

**Main documents to upload to e-tender site <https://etenderbox.unhcr.org/>**

**Technical Proposal (Upload 1) PDF copies**

**Commercial/Eligibility Criteria Mandatory**

- a. Corporate affairs Commission CAC certificate of incorporation, year funded minimum fives (5) years from submission deadline.
  - b. Licenses, permit and documentation necessary to operate as a downstream oil and gas company. Accredited by DPR, NNPC.
  - c. FIRS Tax clearance Certificate for the last three years 2020, 2021, 2022.
  - d. Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the Vendor Registration Form (Annex D).
  - e. Acknowledged copy of UNHCR General conditions of contract (Annex E):
  - f. Acknowledged UN Supplier code of conduct (Annex F)
1. Company qualification and References:
  2. Financial Soundness of the Company:
  3. Delivery Lead Time & Capacity:
  4. Provision of Customized Top Card or Voucher/Coupon Systems:

**Financial proposal (upload 2)**

1. Annex C (Financial Proposal Form – in the financial offer PDF or excel).