

**INDEPENDENT NATIONAL ELECTORAL
COMMISSION (INEC)**

PEQUALIFICATION DOCUMENT

PROCUREMENT OF PRINTING

BID PACKAGE NUMBER: *AS SPECIFIED IN THE ADVERT*

MAY 2026

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INVITATION TO TENDER

Name and Contact Addresses of Procuring Entity **INDEPENDENT NATIONAL ELECTORAL COMMISSION PLOT 436, ZAMBEZI CRESCENT MAITAMA ABUJA**

Procuring Entity Name: **INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)**

Contact Name: **INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)**

Contact Address: **INDEPENDENT NATIONAL ELECTORAL COMMISSION PLOT 436, ZAMBEZI CRESCENT MAITAMA ABUJA**

Contact Email Address: **N.A**

Invitation to Tender (ITT) No.: *Refer to Advert for Available Package Numbers and Lots*

Tender Name: *Refer to Advert for available Tender Names*

Invitation to Tender

1. The **Independent National Electoral Commission** invites sealed tenders for the Printing jobs: *Refer to Advert for available projects.*
2. Tendering will be conducted under the open competitive method, National Open Competitive using a standardized Tender Document. Tendering is open to all qualified and interested Tenderers.
3. Tendering is open to all small and medium enterprises registered with Corporate Affairs Commission and that possess the requirements specified in the advertisement and tenderers will be allowed to Tender for number of Lots as specified in the advert.
4. Qualified and interested Tenderers may obtain further information and inspect the Tender Documents during office hours: 10:00am to 4:00pm.
5. Tender Documents may be obtained electronically from the website www.inecnigeria.org. Tender Documents obtained electronically will be free of charge.
6. Tender Documents may be viewed and downloaded for free from the website www.inecnigeria.org. Tenderers who download the Tender Document must forward their particulars immediately to www.inecnigeria.org Plot 436, Zambezi Crescent Maitama, Abuja facilitate any further clarification or addendum.
7. All Tenders must be accompanied by a TENDER SECURITY of 2% of the bidder's total tender sum **(Not Applicable)**
8. The Tenderer **shall paginate** the submitted Tender Documents.

9. Completed Tender Documents must be delivered to the address below on or before **10:00am on Tuesday, 26th May, 2026 at the Electoral Institute (TEI), 564/565 Independence Ave, Central Business District, Abuja.**
10. Electronic Tenders **will not** be permitted.
11. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
12. Late Tenders will be rejected.
13. The addresses referenced above are:

Address for obtaining further information for Tender Documents

- **INDEPENDENT NATIONAL ELECTORAL COMMISSION**
- **Plot 436 Zambezi Crescent Maitama, Abuja**
- **08074430664, 08023022726 www.inecnigeria.org**

Address for submission of Tenders.

- **INDEPENDENT NATIONAL ELECTORAL COMMISSION**
- ***The Electoral Institute (TEI), 564/565 Independence Ave, Central Business District, Abuja***
- **08074430664, 08023022726 www.inecnigeria.org**

Address for opening of Tenders.

- **INDEPENDENT NATIONAL ELECTORAL COMMISSION**
- ***The Electoral Institute (TEI), 564/565 Independence Ave, Central Business District, Abuja***
- **08074430664, 08023022726 www.inecnigeria.org**

Authorized official (name, designation, signature, and date)

Director Procurement

4th May, 2026

PART 1 - PROCEDURES

SECTION I: INSTRUCTIONS TO APPLICANTS (ITA)

- A. General
 - 1. Scope of Application
 - 1.1 The name of the Procuring Entity inviting applications is defined in the PDS. The particular type of contract (Goods required) and its name and description of the contract(s) and its reference number are defined in the PDS. If the scope of the Contract so defined is in multiple contracts, it will be specified in the PDS if prequalification will be based on individual contracts or multiple contracts. The full Scope of Goods is described in Section V (Scope of Goods).
 - 2. Source of Funds to be specified in the PDS, if deemed necessary.
 - 3. Fraud and Corruption
 - 3.1 The Nigerian Government requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
 - 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Bureau of Public Procurement (BPP) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case of prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the BPP.
 - 4. Collusive practices
 - 4.1 The Procuring Entity requires compliance with the provisions of Nigerian law, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of the applicant.
 - 4.2 Code of Ethical Conduct: We undertake to adhere to the Code of Ethical Conduct for Suppliers, Contractors, and Service Providers during the procurement process and the execution of any resulting Contract.
 - 5. Eligible Applicants
 - 5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9, or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract per the Contract terms. The JV shall nominate a Representative who

shall have the authority to conduct all business for and on behalf of all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender), and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the same Tender. The maximum number of JV members shall be specified in the PDS.

- 5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brother, or Sister. Child, Parent, Brother, or Sister of a Spouse, their business associates or agents, and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by, or are under common control with that firm) may submit its application for prequalification either individually, as a joint venture, or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions under ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated, or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications hereof or have been hired or proposed to be hired by the Procuring Entity for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
 - a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from a such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the

prequalification, ITT process, and execution of the Contract.

- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period as the BPP shall have determined. The list of debarred firms and individuals is available on the Nigerian Government website.
- 5.8 Applicants that are state-owned enterprises or institutions in Nigeria may be eligible to prequalify, compete, and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under the supervision of any public entity.
- 5.9 An Applicant shall not be under sanction or debarment from Tendering by the BPP as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 A Nigerian Applicant shall be eligible to be prequalified if it provides evidence of having fulfilled all its obligations to pay taxes, pensions, and social security contributions and meets the other compliance requirements and qualification, relevant experience conditions specified or required for registration on the Bureau of Public Procurement’s National Database of Contractors, Consultants and Service Providers (NDCCSP) or specified in this document.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons, or entities are eligible if:
 - a. As a matter of law or official regulations, Nigeria prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Nigeria prohibits any import of Goods from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Goods are implemented under a cross-entity basis (and more than procurement body is acting as a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual based on ITT 5.1(a) above by any procurement body in Nigeria may be applied to that procurement across other Nigerian procurement bodies involved, if the multiple Nigerian Procuring Entities involved in the procurement so agree.
- 6.3 Any Goods with characteristics that have been declared by the relevant national environmental protection agency or food and drug by other competent authorities as harmful to human beings and the environment shall not be eligible for procurement.

6.4 A Tenderer will be deemed as ineligible if they are proven to be non-compliant with Nigerian law, as determined by the relevant regulatory or enforcement body, and Tenderer has not provided sufficient evidence to reverse the determination.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

7.1 This Prequalification Document consists of parts 1-2 which comprises all the sections indicated below, and which should be read in conjunction with any Addendum issued per ITA 8.

PART 1 - PROCEDURES

i. SECTION I: INSTRUCTIONS TO APPLICANTS (ITA)

ii. SECTION II: PREQUALIFICATION DATA SHEET (PDS)

iii. SECTION III: QUALIFICATION CRITERIA AND REQUIREMENTS

TENDERING FORMS

iv. SECTION IV: SCOPE OF GOODS

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, or the minutes of the pre-application meeting (if any), or Addenda to the Prequalification Document per ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its application, all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s), and Pre-Application Meeting

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than ten (10) days before the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Entity shall also promptly publish its response on the webpage identified in the PDS. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And per the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to

visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the PDS if a pre-application meeting will be held, when, and where. The Procuring Entity shall also specify in the PDS if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and answer questions on any matter that may be raised at that stage.

- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the PDS before the submission date of applications.
- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting on the web page identified in the PDS. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum under PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for the disqualification of a Tenderer.

9 Amendment of Prequalification Document

- 9.1 At any time before the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications per ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable

for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity shall be written in the English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

12.1 The Application shall comprise the following:

- a. Application Submission Letter, per ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, per ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, per ITA 15; and
- d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility per ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) per Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Nigeria Naira and equivalent if applicable using

the rate of exchange determined as follows:

- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted).
 - b Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of its direct and beneficial ownership, and or beneficial ownership as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further, the information will enable the Procuring Entity to identify any actual or potential conflict of interest concerning the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence concerning the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality that an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its direct or beneficial ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information, or authorizations that the Procuring Entity may request concerning ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest concerning the award or management of the contract.
- 15.7 All information provided by the Applicant under these requirements must be complete, current, and accurate as of the date of provision to the Procuring Entity. In submitting the information required under these requirements, the Applicant shall warrant that the information submitted is complete, current, and accurate as of the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, their application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant under these requirements, then the application will be

rejected.

- 15.9 If the information submitted by an Applicant under these requirements, or obtained by the Procuring Entity (whether through its inquiries, through notification by the public, or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant concerning the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits the information under these requirements that is incomplete, inaccurate, or out-of-date or attempts to obstruct the verification process, then the consequences of ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories. The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a. Bear the name and address of the Applicant;
 - b. Be addressed to the Procuring Entity, per ITA 17.1; and
 - c. Bear the specific identification of this prequalification process indicated in the PDS 1.1.

- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.
- 18 Deadline for Submission of Applications
- 18.1 Applicants may either submit their applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Application electronically, per electronic Application submission procedures specified in the PDS.
- 18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document per ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 19 Late Applications
- 19.1 The Procuring Entity shall not consider any Application that arrives after the deadline for submission of Applications. Any Application received by the Procuring Entity after the deadline for submission of Applications shall be declared late, rejected, and returned unopened to the Applicant.
20. Opening of Applications
- 20.1 The Procuring Entity shall open all Applications at the date, time, and place specified in the PDS. Late Applications shall be treated per ITA 19.1.
- 20.2 Applications submitted electronically (if permitted under ITA 17.1) shall be opened per the procedures specified in the PDS.
- 20.3 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.
- E. Procedures for Evaluation of Applications
- 21 Confidentiality
- 21.1 Information relating to the Applications, their evaluation, and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants per ITA 28.
- 21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification per ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.
- 22 Clarification of Applications

- 22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

22 Responsiveness of Applications

- 22.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

23 Margin of Preference

- 23.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

24 Nominated Subcontractors

- 24.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the Goods by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").

- 24.2 The Applicant shall not propose to subcontract the whole of the Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated therein ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Goods proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

25 Evaluation of Applications

- 25.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

25.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Goods. The subcontractor's qualifications shall not be used by the Applicant to qualify for Goods unless their parts of the Goods were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
- ii) the qualifications concerning the specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the evaluation.

Unless the Applicant has been determined prequalified on its own without considering the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, the such tender may be rejected.

25.3 In the case of multiple contracts, Applicants should indicate in their applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements of the Eligibility and Qualification Criteria.

25.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a), and 4.2(b) for each Lot, to be completed by applicants.

25.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors per ITA 25.2 above), or any other firm(s) different from the Applicant shall not be considered.

26 Procuring Entity's Right to Accept or Reject Applications

26.1 The Procuring Entity reserves the right to accept or reject any Application and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

27 Prequalification of Applicants

27.1 All Applicants whose applications substantially meet or exceed the specific qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately. Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

- 28 Invitation to Tender
 - 28.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified. Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the Tendering Document. The successful Applicant shall be required to provide a Performance Security as specified in the Tendering Document.

- 30 Changes in Qualifications of Applicants
 - 30.1 Any change in the structure or formation of an Applicant after being prequalified per ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity before the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria outlined in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

- 31 Procurement Related Complaints
 - 31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

SECTION II: PREQUALIFICATION DATA SHEET (PDS)

A. General	
ITA 1.1	The identification of the Invitation for Prequalification is: as specified in the advert The Employer is: INDEPENDENT NATIONAL ELECTORAL COMMISSION The list of contracts is: As indicated in the advert Bid name and Package number are: Refer to Advert for Available Project title and Package number;
ITA 2.1	The name of the Project is: Refer to Advert for Available Project titles
ITA 5.2	The maximum number of members in the JV shall be: Three (3)
ITA ____	A list of debarred firms and individuals is available on the BPP website: www.bpp.gov.ng
B. Contents of the Prequalification Document	
ITA 8.1	For clarification purposes , the Procuring Entity address is: Plot 436 Zambezi Crescent Maitama Abuja Attention: Director Procurement 3rd Floor Address: Abuja 08074430664, 08023022726 City: Abuja Postal Code: PMB 2126 Country: Nigeria Telephone: 08074430664, 08023022726 Facsimile Number: NA Electronic mail address: N.A
ITA 7.1 & 8.2	Web page: www.inecnig.org
ITA 7.2	Pre-Application Meeting will be held: when the need arises Pre-Arranged Site Visit will be held: NA
C. Preparation of Applications	

ITA 10.1	<p>This Prequalification document has been issued in the English language.</p> <p>All correspondence and exchanges shall be in the English language.</p> <p>The language for translation of supporting documents and printed literature is the English Language.</p>
ITA 11.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents. <i>As indicated in the advert: Insert list of additional documents</i></p>
ITA 14.2	<p>The source for determining exchange rates is: <i>CBN official exchange rate</i></p>
ITA 15.2	<p>In addition to the original, the number of copies to be submitted with the Application is: <i>as specified in the advert</i></p>
D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is:</p> <p>Date: 26th May 2026</p> <p>Time: 10am</p> <p>For Application submission purposes only, the Procuring Entity's address is: <i>The Electoral Institute (TEI), 564/565 Independence Ave, Central Business District, Abuja</i></p> <p>Attention: The Secretary to the Commission</p> <p>Address: Plot 436 Zambezi crescent Maitama, Abuja</p> <p>City: Abuja</p> <p>Postal Code: PMB 2126</p> <p>Country: Nigeria</p> <p>Telephone: 08074430664, 08023022726</p> <p>Facsimile Number: NA</p> <p>Email address: N.A</p> <p>Applicants shall not have the option of submitting their Applications electronically.</p> <p>The electronic Application submission procedures shall be: NA</p>
ITA 18.1	<p>Late Applications will be returned unopened to the Applicants.</p>
ITA 19.1	<p>The opening of the Applications shall be at: 26th May 2026; 10am; <i>The Electoral Institute (TEI), 564/565 Independence Ave, Central Business District, Abuja</i></p>
ITA 19.2	<p>The electronic Application opening procedures shall be: NA</p>

E. Procedures for Evaluation of Applications	
ITA 23.1	Note: A margin of domestic preference NA apply.
ITA 24.1	At this time the Procuring Entity does not intend to execute certain specific parts of the Goods by sub-contractors selected in advance.
ITA 25.2	<p>Note: Indicate N/A if there are no parts of the Goods requiring Specialized Subcontractors</p> <p>The parts of the Goods for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows:</p> <ul style="list-style-type: none"> a. NA b. NA c. NA <p>For the above-designated parts of the Goods that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for evaluation.</p>
ITA 31.1	<p>If an Applicant wishes to make a Procurement-related Complaint, the Applicant shall submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p style="text-align: center;">THE SECRETARY INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)</p> <p>Email address: <i>N.A</i></p> <p>Fax number: <i>N.A</i></p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of the Prequalification Documents; and 2. the Procuring Entity’s decision not to prequalify an Applicant.

SECTION III: QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided concerning each requirement and the definitions of the corresponding terms are included in the Form.
2. The Procuring Entity shall insert one Form for each Lot or Contract in case of multiple contracts.
3. This form is generic and refers to Goods. In the case of the supply of non-Goods, the form shall be amended as appropriate.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality per ITA 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest per ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not having been declared ineligible by the Bank, as described in ITA 4.7 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity	Applicant required to meet conditions of ITA 4.8	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	The prohibition under Nigerian Law or Policy or by a United Nations resolution	Not having been excluded as a result of prohibition in Nigerian laws or official regulations against commercial relations with the Applicant’s country, or by an act of compliance with UN Security Council resolution, both per ITA 5.1 and 5.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
2. Historical Contract Non-Performance							

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
21	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of the contractor's default since 1 st January [2021].	Must meet requirement ¹	Must meet requirements	Must meet requirement ²	N/A	Form CON-2
22	Suspension Based on Execution of Bid/Proposal Securing Declaration	Not under suspension based on execution of a Bid/Proposal Securing Declaration under ITA 4.9.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
23	Pending Litigation	Applicant's financial position and prospective long-term profitability are still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
24	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ³ since 1 st January [2021]	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
25	Declaration: Environmental, Social, Health, and Safety (ESHS) past performance	Declare any civil work contracts that have been suspended or terminated and/or performance security called by a Procuring Entity for reasons related to the non-compliance of any environmental, or social (including sexual exploitation and abuse (SEA) and gender-based violence (GBV)), or health or safety requirements or	Must make the declaration. Where there are Specialized Sub-contractor/s,	N/A	Each must make the declaration. Where there are Specialized Sub-contractor/s	N/A	Form CON-3 ESHS Performance Declaration

¹ Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e., dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

² This requirement also applies to contracts executed by the Applicant as JV member.

³ The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		safeguard in the past five years ⁴ .	the Specialized Sub-contractor/s must also make the declaration		, the Specialized Sub-contractor/s must also make the declaration.		
3. Financial Situation and Performance							
31	Financial Capabilities	<p>(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow requirements estimated sum of 10M Naira for the subject contract(s) net of the Applicants other commitments</p> <p>(ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on Goods currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, other financial statements acceptable to the Employer, for the last /3) years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability.</p>	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments
			Must meet requirement	Must meet requirement	N/A	N/A	
			Must meet	N/A	Must meet	N/A	

⁴ The Procuring Entity may use this information to seek further information or clarifications during the bidding stage and the associated due diligence.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
			requirement		requirement		
4. Experience							
4.1 (a)	General Goods Experience	Experience under Goods contracts in the role of the prime supplier, contractor, JV member, subcontractor, or management contractor for at least the last <i>[insert number]</i> years, starting 1 st January 2021	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Goods & Contract Management Experience	(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially ⁵ completed as a prime supplier, contractor, joint venture member ⁶ , management contractor, or subcontractor between 1st January <i>[insert year]</i> and Application submission deadline: <i>(i) N contracts, each of minimum value V; Or (ii) Less than or equal to N contracts, each of minimum value V, but with a total value of all contracts equal or more than N x V; [insert values of N & V, delete (ii) above if not applicable]. [In case the Goods are to be bid as individual contracts under a slice and package (multiple contracts) procedures, the minimum number of contracts required for purposes of evaluating</i>	Must meet requirement	Must meet requirement ⁷	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.2(a)

⁵ Substantial completion shall be based on 80% or more Goods delivered under the contract.

⁶ For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant’s share, by value, and role and responsibilities shall be considered to meet this requirement.

⁷ In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<p><i>qualification shall be selected from the options mentioned in ITA 25.3b]</i></p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of Goods, specify the minimum key requirements in terms of physical size, complexity, construction method, technology, and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted per ITA 25.2]</i></p>					
	Other Statutory Documents Required	<p>For Nigerian and Foreign Tenders</p> <p>(i) Certificate & Articles of registration of the company.</p> <p>(ii) Current Audited Financial Statements (3 years).</p> <p>(iii) Valid professional certifications and permits if applicable.</p> <p>Additional Documents for Nigerian Tenderers</p> <p>(iii) Current PENCOR Certificate.</p> <p>(iv) Evidence of NSITF contributions.</p> <p>(v) Certificate of Registration with BPP</p> <p>(vi) Current Tax Clearance Certificate. Etc as listed in the advert</p>			Each Member must meet		

TENDERING FORMS

Tenderer is expected to complete and include the following tendering forms as part of their tender. These documents are located in the attached Forms appendix to this Bid package.

- FORM: APPLICATION SUBMISSION LETTER
- FORM: ELI -1.1 – APPLICANT INFORMATION 5
- FORM: ELI -1.2 – APPLICANT’S JV INFORMATION 6
- FORM: CON – 2 – HISTORICAL CONTRACT NON-PERFORMANCE, AND PENDING LITIGATION AND LITIGATION HISTORY
- FORM: CON – 3 - ESHS PERFORMANCE DECLARATION
- FORM: FIN – 3.1 – FINANCIAL SITUATION AND PERFORMANCE
- FORM: EXP – 4.1 – GENERAL GOODS EXPERIENCE

SECTION IV: SCOPE OF GOODS

Note: Attach Scope of Goods here

**INDEPENDENT NATIONAL ELECTORAL
COMMISSION (INEC)**

PREQUALIFICATION DOCUMENT

PROCUREMENT OF PRINTING

BID NUMBER: *Specified in the advert*

FORMS

MAY 2026

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APPLICATION FORMS

FORM: APPLICATION SUBMISSION LETTER

Date: **Insert day, month, and year**

Bid No. and title: **Insert Bid number and title**

To: **Insert full name of Procuring Entity**

We, the undersigned, apply to be prequalified for the referenced Bid and declare that:

- (a) No reservations: We have examined and have no reservations about the Prequalification Document, including Addendum(s) No(s), issued per ITA 8: **Insert the number and issuing date of each addendum.**
- (b) No conflict of interest: We have no conflict of interest per ITA 4;
- (c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated in ITA 4, we have not been suspended by the Employer based on the execution of a Bid/Proposal-Securing Declaration per ITA 4.9;
- (d) Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by any Government or International development institution or a debarment imposed per the Agreement for Mutual Enforcement of Debarment Decisions between development banks. Further, we are not ineligible under Nigerian laws or official regulations or a decision of the United Nations Security Council;
- (e) State-owned enterprise or institution: **Select the appropriate option and delete the other [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA 4.8]**
- (f) Subcontractors and Specialized Subcontractors: We, per ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works:
Insert any of the key activities identified in Section III - 4.2(a) or (b) which the Employer has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]
- (g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid per the prequalification process, the corresponding Bidding process, or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
Insert a full name for each occurrence	Insert street/ number / city / country	Indicate reason	Specify amount in Naira value, exchange rate, and US\$ equivalent if applicable

If no payments are made or promised, add the following statement: No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application

- (h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this Prequalification process, without incurring any liability to the Applicants, per ITA 26.1.
- (i) True and correct: All information, statements, and description contained in the Application are in all respect true, correct, and complete to the best of our knowledge and belief.

Signature

Name: Insert full name of the person signing the Application, in the capacity of Insert capacity of the person signing the Application.

Duly authorized to sign the Application for and on behalf of Applicant's Name: Insert full name of Applicant, or the name of the JV

Address: Insert the street number/town or city/country address

Dated Insert the day number, day of month, insert year

Note: For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached.

FORM: ELI -1.1 – APPLICANT INFORMATION

Date: **Insert day, month, and year**

Bid No. and title: **Insert day, month, and year**

Page: **Insert page number** of **Insert total number** pages

Applicant's name: Insert Full Name
In the case of a Joint Venture (JV), the name of each member: Insert full name of each member in JV
Applicant's actual or intended country of registration: Indicate the country of Constitution
Applicant's actual or intended year of incorporation: Indicate the year of Constitution
Applicant's legal address in the country of registration: Insert the street/ number/ town or city/ country
Applicant's authorized representative information Name: Insert full name Address: Insert the street/ number/ town or city/ country Telephone/Fax numbers: Insert telephone/fax numbers, including country and city codes E-mail address: Insert e-mail address
1. Attached are copies of the original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, per ITA 4.5. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, per ITA 4.2. <input type="checkbox"/> In case of state-owned enterprise or institution, per ITA 4.8 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Applicant is not under the supervision of the Procuring Entity
2. Included are the organizational chart, a list of the Board of Directors, and the beneficial ownership.

FORM: ELI -1.2 – APPLICANT’S JV INFORMATION

Note: The following form is additional to Form ELI – 1.1, and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification.

Date: **Insert day, month, and year**

Bid No. and title: **Insert day, month, and year**

Page: **Insert page number** of **Insert page number** pages

Applicant name: Insert Full Name
Applicant's JV Member’s name: Insert full name of Applicant's JV Member
Applicant's JV Member’s country of registration: Indicate the country of registration
Applicant JV Member’s year of the constitution: Indicate the year of the constitution
Applicant JV Member’s legal address in the country of the constitution: Insert the street/ number/ town or city/ country
Applicant JV Member’s authorized representative information Name: Insert full name Address: Insert the street/ number/ town or city/ country Telephone/Fax numbers: Insert telephone/fax numbers, including country and city codes E-mail address: Indicate e-mail address
1. Attached are copies of the original documents of <input type="checkbox"/> Certificates and Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, per ITA 4.5. <input type="checkbox"/> In the case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation per commercial law, and they are not under the supervision of the Procuring Entity, per ITA 4.8.
2. Included are the organizational chart, a list of the Board of Directors, and the beneficial ownership.

FORM: CON – 2 – HISTORICAL CONTRACT NON-PERFORMANCE, AND PENDING LITIGATION AND LITIGATION HISTORY

The following table shall be filled in for the Applicant and each member of a Joint Venture

Applicant's Name: **Insert full name**

Date: **Insert day, month, year**

Joint Venture Member's Name: **Insert full name**

Bid No. and title: **Insert Bid no. and title**

Page: **Insert page number** of **Insert page number** pages

Non-Performed Contracts per Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January insert year specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January Insert year specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	The non-performed portion of the contract	Contract Identification	Total Contract Amount (current value in Naira, exchange rate, and US\$ equivalent if applicable)
Insert year	Insert amount and percentage	Contract Identification: Indicate complete contract name/number, and any other identification Name of Employer: Insert full name Address of Employer: Insert the street/city/country Reason(s) for nonperformance: Indicate main reason(s)	Insert amount
Pending Litigation, per Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation per Section III, Qualification Criteria and Requirements, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation per Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount in Naira or USD Equivalent (exchange rate) if applicable

Insert year	Insert amount	<p>Contract Identification: Indicate complete contract name, number, and any other identification</p> <p>Name of Procuring Entity: Insert full name</p> <p>Address of Procuring Entity: Insert the street/city/country</p> <p>Matter in dispute: Indicate main issues in dispute</p> <p>The party who initiated the dispute: Indicate “Client” or “Contractor”</p> <p>Status of dispute: Indicate if it is being treated by the Adjudicator, under Arbitration, or being dealt with by the Judiciary</p>	Insert amount
Litigation History per Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History per Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Litigation History per Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	The outcome as a percentage of Net Worth	Contract Identification	Total Contract Amount in Naira, USD Equivalent (exchange rate) if applicable
Insert year	Insert percentage	<p>Contract Identification: Indicate complete contract name, number, and any other identification</p> <p>Name of Employer: Insert full name</p> <p>Address of Employer: Insert the street/city/country</p> <p>Matter in dispute: Indicate main issues in dispute</p> <p>The party who initiated the dispute: Indicate “Client” or “Contractor”</p> <p>Reason(s) for Litigation and award decision Indicate main reason(s)</p>	Insert amount

FORM: CON – 3 - ESHS PERFORMANCE DECLARATION

Note: The following table shall be filled in for the Applicant, each member of a Joint Venture, and each Specialized Subcontractor

Applicant’s Name: **Insert full name**

Date: **Insert full name**

Joint Venture Member’s or Specialized Subcontractor’s Name: **Insert full name**

Bid No. and title: **Insert full name**

Page: **Insert page number** of **Insert page number** pages

Environmental, Social, Health, and Safety Performance Declaration per Section III, Qualification Criteria, and Requirements

- No suspension or termination of the contract: A client has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental, Social, Health, or Safety (ESHS) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5.
- Declaration of suspension or termination of the contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by a client(s) for reasons related to Environmental, Social, Health, or Safety (ESHS) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:

Year	Suspended or terminated portion of the contract	Contract Identification	Total Contract Amount in Naira value, exchange rate, and US\$ equivalent if applicable)
Insert year	Insert amount and percentage	Contract Identification: Indicate complete contract name/ number, and any other identification Name of Client: Insert full name Address of Client: Insert the street/city/country Reason(s) for suspension or termination: Indicate main reason(s) e.g., for gender-based violence (GBV)/ sexual exploitation and abuse (SEA) breaches	Insert amount
Insert year	Insert amount and percentage	Contract Identification: Indicate complete contract name/ number, and any other identification Name of Client: Indicate complete contract name/ number, and any other identification Address of Client: Indicate complete contract name/ number, and any other identification Reason(s) for suspension or termination: Indicate complete contract name/ number, and any other identification	Insert amount
...	...	List all applicable contracts	...

Performance Security called by a client(s) for reasons related to ESHS performance

Year	Contract Identification	Total Contract Amount in Naira
------	-------------------------	--------------------------------

		value, exchange rate, and US\$ equivalent if applicable)
Insert year	<p>Contract Identification: Indicate complete contract name/ number, and any other identification</p> <p>Name of Client: Indicate complete contract name/ number, and any other identification</p> <p>Address of Client: Indicate complete contract name/ number, and any other identification</p> <p>Reason(s) for suspension or termination: Indicate complete contract name/ number, and any other identification</p>	Insert amount

FORM: FIN – 3.1 – FINANCIAL SITUATION AND PERFORMANCE

Note: The following table shall be filled in for the Applicant and each member of a Joint Venture

Applicant’s Name: **Insert full name**

Date: **Insert full name**

Joint Venture Member’s Name: **Insert full name**

Bid No. and title: **Insert full name**

Page: **Insert page number** of **Insert page number** pages

1. Financial data

Type of Financial information in Insert currency	Historic information for the previous Insert number years, Insert in words the amount in naira, exchange rate, or USD equivalent if applicable				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer to ITA 14 for the exchange rate

2. Sources of Finance

Note: The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture.

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount in Naira (US\$ equivalent if applicable)
1		
2		
3		

3. Financial documents

The Applicant and its parties shall provide copies of financial statements for [number] years under Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in the case of a JV member, and not an affiliated entity (such as a parent company or group member).
 - (b) be independently audited or certified per local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- Attached are copies of financial statements⁸ for the [number] years required above, and comply with the requirements

⁸ If the most recent set of financial statements is for a period earlier than twelve (12) months from the date of Application, the reason for this should be justified.

FORM: EXP - 4.1 – GENERAL GOODS EXPERIENCE

Note: The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member.

Applicant's Name: **Insert full name**

Date: **Insert full name**

Joint Venture Member's Name: **Insert full name**

Bid No. and title: **Insert full name**

Page: **Insert page number** of **Insert page number** pages

Identify contracts that demonstrate Goods provided work over the past **Insert number** years under Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.

Starting Year	Ending Year	Contract Identification	Role of Applicant
Indicate year	Indicate year	Contract name: Insert full name Brief Description of the Goods provided by the Applicant: Briefly describe Goods provided Amount of contract: Insert amount in currency, mention currency used, exchange rate, and US\$ equivalent* Name of Employer: Indicate full name Address: Indicate the street/number/town or city/country	Insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"
		Contract name: Insert full name Brief Description of the Goods provided by the Applicant: Briefly describe Goods provided Amount of contract: Insert amount in currency, mention currency used, exchange rate, and US\$ equivalent* Name of Employer: Indicate full name Address: Indicate the street/number/town or city/country	Insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"
		Contract name: Insert full name Brief Description of the Goods provided by the Applicant: Briefly describe Goods provided Amount of contract: Insert amount in currency, mention currency used, exchange rate, and US\$ equivalent* Name of Employer: Indicate full name Address: Indicate the street/number/town or city/country	Insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"

* Refer to ITA 14 for the date and source of the exchange rate.

FORM: EXP - 4.2(a) – SPECIFIC GOODS EXPERIENCE

Note: The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]

Applicant's Name: **Insert full name**

Date: **Insert full name**

Joint Venture Member's Name: **Insert full name**

Bid No. and title: **Insert full name**

Page: **Insert page number** of **Insert page number** pages

Similar Contract No.: Insert number of Insert number similar contracts	Information			
Contract Identification	Insert contract name and number, if applicable			
Award date	Insert day, month, year, e.g., 15 June 2022			
Completion date	Insert day, month, year, e.g., 03 October 2022			
Role in Contract [check the appropriate box]	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Insert total contract amount in Naira		US\$ Insert exchange rate and total contract amount in Naira, US\$, or another currency equivalent*, if applicable	
If a member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	Insert a percentage amount	Insert total contract amount in local currency	US\$ Insert exchange rate and total contract amount in Naira, US\$, or another currency equivalent*, if applicable	
	Insert roles and responsibilities			
Employer's Name:	Insert full name			
Address:	Indicate street / number / town or city / country			
Telephone/fax number	Insert telephone/fax numbers			
E-mail:	Insert e-mail address, if available			

* Refer to ITA 14 for the date and source of the exchange rate.

FORM: EXP - 4.2(a) (CONT.) – SPECIFIC GOODS EXPERIENCE (CONT.)

Similar Contract No.	Information
Insert number of similar contracts required	Insert number of similar contracts required
Description of the similarity per Sub-Factor 4.2(a) of Section III:	
1. Amount	Insert amount Naira, exchange rate, US\$ in words and Figures, if applicable
2. Physical size of required works items	Insert physical size of items
3. Complexity	Insert description of complexity
4. Methods/Technology	Insert specific aspects of the methods/technology involved in the contract
5. Construction rate for key activities	Insert rates and items
6. Other Characteristics	Insert other characteristics as described in Section VII, Scope of Goods

