

# Supplier Pre-Qualification Questionnaire



Islamic Relief Worldwide (IRW) is an international humanitarian organization established in Birmingham UK *in* 1984. IRW has been responding to humanitarian needs in fighting poverty for over the last 30 years, in a world in which over three billion people live in poverty. IRW works in partnership with those that share its vision of a world where empowered and socially responsible communities respond as one to the suffering of others. IRW has its presence in East Africa, West Africa, Middle East and Asia

The international office is currently in the UK.

**Islamic Relief Worldwide (IRW)** intends to establish a database of qualified suppliers for various goods, works and services for the period October **2023 – September 2024**. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to supply.

### **Notes for completion:**

Please answer all questions asked in the questionnaire as failure to do so may result in disqualification. Write **N/A** if the question does not apply to you and write N/K if you don't know the answer.

**“Authority”** means the purchasing organisation.

**“You”/ “Your”** or **“Potential Provider”** means the business or company which is completing this PQQ.

**IRW** will contact you to let you know whether you have been successful.

### **Verification of Information Provided:**

Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) **IRW** may seek verification or ask to see these documents at a later stage mostly during site visit hence advisable that you ensure they can be made available upon request.

### **Sub-Contracting Arrangements**

Sub – contracting is not permitted unless there is prior communication with **IRW** on the intention to sub contract.

### **Contents**

Topic
Details of your Organisation
Mandatory and Discretionary Exclusion
Financial
References
Signature

## **A: Organisation and Contact Details**

<b>Full name of organisation</b>	
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Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Website	
Town			
Email		Telephone No.	
VAT/PIN/TIN Registration No.			
Name of Parent Company			
Type of Organisation	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

<b>DETAILS FOR CONTACT PERSON</b>	
Contact details for enquiries about this PQQ/Business Issues	
Name of Staff	
Address	
Position in Organisation	
Town	
Phone	
Mobile	
Email	

1.1	Is your business legally registered with the <b>Chamber of Commerce?</b>	
1.2	Is your organization <b>in Possession of Certificate of Incorporation?</b>	
1.3	Do you have all the licenses from the Government	
1.4	Do you have all the licenses from the Local Authority/Government	

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## B – Mandatory Documents

The following documents are mandatory for business to be considered

- i. **Certificate of Incorporation**
- ii. **TIN** certificate
- iii. **Applicable Licenses**
- iv. **Chamber of Commerce Tax Certificate**
- v. Reference letters
- vi. Bank letter

## C - Grounds for Mandatory Rejection

### **Important Notice:**

**In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Please state ‘Yes’ or ‘No’ to each question.**

<b>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	<b>Answer</b>
(a) A crime	
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
(e) Money laundering	
(f) Any other offence	

Has your organization fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal	
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## D - Grounds for Discretionary Rejection

**Important Notice:**

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

<b>Is any of the following true of your organisation?</b>	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent,</u>	
(c) <u>Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?</u>	
<b>Has your organisation</b>	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
e) been guilty of serious misrepresentation in providing any information required	

<i>[Note to Authority: Please insert any specific criminal offences or misconduct which may be appropriate to draw Potential Providers attention to having regard to the specific sector or circumstances of this procurement. (i.e. any offences or misconduct particularly relevant to or prevalent in the sector)]</i>	
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## E - Financial

<b>1</b>	<b>FINANCIAL INFORMATION</b>	
1.1	<p><i>Please indicate by ticking the item you intend to provide details on-</i></p> <p><b>OR</b></p> <p><i>Please indicate which two of the following you would be willing to provide:-</i></p> <p><i>(Indicate by ticking the relevant box)</i></p>	
	<i>A copy of audited accounts for the most recent two years</i>	
	<i>A statement of your turnover, profit &amp; loss account and cash flow for the most recent year of trading</i>	
	<i>A bank statement for the last three months</i>	
	<i>Attach copies of POs/Contracts for the last two years</i>	

<b>2</b>	<b>BANK INFORMATION</b>	
2.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter From Bank</i>	

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## E - References

<b>3</b>	<b>REFERENCES – (EXPERIENCE &amp; CONTRACT EXAMPLES)</b>			
	Please provide details of up to three contracts (that were your organization served), that are relevant to Islamic Relief’s requirement. Contracts for the supply of goods or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).			
	<b>Description</b>	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
3.1	Organisation Name			
	Contact Person			
	Phone Number			
	Email			
3.2	<b>Contract Details:-</b>			
	Start date			
	Completion date			
	Contract Value			
3.3	Brief description of contract (max 150 words)			
If you cannot provide at least one example, please briefly explain why (100 words max)				
<b><i>NB: Attach recommendation letters or purchase orders from them</i></b>				

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## F - Declaration

5.	I declare that to the best of my knowledge the answers submitted in this PQQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for Islamic Relief's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this PQQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the PQQ I certify that all of the above statements are accurate and factual.	
	<b>FORM COMPLETED BY</b>	
5.1	Name:	
5.2	Position:	
5.3	Signature:	
5.4	Date:	
5.5	Stamp:	