICEF, including the workflows, the timelines, and the staff that will be assigned to this project in the **performing the audit and designing the renovations**, i.e.,   * # staff, roles, please attach summaries of CV’s. |  |
| Describe how the bidder intends to meet the needs of UNICEF, including the workflows, the staff that will be assigned to this project in Phase 2 of the project to supervise the implementation of the above proposed works, i.e., # staff, roles, please attach summaries of CV’s. |  |

**Form EOI-3: Corporate Social Responsibility (CSR)/Shared Value (Optional)**

|  |  |
| --- | --- |
| Does your company have social accountability policy? -----Yes/No  Attach document/share links if any |  |
| Is your company involved in activities to create employment, skills, and empowerment of young people  -----Yes/No. Share links or attach brochure |  |
| Is your company involved in philanthropic and/or Public Private Partnership that provide products to unserved or underserved customers or that meet societal needs, such as those of children?  -----Yes/No. Briefly describe. Share links or attach document if any |  |
| Does your company have a documented environmental policy? -----Yes/No  Share links or attach document if any |  |

**Form EOI-4: Relevant Past Experience (Mandatory)**

**UN Agencies and International NGO/s:** List and provide examples of premises maintenance Services provided to International NGOs and/or UN agencies in the last 5 years as per the table below. Please complete references for at least 2 most relevant examples of work with UN Agencies or INGO’s in the format, below if applicable. Please complete also the details of the Client/Organisation below.

|  |  |
| --- | --- |
| **Name of UN Agency/ INGO** | **Brief description and value of Goods/Services provided in the last 5 years** |
|  |  |
|  |  |

**Mandatory Requirement: Using the format below, please provide examples or (up to 10) references from firms/partners where you have made substantial delivery of premises maintenance services for which you seek to be prequalified.** Attach documental evidence of correspondence, links to reports in public domain, scanned contracts or contractual relations.

*Details of the Client (Organization)* (Reproduce as needed)

|  |  |
| --- | --- |
| Description | Details |
| Name of Client (organization) |  |
| Address of Client (organization) |  |
| Name of Contact Person at the client (organization) |  |
| Designation of Contact Person at the client (organization) |  |
| Telephone No. of contact person |  |
| Email address of contact person |  |
| Type of Relationship/Value of Contract |  |
| Duration of Contract (dates of validity) |  |
| Goods/services supplied/offered |  |