

Vendor Readiness Checklist

This checklist is designed to help vendors assess their readiness for procurement opportunities. Use it to identify gaps in compliance, governance, and ESG practices. Developed by The Contract Lab.

Section 1: Company Information

- ☐ Registered business with CAC (RC No. available)
- ☐ Valid Business Name, Address, and Contact Details
- ☐ Clear description of products/services offered
- ☐ Up-to-date company profile / capability statement

Section 2: Legal & Compliance

- ☐ CAC Certificate of Incorporation
- ☐ Memorandum & Articles of Association
- ☐ Current Tax Identification Number (TIN)
- ☐ Valid Tax Clearance Certificate (last 3 years)
- ☐ HSE Policy Statement (signed & updated)
- ☐ Relevant industry certifications/licenses

Section 3: Financial Capacity

- ☐ Bank account in company name
- ☐ Bank reference letter (if required)
- ☐ Last 3 years audited accounts / management accounts
- ☐ Demonstrated capacity to deliver contracts (working capital, credit lines etc)

Section 4: ESG & Diversity

- ☐ Women-owned / Youth-owned declaration (if applicable)
- ☐ Evidence of ESG policy (environmental, social, governance practices)
- ☐ Evidence of community engagement/CSR (if available)
- ☐ Compliance with local content or sectoral regulations

Section 5: Supplier Performance & Track Record

- ☐ List of key clients served in last 3 years (as applicable)
- ☐ Reference letters / testimonials available
- ☐ Past performance (on-time delivery, quality records)

Section 6: Documentation & Governance

- ☐ Standardized Vendor Registration Pack prepared
- ☐ All compliance docs digitized (PDF/portal-ready)
- ☐ Renewals tracker in place for regulatory & ESG certificates
- ☐ Internal governance contact person assigned

The Contract Lab — Simplifying Vendor Management. Strengthening Governance. Driving ESG.

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