

**FORMAT OF PROFILE OF FIRM(S) FOR CONSULTANCY SERVICES**

**PROFILE OF FIRM(S)**

- 1) Name: \_\_\_\_\_
- 2) RC No. \_\_\_\_\_ 3) Year of Incorporation \_\_\_\_\_
- 4) Certificate of Incorporation \_\_\_\_\_
- 5) Corporate Tax No.: \_\_\_\_\_ 6) Ownership Structure (a) Wholly Nigerian (b) Foreign (c) Partnership [*Proof of Alliances/Partnership if any*]

**CONTACT INFORMATION**

- 7) Address: \_\_\_\_\_  
\_\_\_\_\_
- 8) E-Mail: \_\_\_\_\_ 9) Website: \_\_\_\_\_
- 10) Telephone: \_\_\_\_\_ 11) Fax: \_\_\_\_\_
- 12) Contact Person: \_\_\_\_\_
- 13) Contact Person's Telephone (Mobile): \_\_\_\_\_

**BUSINESS INTEREST**

- 14) Nature of Business \_\_\_\_\_
- 15) No. of Years in the Business \_\_\_\_\_
- 16) Type of Registration with CAC: \_\_\_\_\_  
*[Limited Liability Company, Unlimited Liability Company, Business Name, etc]*
- 17) Evidence of Registration with Relevant Authorities:
- 18) Brief Profile of firm(s) including Ownership Structure and Key Management Team:

**QUALIFICATION OF KEY STAFF**

- 19) Names and Curriculum Vitae of Management Team and key Professional Staff including Qualification and individual experiences:

**EXPERIENCE / TRACK RECORD**

- 20) Starting with present, list in reverse order top ten (10) experience / track record of firm(s) giving date, name of client titles of jobs handled, location, etc.