

ANNEX B
TECHNICAL OFFER FORM
Supply of Cisco Equipment, ICT Equipment and Related Services

ITB NO: ITB/2018/1051
 DATE:

Sr. No.	Mandatory Requirements (Pre-Qualification Criteria)	Included		Comments/Remarks
		Yes	No	
1	Brief Description of Company			
1.1	Company Profile			
1.1.1	Year founded			
1.1.2	Multi-location: if so specify headquarters			
1.1.3	Similar projects and successfully completed projects			
1.1.4	Similar projects underway			
1.1.5	Total number of clients			
1.2	Registration certificate			
1.3	Last two audited financial reports			
2	Description of Company's Qualifications			
2.1	Quality certification(s)			
2.2	Evidence of reliability			
2.3	Evidence of financial capacity			
2.4	Evidence of managerial capacity			
3	Clear statement that goods offered fully conform to Annex "A" specifications			
3.1	Conformance with specifications			
3.2	Any deviations from specifications: please state and disclose			
4	Clear statement confirm availability of one or more product line price list(s) covering ALL items, Annex "A"			
4.1	One or more product line price list covering all items (goods)			
4.2	In case of more than a product use, explain how they are set up			
4.3	State any other products not covered by price lists			
5	Comprehensive description of how the bidder intends providing world wide maintenance & support services			
5.1	Comprehensive description of how the bidder intends providing world wide maintenance/support services			
6	Solution Engineer Services			
6.1	Confirm availability of capacity			
6.1.1	Capacity to provide remote and on-site services			
6.2	Confirm requisite profile			
6.2.1	List of staff proposed for the service			
6.2.2	Resume, academic and professional qualifications			
6.2.3	No. of years of relevant professional experience (the minimum required is 5 years)			
6.3	Capacity to provide minimum 15 person-days/year of services			
7	Incoterms			
7.1	Bidder accepts use of INCOTERMS 2010			
8	Packaging details/requirements			
8.1	High standard export packaging			
8.1.1	Minimum packaging			
8.1.1.1	Strong corrugated boxes			
8.1.1.2	Use of filament tape to provide proof of tampering			
8.2	Additional requirements			
8.2.1	Sturdy export quality, commercial standards			
8.2.2	Stackable to height of 4 pallets at static storage and 2 pallets during transport, resistant to puncturing			
8.2.3	Band-wrapped pallets and black shrink-wrapped			
8.2.4	Pack/palletize cost-effectively to minimize freight costs			
8.2.5	Ability to provide detailed packing list			
8.3	Bidders own alternative packaging proposal, if any			
9	Delivery Capacity			
9.1	Capacity to deliver directly to HQ locations			
9.1.1	Budapest			
9.1.2	Copenhagen			
9.1.3	Geneva			
9.2	Capacity to deliver directly to UNHCR Field Offices world wide			
9.2.1	Africa			
9.2.2	Americas			
9.2.3	Asia			
9.2.4	Europe			
9.2.5	Middle East			
9.3	Capacity to obtain export licence(s) from relevant authorities			
9.4	Pre-shipment inspection			
9.4.1	Goods conform to PO requirements			
9.4.1.1	Plug, voltage, frequency			
9.4.1.2	Keyboard and language			
9.4.1.3	Manuals			
9.4.1.4	Memory size			
9.4.2	Goods are new, according to specifications, in good physical and operational condition			
10	Storage Capacity			
10.1	Capacity to maintain a dedicated emergency stock at no cost to UNHCR			
10.1.1	Desktop and Monitors - 20 units			
10.1.2	Keyboard			
10.1.3	Printers QWERTY -US English standard - 20 units			
10.1.4	Laptops - 20 units			
10.2	Capacity to replenish stockpile to min levels within 15 days			
11	Inspection			
11.1	Bidder to allow inspection of goods by UNHCR as and when required			
12	Place of Inspection			
12.1	Bidder to state in offer place of inspection of goods			
13	Country of Origin of Supplier and Place of Manufacture			
13.1	State city of supplier registration			
13.2	State city and place of manufacture of goods			
14	Warranty			
14.1	Provide minimum warranty period			
14.1.1	2 years - all Laptop, Desktop, Monitor, Printer and Scanner Equipment			
14.1.2	4 years - Server, Network, and Cisco Communications Equipment			
15	Certificate of Quality			
15.1	Submit, if available, copy(ies) of internationally recognised quality certification(s)			
16	Vendor Registration Form			
16.1	If not registered with UNHCR, complete, sign and submit with technical offer			
16.2	If already registered with UNHCR, submit empty indicating UNHCR vendor ID Number			
17	UNHCR General Conditions of Contracts for the Provision of Goods and Services - 2010			
17.1	Acknowledge/Acceptance thereof			