



ONDO STATE GOVERNMENT

BUREAU OF PUBLIC PROCUREMENT

VENDOR REGISTRATION DATA

WORKS CONTRACTOR

1 **CORPORATE INFORMATION**

- (i) Name of Company.....
- (ii) Location/Physical Address
- (iii) Telephone No(s):
- (iv) E-mail address.....
- (v) Web site
- (vi) Limited Liability Company Business Name Year of Registration..... Registration No.....
- (vii) Sector (area of interest).....
- (viii) Accompanying documents (tick available ones):

Certificate of Incorporation	Certificate of Registration of company/Business Name
Articles and Memorandum of Association	Form CAC 07 (Particulars of Directors)
Form CAC 02 (Particulars of Shareholders)	Company Income Tax Clearance certificate for the last 3 years
VAT Registration Certificate	Tax Clearance Certificate of Directors
Receipt of payment of Application Fees	Development Levy for the last 3 years
Receipt of payment of Registration fees	Company profile with resumes of key personnel
Evidence of Registration of Business Premises	Bank's Letter of Reference

with Ondo State Ministry of Trade, Investment
and Cooperatives
Banking Details

Audited Accounts for the last 3 Years

Verifiable documentary evidence of projects executed in the
last five years

List of Plants and Equipment

2. **COMPANY OWNERSHIP STRUCTURE:** (Extend list where necessary)

S/ N	Name of Shareholders/Directors	Percentage Holding
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

3. **KEY MANAGEMENT & TECHNICAL STAFF:** (Attach extra sheets if necessary)

S/ N	Name of Staff	Academic & Professional Qualification(s)		
		Degree/Professional Certificate	Awarding Institution	Year obtained

NAME OF PERSON		POSITION IN COMPANY	
YEARS OF ENGAGEMENT WITH COMPANY		TELEPHONE NO(S)	
EMAIL ADDRESS		SIGNATURE OF LIAISON OFFICER	

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SIGNATURE WITH COMPANY STAMP/DATE

8. **FOR OFFICIAL USE**

Name of Evaluation Officer: Designation:

Total Scores: Category Recommended:

Breakdown of Scores

<u>Criteria</u>	<u>Applied Scores</u>
Management
Site Management & Technical
Past Experience
Plant, Equipment & Machinery
Foreign Partnership etc
Financial Capacity

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Signature

.....

Date