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| Norwegian Refugee Council (NRC)  |
| **Call for Interest**  |
| Reference # PF-PS-994 |

**Expression of Interest for Provision of Transportation Service**

The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organisation which provides assistance, protection and durable solutions to refugees and internally displaced persons worldwide.

NRC has been working in Sudan since 2020 with provision of core activities of shelter, emergency relief and protection programmes.

Presently, NRC is developing/renewing the list of transport providers of varying different types of vehicles from 1.5 tonnes to 25 tonnes vehicles to varying locations of Sudan. The vehicles should be reliable, have full equipment for transporting, for example tarpaulin, ropes etc.

The main criteria for selecting new suppliers will

* Competitive pricing
* Ability to meet specifications and standards
* Availability of Services
* Product and service quality
* Financial stability & credit strength
* Payment conditions/requirements
* Previous experience and past performance with the product/service to be purchased
* Financial stability & credit strength
* Payment conditions/requirements
* Proven performance and experience

Suppliers interested in being added to our list of Pre-qualified Consultants, in participating in future restricted tenders and/or in signing contracts with us should obtain their request from

DTS link <https://bit.ly/3sQCYiR>

Completed tender documents to be uploaded on same link as per instructions. The deadline for submission is **07 December at 16.00hrs**.

**INTRODUCTION**

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| **Category Reference** | **Category Description**  |
| NRC/2024/XX | **Provision of Transport Services – Transport and Logistics Providers for Goods, Humanitarian Aid, and Equipment Distribution across Sudan** |

The Norwegian Refugee Council Office in Sudan invites applications from competent firms for prequalification for supply of goods and services listed below for the year 2024-2025

Prequalification documents may be obtained from the DTS link

DTS link <https://bit.ly/3sQCYiR>

Completed tender documents to be uploaded on same link as per instructions. The deadline for submission is **07 December 2024 at 16.00hrs**.

Norwegian Refugee Council reserves the Right to Accept or reject any tender application and is not bound to give reasons for this decision thereof.

Enquiries can be sent to email: sd.procurement@nrc.no

# PRE-QUALIFICATION INSTRUCTIONS

1. Point of Contact

Suppliers are asked to provide a single point of contact. This contact will be considered the sole spokesperson for the supplier during the Prequalification process.

1. Evaluation of Prequalification Responses

The objective of the PQQ (Pre-qualification questionnaire) evaluation is to assess the responses and select potential suppliers for the next stage of the procurement process. NRC wishes to ascertain:

(a.) **Supplier Capability** – the supplier must have appropriate expertise and guaranteed capacity to meet the NRC specification.

(b.) **Supplier Track Record** - the supplier must be able to demonstrate a successful track record of providing services similar to those required by NRC.

(c.) **Financial Standing** - the supplier must be considered financially sound.

The specific criteria to be considered at the selection stage include:

1. Physical location/s

2. Specialist skills and competencies.

4. Membership of professional bodies.

5. Quality accreditation.

6. Comparable work assignments completed with details of output and results (references).

7. Contract performance record. (References)

The pre-qualified application forms, which are not filled, out completely and submitted in the prescribed manner, will not be considered. All the documents that form part of the proposal must be written in English.

# GENERAL AND COMPANY INFORMATION

1. Mandatory Requirements

To be eligible, the interested firms must provide certified copies of the

1. Certificate of Registration / Incorporation.
2. Tax Registration Certificate.
3. Bank statement for the last 6 months.
4. Recommendation letters previous organizations served.
5. Company Profile
6. Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Trading Name (if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Legal status (partnership/sole proprietor/ Ltd. Company) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Company registration certificate No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach copy)
	2. Certification by regulatory bodies (e.g. Ministry of public works, Municipal council, Ministry of Health etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach copies)
	3. Nature of business licensed to operate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Tax ID No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Attach copy)
10. Contact Person:
	1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Tel .No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Tel No/Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Physical location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Names of partners/shareholders , Nationality , Citizenship , Percentage of shares

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Insurers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Disqualification

NRC will disqualify any supplier who:

(a.) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b.) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c.) has been convicted by a judgment which has the force of **res judicata** in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d.) has committed any act of grave professional misconduct;

(e.) has not fulfilled obligations relating to the payment of all government statutory payments.

(f.) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the Sudan.

(g.) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;

(h.) has been the subject of a conviction for participation in a criminal / terrorist organisation.

(I.) has been the subject of a conviction for corruption and/ or fraud.

(j.) has been the subject of a conviction for child labor abuse and breach to NRC ethical principle.

(k.) has been the subject of a conviction for money laundering.

Please confirm whether any of the above applies to your organisation or its directors or any other person who has powers of representation, decision or control of the organisation.

Yes / No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where the answer is affirmative, please provide details.

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NRC may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority. In the event that at any time in the tender procedure NRC receives evidence that there has been a breach of any of the above conditions or any misrepresentation in responding to this section, the respondent will be disqualified from participation

1. Capability and Competence to Deliver Goods or Services

1. What products/services do you want to be considered to supply (Please indicate the reference number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Number of staff employed.

Full time employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Are you a manufacturer/wholesaler/retailer/other (please specify)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. If a manufacturer or service organization, are your products certified by accrediting body? **Yes/No.**

(Attach documentary evidence of certification) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. If you are not a manufacture, are you an authorized dealer? – Yes/No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach manufactures authorization)

7. Provide details of your key personnel and attach their CV’S **IF** you are applying for provision of professional services. (Use a separate sheet of paper)

8. What is the country of origin for goods or services?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. If you intend to use sub-contractors to perform part of the obligations under your area of business please provide details.

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10. Please provide a description of the tools, plant or technical equipment, which would be used to carry out the contracts. (For constructions contracts), disregard if not applicable.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11. Who have been your major corporate clients for the past 2yrs? State Client’s name,

Product service provided value of goods, works or service and contact person.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact person** | **Value of business** | **Organization** | **Contact Tel No.** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

* 1. What is your average response time to a request for quotation/RFP\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
	2. What is your average response to delivery of goods /services after issuance of contract/purchase order?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. What is the maximum value of business, which you can handle at any one time?

**YEAR**/**USD** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by NORWEGIAN REFUGEE COUNCIL. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. **Delivery Capability Clause:**

The Supplier agrees to provide delivery services to the states listed below within Sudan. The Supplier must clearly indicate which of the following states they are capable of delivering to, within the required timeframes and conditions:

**1. Delivery Locations:** The Service Provider confirms that they can deliver to the following states in Sudan:

|  |  |  |
| --- | --- | --- |
| **Location** | **Yes** | **No** |
| Khartoum  |  |  |
| Red Sea |  |  |
| North Kordofan |  |  |
| South Kordofan |  |  |
| North Darfur |  |  |
| South Darfur |  |  |
| West Darfur |  |  |
| East Darfur |  |  |
| Central Darfur |  |  |
| White Nile |  |  |
| Blue Nile |  |  |
| Sennar |  |  |
| Gezira |  |  |
| Kassala |  |  |
| Gedaref |  |  |
| River Nile |  |  |
| Northern State |  |  |

1. Past And Current Performance and Experience

a) Is the firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Norwegian Refugee Council? (YES/NO) \_\_\_\_\_. If yes please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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b) Has the firm/company making this application currently or in previous periods been contracted to supply goods or services to Norwegian Refugee council? Yes/No: \_\_\_\_\_, if yes indicate hereunder the financial year, the goods or services that you supplied and their value.

|  |  |  |
| --- | --- | --- |
|  **Financial year**  | **Goods or service supplied** | **Total Value** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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d) Has your company/firm at any one time been issued with a purchase order by NRC and failed to deliver the goods or services without assigning and reason for your action?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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e) If your company/firm is a current or previous period supplier of goods and services to NRC, has it at any one time been issued with a letter of cancellation of contract/LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Professional Organisations

1. Please indicate to which professional or trade bodies your organisation belongs:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Comments

1. Please insert any general comments you wish to make. This must be no longer than 2 paragraphs.

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1. Declarations

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any NRC employee. Do you have a relationship with any NRC employee that would cause any real or perceived conflict of interest?

Yes/No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please specify :) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I ………………………. …….declare, for and on behalf of …………………………………………………..

(Company/firm) that all the information furnished to NRC in connection with this prequalification is true and accurate in all material respect. NRC is hereby authorized to make such inquiries relating to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

1. Authorisation

Form completed by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for completing this questionnaire.**

The information it contains will be held in confidence by NRC and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services.