**PORTFOLIO[[1]](#footnote-1)**

**for recruitment to the prequalified list of contractors**

1. **Company details.**

|  |  |
| --- | --- |
| Contractor’s name: |  |
| Address: |  |
| Voivodship |  |
| Tax Identification number: |  |
| REGON: |  |
| KRS/National Court Register: |  |
| Contractor’s phone number along with area code  |  |
| Contractor’s e-mail address:  |  |

1. **Description of the company’s activities:**

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1. **Current and relevant experience.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer (full name and contact details) | Number of the Agreement | Agreement execution date  | Subject of an Agreement  | Net value of the Agreement after its conclusion  | Net value of the Agreement after its execution (completion) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Past performance (completed contracts).**

|  |  |
| --- | --- |
| Full name and contact details of the entity for which the person, who is drawing up the portfolio, completed a contract in the last 5 years  | Name of the document confirming the due performance of the contract ( official email, letter from the recipient of services) |
|  |  |
|  |  |

1. **The list of industry awards.**

|  |  |  |
| --- | --- | --- |
| Name of the industry award | Year of award | Full name and conctact details of an entity that awarded the industry award. |
|  |  |  |
|  |  |  |

1. **Statement of no Criminal Record.**

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1. **Security Clearance.**

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**PORTFOLIO preparation instruction:**

1. **Company data –** in accordance with the table.
2. **Description of the company's activities (no more than 10 lines) -** present general characteristics of the company including the area in which the company will offer its services**.**
3. **Current and relevant experience -** demonstrate at least two executed contracts, within the last five years for each category of services in which the contractor wishes to be pre-qualified. In the above area, the contractor's portfolio should include the preliminary and final value of the contracts (excluding value-added tax) and the start and end dates of the completed contracts.
4. **Past performance (completed contracts)** - include information on completed contracts to date (with a minimum of two service recipients) reported under relevant experience. The portfolio should include information including contact details of a minimum of two service recipients (name, address, telephone number) to whom the contractor has provided services in the last 5 years, as well as documents confirming the due performance of the contract (official email, letter from the service recipient).
5. **List of industry awards -** the portfolio may also include information on industry awards received for performance if the contractor has received such**.**
6. **Criminal Record Statement -** a statement must be submitted as to whether any of the contractor's board members (owners, directors, joint venture partners, and joint venture executives) or its subcontractors have been convicted within the last three (3) years, under the laws of any state, of offenses related to bidding, employment, taxation, payroll, security, or contract performance.
7. **Security clearance - (industrial security certificate) -** submit information on whether the contractor has a Polish security clearance or a NATO security clearance or an industrial security certificate or equivalent based on international agreements to which the United States and Poland are parties or employ personnel with the aforementioned powers.
8. The portfolio shall be drawn up using 12 point Times New Roman font (on an A4 size sheet) in Polish and English .
1. In accordance with enclosed instruction sheet. [↑](#footnote-ref-1)