

VENDOR SELECTION: GENERAL CRITERIA

S/N	CRITERIA
1	Vendor profile (to be filled in the platform): Name of enterprise, Nature of activity, NIU, number of employees, annual turnover
2	Organigram
3	Certificate of Incorporation (RCCM)
4	Statut of enterprise
5	Localization plan
6	ID card of principal staff of the vendor firm and his relevant skills and certifications (CV/certification)
7	Financial statement audited or DSF for last 3 years
8	Letter of good standing or Vendors bank statement for last 6 months
9	Fiscal file: *Attestation of non indebtness *Tax Attestation of immatriculation
10	Civil responsibility insurance
11	HSSE (health, safety and security environment) plan depending on type of activity (where applicable)
12	Extract of non conviction certificate of CEO
13	Conflict of interest document to be filled and signed by vendors
14	Verifiable Experience with at least 3 Corporates or Financial Institutions (Vendor should provide LPO (Letter of Purchase Order) or contract or delivery