

Annex A

Current and up to date National Registration Documents:

- CAC registration Documents including Forms CO2, CO7 and articles of associations.
- Current Tax Clearance Certificate for the past 3 years valid till December 2019.

Competency Certifications & Industry Compliance.

- National Competency Certificates for Engineers and Technicians (Submit CV's and certificates of Technical Team Members). They must have been certified by an approved National Body.
- Evidence that a member of your team is COREN certified (Person must be a key member of the Engineering or Management Team).
- Company NEMSA Certificate valid up to 2020.

Health, Safety and Insurance (Please provide the following below in your submission)

- Health and Safety policy of the organization.
- Evidence of Employee workplace insurance for each of the technical staff listed in your company profile. (Please note that if selected, IOM will mandate vendor to show proof of insurance for all team members who are deployed to the field for installation.

OEM Partnership

- Evidence that there is a strong partnership between the Vendor and the OEM (IOM will require shorter lead times and also expect warranties and guaranties to be effected – this is to prove that the vendor has the capacity to make this happen).

Relevant Industry Experience

- Evidence of successfully designing and deploying cumulative of 200kW of solar project within the last 12months with the smallest project not less than 10kW. This should be evidenced by verifiable award letters etc.

Financial Capacity

- 2017, 2018 and 2019 Audited Accounts.
- Bank Statement for the immediate past 6 months with turnover not less than 200,000 US Dollars or its equivalent in Naira.
- Bank Reference Letter and ability to obtain Advance Payment Guarantee.

Warranties and Guaranties

- Evidence that equipment's to be deployed have 3 years minimum warranty.

Service Level Agreement

As a vendor, you will be expected to adhere to the Service Level Agreement below:

- During the maintenance period and as will be specified in all contracts, the vendor must report to site within 48hrs of receipt of an issue on site and resolve the issue within 12hours of being on site - this applies to sites at the BCP.
- During the maintenance period and as will be specified in all contracts, the vendor must report to site within 24hrs of receipt of an issue and resolve the issue within 12hours of being on site - this applies to sites at the State command or Airports.

Legal

- Sworn Affidavit that no staff, agent, consultant or contact in IOM has any pecuniary interest in the vendors company.
- The vendors company is in good financial standing and not insolvent or bankrupt.

Kindly attach any other document that you think may strengthen your application (Limit this to maximum 5 pages).