



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**DATE: 21/11/2016**

**REQUEST FOR EXPRESSION OF INTEREST: No. UNHCR/PS/2016/SERVICES/FU  
EOI/004**

**TO BE INCLUDED IN A ROSTER OF VENDORS FOR THE PROVISION OF VARIOUS  
SERVICES IN SELECTED COUNTRIES**

**CLOSING DATE AND TIME: 15/01/2017 – 23:59 hrs CET**

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**ANNEX III: VENDOR RESPONSE FORM<sup>1</sup>**

I hereby certify that I am an authorized signatory of the company mentioned below  
and I am, therefore, empowered to fill this vendor response form.

Company name:	
Company representative name:	
Signature:	
Name and title:	
Date:	
Seal:	

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<sup>1</sup> Do not change the format of this file. UNHCR service number should not be removed.



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**EXPRESSION OF INTEREST TO PROVIDE THE SERVICES SELECTED BELOW TO UNHCR DURING THE NEXT THREE YEARS**

**We are interested to provide the following service(s) in the selected country(s)(please tick as applicable):**

	South Africa	Botswana	Zimbabwe	Zambia	Namibia
1. Interpretation and Translation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Gardening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Messenger services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Road Cargo Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Passenger Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Customs Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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**PROFESSIONAL QUALIFICATIONS**

**1. VENDOR REGISTRATION FORM**

DULY FILLED IN AND SIGNED UNHCR VENDOR REGISTRATION FORM (THE FORM IS ATTACHED TO THIS INVITATION AS ANNEX IV. THE REGISTRATION FORM MUST BE SUBMITTED DULY FILLED OUT EVEN IN THE EVENT THAT THE VENDOR IS ALREADY REGISTERED WITH UNHCR IN ONE OF OUR COUNTRY OFFICE)

Please tick the box to confirm that the requested document has been attached to this vendor response form

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## **2. DECLARATION OF ACCEPTANCE OF UNHCR GENERAL TERMS AND CONDITIONS**

After careful review of the UNHCR General Terms and Conditions included as Annex II to this Call for Expression of Interest,

I hereby confirm that my company \_\_\_\_\_  
accepts all the provisions under UNHCR General Terms and Conditions.

[Signature]

Name:



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**3. DECLARATION ON THE PRIMARY/CORE BUSINESS**

<b>Year of establishment:</b>	
<b>Primary/core business:</b>	



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**4. COPY OF YOUR COMPANY'S REGISTRATION CERTIFICATE**

Please tick the box to confirm that the requested document has been attached to this vendor response form ☐



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**5. DECLARATION ON THE COMPLIANCE WITH THE APPLICABLE LABOUR LAW OF THE SOURCING AREA AND UN INTERNATIONAL STANDARDS**

I hereby declare on my word of honour that my company \_\_\_\_\_  
complies with the applicable Labour Law of the sourcing area and UN International Standards,  
summarized in the UN Global Compact's ten principles<sup>2</sup>.

[Signature]

Name:

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<sup>2</sup> UN Global Compact's ten principles can be found in the following link:  
<http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>



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**6. COPY OF ISO CERTIFICATES (IF ANY)**

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**7. COPY OF YOUR COMPANY'S ENVIRONMENTAL POLICY OR THOROUGH DESCRIPTION OF THE WORK PROCESS TO ENSURE ENVIRONMENTALLY FRIENDLY FUNCTIONING (IF ANY)**

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**TECHNICAL QUALIFICATIONS**

**8. DESCRIPTION OF COMPANY PROFILE WHICH DEMONSTRATES THE CAPACITY TO DELIVER THE SERVICES**

Please indicate the requested information for the services for which your company has expressed its interest.

\* Please add as many lines as necessary depending on the number of services for which your company has expressed its interest.

Service	Company profile/ Capacity to deliver the services

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## **9. DECLARATION OF YEARS OF EXPERIENCE IN THE SECTOR CONCERNED**

Please indicate the requested information for the service(s) for which your company has expressed its interest.

	Years of relevant experience
Interpretation and Translation	
Cleaning	
Gardening	
Messenger services	
Printing	
Road Cargo Transportation	
Passenger Transportation	
Customs Clearance	



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**10. DESCRIPTION OF PREVIOUS OR CURRENT SIMILAR CONTRACTS, INCLUDING (BUT NOT LIMITED) WITH ANY OF THE UN AGENCIES/ GOVERNMENTAL BODIES (PLEASE PROVIDE RELEVANT CUSTOMER REFERENCES)**

Previous or current similar contracts, including (but not limited) with any of the UN agencies/Governmental bodies:

(please indicate the following information for each service for which you have expressed your interest):

Refer to at least three most important contracts and provide:

- client name and other relevant contact details,
- year of establishment,
- description of the services provided,
- customer references substantiating the quality of the performance,
- expiry date.



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**11. COPY OF QUALITY CONTROL AND ASSURANCE PLANS OR A NARRATIVE DESCRIPTION OF QUALITY CONTROL AND QUALITY ASSURANCE PROCESSES CONCERNING THE EQUIPMENT, MATERIAL, ETC. USED FOR THE PERFORMANCE OF THE REQUIRED SERVICES (IF ANY)**

Please tick the box to confirm that the requested document has been attached to this vendor response form ☐



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**FINANCIAL STANDING**

**12. COPY OF AUDITED FINANCIAL STATEMENTS FOR THE LAST 1 YEAR FOR WHICH THE  
ACCOUNTS HAVE BEEN CLOSED**

Please tick the box to confirm that the requested document has been attached to this vendor response form ☐

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I declare on my word of honour that the information provided in this report is in all respects, to the best of my knowledge, factually true and correct. I am aware that any false declaration or misrepresentation of the information requested may lead to the exclusion of my company from this expression of interest.

Company name:	
Company representative name:	
Signature:	
Name and title:	
Date:	
Seal:	