Required Documents for Eligible Bidders

Appointment of Debt Recovery Firms for Recovery of Outstanding Loan and Lease Dues

Interested bidders shall submit the following documents together with their proposal:

1. **Completed Bidder Application Form** duly signed and stamped by the authorized signatory of the bidder. (Annex-01)
2. **Company Profile** including organizational structure, branch network, staff strength, and recovery operations.
3. **Certificate of Business Registration** and copies of any other applicable registrations/licenses.
4. **Completed Due Diligence form together with KYC documentation** dully signed and supported with the required documentary evidence.(Annex-02)
5. **Latest Business Continuity Plan (BCP)** of the outsourcing company along with the recent BCP testing report, including the procedures for service continuation in the event of BCPs failure of the companies.
6. **Client References** from at least **three (03) Licensed Banks and/or Licensed Finance Companies** for whom similar recovery services have been provided.
7. **Documentary Evidence of Recovery Performance** confirming a minimum annual debt recovery collection of **Rs. 40 Million** during each of the last **two (02) consecutive years**.
8. **Audited Financial Statements** for the last **two (02) financial years**.
9. **Declaration of Non-Relationship and Conflict of Interest** duly signed by the authorized signatory, confirming that the bidder and its key personnel have no direct or indirect relationship or conflict of interest with the Board of Directors or employees of Sanasa Development Bank PLC. (Annex-03)
10. **Valid Tax Registration Documents**, including TIN/VAT (where applicable).

Mandatory Requirement

Failure to submit any of the above mandatory documents may result in the proposal being disqualified from further evaluation.