

# ANNEX V – IDENTIFICATION AND CAPACITY FORM

(To be completed by the tenderer)

Reference: 10874

## A) Identification

CANDIDATE	
Type of organisation	Telephone
Full Address	
Contact person, telephone and email	

## B) Capacity

### 1. Legal capacity

Requirement	To be filled in by tenderer	Documents to provide
Inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register	<i>Indicate registration number</i>	Trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register

### 2. Economic and financial capacity

Requirement	To be filled in by tenderer	Documents to provide
The annual turnover of the last two financial years shall be above NGN 80'000'000	<i>Indicate turnover in NGN</i>	<ul style="list-style-type: none"><li>- Balance sheets or extracts from balance sheets for at least the last 2 years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established)</li><li>- A statement of overall turnover and turnover concerning services covered by the contract during the last 2 financial years.</li></ul>

### 3. Technical and professional capacity

Requirement	To be filled in by tenderer	Documents to provide
The service provider should be licenced in the republic of Nigeria to provide this service	<i>Indicate license</i>	Licence to operate a security firm in Nigeria
The provider should have a minimum 3 years' experience of providing security services	<i>Indicate years of experience</i>	List of recent & current clients with whom it has an established similar contract
The provider should have a public liability insurance	<i>Indicate number of policy</i>	Certification of liability insurance covering third parties' and client's damages
The provider should have a certified quality management system	<i>Indicate name of quality management system</i>	Certificate of quality management
		Company profile with staff profiles and organisational structure

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that:

- We have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above.
- The data provided concerning our compliance with the selection criteria is true.
- We offer to provide the services requested in the tender dossier, which comprise our technical offer and our financial offer.

**Stamp, date and signature of the tenderer**