

PREQUALIFICATION OF SUPPLIERS

INSTRUCTIONS: Supplier shall complete this questionnaire in its entirety, unless otherwise directed by Company, and include all attachments requested.

CATEGORY APPLIED FOR:

Pre-Qualification entity applied for:

National Security Institute Abu Dhabi National Security Institute Ajman

DOCUMENT SUBMISSION DEADLINE: 10 working days from receipt of this document.

Mandatory Attachments:

- Trade License
- VAT Certificate
- Bank Details

Optional Attachment:

If provided, will get points accordingly and will be registered as pre-qualified supplier for all future RFQ's and tenders.

- Bank Statement (Last 3 Months)
- Organization chart/employee list from Immigration
- Health and Safety Policy and ISO certificate
- Financial Statement (Last Audited)
- 5 Projects (Awarding Letter/PO/Contract/agreement)
- Professional certificate for applied category
- ICV (In-Country Value) Certificate

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 1 of 11

1.0: INTRODUCTION

1.1 BACKGROUND

In October 2001, UAE has called Canadian experts in the fields of security legislation, security training and Middle East culture to conduct a number of researches about private security industry in the Emirate of Abu Dhabi, this occurs simultaneously with establishment of regulatory agency to manage, organize training, examine and license in order to enforce and oversight of the private security industry.

Between 2003 and 2006, the Abu Dhabi Model evolved to Federal Law No. 37 of 2006 which was promulgated in January 2009.

As an immediate result of Federal Law No. 37 of 2006, the private security regulatory authority became the Federal Regulatory Authority responsible for oversight of the private security industry at the national level. This led to the establishment of the National Security Institute (NSI), which was given the responsibility of creating training standards in the UAE for security guards, and which considered as training arm to authorities.

NSI is seeking to pre-qualify suppliers for goods, works and services for various categories as shown below.

2.0: CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below:

Ref No.	Item Description
NSI/01/2018	Travel Agent /Provision of Air Ticketing Services
NSI/02/2018	Provision of Vehicle Insurance & Registration
NSI/03/2018	Repair and Maintenance of Motor Vehicles and Generators
NSI/04/2018	Supply of IT and Related Equipment
NSI/05/2018	Supply of Pantry Supplies
NSI/06/2018	Supply of Stationery and Office Supplies
NSI/07/2018	Supply of Training Materials
NSI/08/2018	Repair and Maintenance of Computers and Printers & IT Related Equipment
NSI/09/2018	Supply of Office Furniture and Equipment
NSI/10/2018	Provision of General Renovation and / Repairs
NSI/11/2018	Provision of Pest control and Sanitary Services
NSI/12/2018	Provision of Waste Material Disposal
NSI/13/2018	Repair and Maintenance of Network Equipment, Data
NSI/14/2018	Communication, Website and Web Portal Maintenance
NSI/15/2018	Provision of Hotel Services and Catering Services
NSI/16/2018	Translation Services for Technical Documents

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 2 of 11



NSI/17/2018	Multimedia: Photography and/ or Videography
NSI/18/2018	Supply of Branding and Promotional Material
NSI/19/2018	Training & Certification Services
NSI/20/2018	Insurance Services (Medical, WC, PL, Building, Equipment, Vehicle etc.)
NSI/21/2018	Professional Services (Consultancy, Accreditation, Security etc.)
NSI/22/2018	If others, please specify: _____

The pre-qualification document should be duly completed as per the instructions and dropped at the NSI offices in Abu Dhabi or thru email address Purchasing@nsi.ae

National Security Institute
PO BOX 131619
Yas Marina Circuit
Abu Dhabi, UAE

3.0 PREQUALIFICATION INSTRUCTIONS

3.1 INTRODUCTION

NSI herein referred to as “procuring entity” intends to pre-qualify firms for the supply and delivery of goods and services. Prequalification is open to eligible firms/ individuals as indicated in the instructions.

3.2 PRE-QUALIFICATION OBJECTIVE

The main objectives of this part are to qualify firms to supply goods and services under the relevant tenders/quotations and proposals as and when required.

3.3 LANGUAGE

All the information requested for pre- qualification shall be provided in the English language.

3.4 EXPERIENCE

Prospective firms must have successfully carried out the supply and delivery of similar goods/services to institutions of similar size and complexity.

3.5 ELIGIBLE FIRMS

The procuring entity’s employees and their relatives (spouse and children) are not eligible to participate in the pre-qualification process.

3.6 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 3 of 11

A copy of the application for prequalification containing all the requirements shall be submitted with the category reference and address shown above within the timeframe mentioned above.

3.7 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS

Questions and clarification that may arise from the pre-qualification documents should be sent to the email address: Purchasing@nsi.ae

3.8 ADDITIONAL INFORMATION

NSI reserves the right to request the submission of additional information from prospective firms as per requirements.

3.9 INVITATION TO TENDER

Tender documents (RFT, RFQ) will be made available only to those bidders whose pre-qualification documents are accepted by NSI after the completion of the pre-qualification process.

3.10 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS

All bidders shall be notified of the pre-qualification outcome in writing.

4.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA

4.1 INCOMPLETE APPLICATION

The application forms which are not filled and submitted in the prescribed manner will not be considered.

4.2 THE PRE-QUALIFICATION DATA

It is understood and agreed that the pre-qualification data of the prospective firms is to be used by the **NSI** in the selection of prospective firms in respect to the different supplier categories as listed above.

4.3 QUALIFICATION REQUIREMENTS

Prospective firms will not be eligible unless in the judgment of the **NSI** they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services or any other criteria set by the institute.

4.5 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

EXPERIENCE

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 4 of 11



- (a) The prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. Past performance will be shown by way of attaching relevant LPO, completion certificates and letters of references, or awarding letter.
- (b) Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice.

FINANCIAL CONDITION

The suppliers' financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last three months. Potential suppliers/firms will be pre-qualified on the satisfactory information given.

DECLARATION – APPENDIX 1

Application must include a declaration Appendix 1 certifying the accuracy for the information given.

WITHDRAWAL OF PRE-QUALIFICATION

NSI has the right to reject the tender from a pre-qualified firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the NSI could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 5 of 11



1. GENERAL INFORMATION

Category applied for	
Business name of the firm	
Legal name of firm if different from business name	
Trade License No.	
Date of incorporation/Registration	
VAT No.	
PO Box No.	
Street/Road	
City	
Country	
Telephone No.	
Fax No.	
Website	
Contact Person Name	
Contact person Job Title	
Contact Person Email ID	
Contact Person Mobile No.	

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 6 of 11

2. NUMBER OF STAFF EMPLOYED

Number of staff employed:

Please provide the organization chart/employee list from immigration or any other relevant document.

3. MANAGEMENT STRUCTURE

Managing Director (Names)	
Directors (Names)	
General Manager (Name, Contact)	
Finance Manager (Name, Contact)	

4. SPECIFIC REQUIREMENTS

All firms must provide (Tick appropriate box)

(a) Copies of Certificate of Registration / Trade License

No Yes

(b) Copy of V.A.T Registration Certificate

No Yes

(c) Membership to professional body for Applied category

No Yes NA

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 7 of 11

5. FINANCIAL POSITION

All firms must provide (Tick appropriate box):

A. Audited financial statement (previous year)

No

Yes

B. Provide copy of the company's bank statement for the last 3 months

No

Yes

6. PAST EXPERIENCE

Provide a list of 5 current clients/customers that you have transacted business with and value (for the past 5 years) and attach the document proof i.e., Awarding letter, purchase order, agreement etc.

Details	Client 1	Client 2	Client 3	Client 4	Client 5
Name of Client (Organization)					
Address of Client (Organization)					
Name of Client Contact Person					
Telephone / Email Address of Client					
Value of Contract (AED)					
Duration Of Contract					

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 8 of 11

7. HEALTH & SAFETY

You must provide details of your health and safety staff, process and policies implemented in your organization.

Does the company have any health and safety officer (or other HSE staff)?

Yes

No

Does the company is health and safety ISO certified?

Yes

No

Does the company have any health and safety policy?

Yes

No

8. BANK DETAILS

Account Name	
Bank Name	
Branch	
Bank Address	
Account Number	
IBAN	
Swift Code	

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 9 of 11

APPENDIX 1 – DECLARATION

Having studied the tender information for pre-qualification we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the terms and condition.
- c) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- d) If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e) We enclose all the required documents and information required for the prequalification evaluation.

Date

Applicant's name

Represented by

Signature

Designation

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 10 of 11

Conflict of Interest Declaration Form

Are you aware of any conflict of interest, which might have an impact on your ability to offer / deliver the services in question to National Security Institute?

Yes No

If Yes, please provide details:

(.....
.....
.....
.....)

I hereby declare that the above is an accurate and complete Declaration of all Conflicts of Interest on the part of my (company/organization) in relation to this framework of which I am aware. I undertake to inform NSI of any changes to this declaration or of any other conflicts of interest which may arise during the lifetime of the framework.

I accept that NSI may take appropriate action in relation to conflicts of interest, and that my (company/organization) may be excluded for tendering for a specific contract where the effect of the conflict of interest has not been dealt with to the satisfaction of NSI.

This acknowledgment aims at supporting transparency, meeting the public interest, safeguarding NSI reputation, and protecting NSI employees and contractors from any differences that may arise.

Name (Block Capitals) :

Signature :

Date :

Position :

Sign & Stamp

Document Name	Document #	Date	Department	Page
Supplier Pre-Qualification	NSI-PU-F04 (V2)	31 st December, 2019	Procurement Section	Page 11 of 11