

## TENDER DOCUMENT

### FOR PRE-QUALIFICATION OF SUPPLIERS FOR

### WELDING AND METAL WORK SERVICES

FINANCIAL YEAR 2025-2026

#### 1. INTRODUCTION

The [Name of School/Institution] invites applications for pre-qualification from interested, competent, and eligible firms for the provision of welding and metal work services for the financial year 2025-2026.

#### 2. SCOPE OF WORK

The services include but are not limited to:

- Fabrication of school gates, doors, windows, and grills.
- Welding repairs for school structures, furniture, and equipment.
- Supply and installation of metallic frames, tanks, and other structures as may be required.

#### 3. MANDATORY REQUIREMENTS

Interested firms must provide copies of the following documents:

1. Certificate of Business Registration/Incorporation.
2. Valid Tax Compliance Certificate.
3. Valid Trade License from relevant authority.
4. PIN/VAT Registration Certificate.
5. Valid NCA Certificate (if applicable for structural works).
6. Proof of physical address and location.
7. List of at least three (3) past clients (preferably schools or institutions) with reference letters.
8. Company Profile detailing the nature of services, experience, and key personnel.

9. List of available equipment and tools.
10. CR12 (for Limited Companies).
11. Duly filled and signed Confidential Business Questionnaire.

#### 4. TECHNICAL EVALUATION CRITERIA

Requirement | Max Score

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Company Experience in Welding/Metal Works (attach evidence) | 20

List and quality of equipment & tools | 15

Key Technical Personnel Qualifications & Experience | 15

Similar works completed in the last 3 years (attach reference letters) | 20

Financial capacity (Bank statement or recommendation letter) | 10

Litigation history (non-involvement preferred) | 5

Valid Certifications (Tax, NCA, Trade Licenses, etc.) | 15

Total | 100

Minimum score to qualify: 70%

#### 5. SUBMISSION INSTRUCTIONS

- Sealed envelopes clearly marked "Pre-Qualification for Welding and Metal Work Services - [Tender Number]" must be deposited at the Tender Box located at [School/Institution Office].
- Submission deadline: [Insert Date & Time].
- Late applications will not be considered.

#### 6. NOTE

- This is NOT a request for quotation. Only successfully pre-qualified suppliers will be invited to participate in restricted tenders as and when required.

## 7. DISCLAIMER

The [Name of School/Institution] reserves the right to accept or reject any application and is not bound to assign reasons for its decision.