



International Rescue Committee, Inc.
Supplier Site Visit Questionnaire/Report
IRC NIGERIA (ABUJAI) 2020 MPA-MSA
For IRC Reference #: IRC/2NG/ABJ/MSA/MPA/02/2020

PROCUREMENT CATEGORY:

COMPANY'S NAME: ZENITH CAREX INTERNATIONAL LTD VISIT DATE: 19th MAY 2020

ADDRESS: 10 Langtang Close, Fido House Area 3 Garki, Abuja

NAME & CONTACT DETAILS OF STAFF PROVIDING FEEDBACK: ADELANA OZAMILEKAN (07032114180)

SUMMARY/NARRATIVE:

IRC

NOTE: Make sure to take photos, seek Supplier's consent.

QUESTION		INFORMATION FROM DOCUMENTS/RESPONSES	RESULT / INFORMATION FROM PHYSICAL CHECK/ DIRECT OBSERVATION
LOCATION AND OFFICES	Is the Office located at same address as provided in bid documents or on letter head?	Vendor - video	Yes, The office is located at the provided address
	Is there any signage for the office? Is the Company name marked on the building or office?	Vendor - video	Yes, Signage present
	Is the office shared with any other firm or organization? Are there signs of sub-leasing?	Vendor	NO
	How is the office set up? Is it neat and tidy? Do they look organized? Are documents filed or stored well and easily retrieved when requested?	Vendor through video/picture	Yes
LEGAL STATUS	Confirm and verify legal status by checking original certificate of registration. Are there any other business/trading licenses?	Vendor video	Yes
	Verify ownership of the Service providers business/ company.	Vendor to share evidence of ownership	Yes
	How long has the company been in existence?	Record from vendor and business registration	Registered 1 st November 2002
COMPANY STRUCTURE	How many staff does the Company have?	Record /video from vendor	19 staffs present (social distancing)
	From observations - does the office confirm this?	YES: IRC NO:	
PAST PERFORMANCE	Can the Service provider provide original/Contracts, Delivery Notes, Invoices for previous services offered?	Vendor can scan/snap and share	Scanned Copies attached
	From documentation - verify whether company meets delivery timelines (Contract dates versus Completion of Delivery)	IRC	
DELIVERY LEAD TIME	What will be your delivery lead time (in days) upon receipt of an IRC Service Order directly to IRC?	Minimum: 72 hours (3 Days)	
	How quick do you respond to calls should there be need for your support	Average/Maximum: Within an hour	

WARRANTY	What is your after-Service Warranty Period on service delivery completed by your company which your Company takes responsibility in case of a breakdown?	1 Month with any breakdown [] 3 Weeks with any breakdown [] 2 Weeks with any breakdown [] 1 Week with any breakdown [] Below 1 Week with breakdown []	Vendor
	How many Equipment does your company own?	Vendor- video/picture	Pictures attached
SAMPLE QUALITY	Which type/specification of Equipment were physically seen?	Vendor video/picture	Buses, Trucks, Trailers, Forklift
	Do they hold any stock of service spare parts or tools	Vendor picture/video	
CAPACITY	Does the company have an office?	YES: Vendor picture/video NO:	YES
	Is the office owned by the Company?	YES: Vendor office lease doc scan/picture NO:	NO
	Ask Service provider to show proof of Ownership document for office.	Vendor	
	Can you list the total number of Technical Staff and their Qualification/Experiences?	Name, Position: Vendor	Qualification/Years of Experience:
		1. Olabangi Adelang	B.Sc 18 years
2. Babatunke Ayayi		B.Sc, NIM 13 years	
3. Omofayo Lucas		LLB 12 years	
4. Martin Ogor		B.Sc, NIM 14 years	
5. Temitope Samuel	B.Sc Acting 8 years		
FINANCIAL RECORDS/ FILING	Financial records are maintained by whom? Is there a computerized or manual accounting system?	Answer: Vendor Picture/audio	YES, pictures attached
LEGISLATION	In the last three years has any contract with your company been terminated on grounds of your failure to comply with either or both of: i) Legislation prohibiting child labor or ii) Contract conditions relating to equal opportunities in the provision of goods, facilities or services? Or iii) Fraud or conflict of interest. If yes, provide details of each occasion and state the corrective action you have taken.	Vendor voice record	NO
POST VISIT OVERALL IMPRESSIONS	Based on your impressions of the site visit do you believe that the Provider was truthful in all information provided thus far?	YES: IRC NO:	
	Did the office meet your expectations for what you would consider a high quality?	IRC	
	Did the office meet your expectations for what you would consider a high quality Supplier?	IRC	
	How many staff were visible in the premises?	IRC	
VISIT REPORT PREPARED BY:			
OTHER IRC STAFF WHO PARTICIPATED IN THE VISIT:			
NAME, JOB TITLE, SIGNATURE, DATE:			