



Accountability

Integrity

Transparency

Value for Money

Procurement Depository

**Supporting Documentation
for
Suppliers/Contractors**

Guidance on Use of this Document

- This material provides guidance to Suppliers & Contractors on the types of documents that are needed in the Procurement Depository.
- Documents are grouped together based on the use within the Depository.
- The group numbers range from A01 – A12
- Suppliers/Contractors should adopt the following naming convention for the files (documents) which are to be uploaded in the Depository:
 - Group Number – File Type
 - The following table provides an example of the naming convention:

| Group Number | Document Type | File Name |
|--------------|----------------------------|----------------------------------|
| A01 | Certificate of Continuance | A01 - Certificate of Continuance |
| A03 | Drivers License | A03 - Drivers License |

Document Groups

1) Company Information

- [A01 – General Company Information](#)
- [A02 – Statutory](#)
- [A03 – Identification](#)
- [A04 – Principal Shareholders](#)

2) Financial & Legal Information

- [A05 – Financials](#)
- [A06 – Liability](#)
- [A07 – Insurance](#)
- [A08 – Licenses](#)

3) Safety, Equipment & Technical Competence

- [A09 – Industry Standards](#)
- [A10 – Industry Policies](#)
- [A11 – Technical Competence](#)

4) Pre-qualification

- [A12 – Pre-qualification](#)



Document Group Number – A01



Details

1. Articles of Incorporation
2. Board Resolution
3. Certificate of Continuance
4. Company By-Laws
5. Constitution Documents
6. Joint Venture Letter
7. Notice of Directors
8. Organisational Chart
9. Organisational Profile
10. Power of Attorney



Document Group Number – A02



Details

1. National Insurance Board Clearance Certificate *
2. Tax Clearance Certificate (Form C) *
3. VAT Certificate of Registration
4. VAT Clearance Certificate*

* - Expiration Date should be specified in the Depository



Document Group Number – A03



Directors

Any Two of the following identification is required:

1. Drivers License *
2. National ID Card *
3. Passport *

* - Expiration Date should be specified in the Depository



Document Group Number – A04

1. Beneficial Ownership Form (Form 45)



**Principal Shareholders /
Owners**

* - Expiration Date should be specified in the Depository



Document Group Number – A05



Financials

1. Bankers Letter *
2. Audited Financial *
3. Management Accounts *

* - Expiration Date should be specified in the Depository



Document Group Number – A06

Supporting documents for the following types of liabilities:



Liability

1. Judgments, claims, or arbitration or suits
2. Lawsuits or requested arbitration w.r.t. contracts
3. Pending insurance claims against company



Document Group Number – A07

Supporting documents for the following types of insurance:



Insurance

1. Contractor's all risk liability
2. Employer's liability
3. Motor vehicle
4. Professional indemnity (consultants)
5. Public liability
6. Workmen compensation
7. Other



Document Group Number – A08



Licenses

Supporting documents for one or more of the following:

1. Licenses
2. Permits
3. Professional Body



Document Group Number – A09



Industry Standards

1. Industry Standards Conformity Certificate

E.g. Safe to Work Certificate (STOW)



Document Group Number – A10



Industry Policies

Provide evidence of one or more of the following

Policies:

1. Health Safety Security Environment (HSSE) Policy
2. Quality control system
3. Risk management



Document Group Number – A11



Technical Competences

1. Provide the Curriculum Vitae (CV) of the supplier's key personnel.
 - Include copies of certificates in the scanned copy of the resumes.

Pre-qualification Details



Document Group Number – A12

PreQualify

1. Summary Description of Largest Contract
2. Letter of authorisation