

ANNEX B: TECHNICAL OFFER FORM				
Project number:		INVITATION TO BID: No. ITB/2018/001		
Project name:		FOR THE SUPPLY AND DELIVERY OF TENT MATERIALS AND ACCESSORIES IN SECOND-HAND CONTAINERS FOR UNHCR TINDOUF, ALGERIA		
Supplier Name:				
Contact name:				
Contact phone number:				
Contact email address:				
Item	Criteria	Description	Detailed criterion	Documentation attached to your submission (Yes / No) and Additional comments from supplier
1	INCOTERMS	EXW, FCA, FOB and CFR	The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).	
2	SECOND HAND CONTAINER UTILIZATION AND DETAILS	The use of compliant second hand containers	Second hand containers have to be of seaworthy quality, clean, dry and free from structural damage. Containers have to be provided with CSC (safety approval) plate.	
3	PACKING CONDITIONS	Compliance with packing conditions	Clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport requirements part of Annex A to this ITB. (These are minimum packaging requirements, however suppliers are encouraged to propose alternative options for better container utilization).	
4	LEAD TIME FOR DELIVERY	Delivery time after order has been placed	The bidder shall indicate the exact lead time needed to deliver the whole quantity. The duration of the delivery must be indicated by number of days or weeks after the purchase order has been placed	
5	SUPPLIER REGISTRATION/IDENTIFICATION	General information on the supplier (Registration or Identification Certificate)	Copy of business registration, company profile, contact information, including a valid phone number and email address,	
6	CERTIFICATE	Certificate of conformity or quality	If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.	
7	TECHNICAL SPECIFICATIONS	Submission of technical specification documents	The technical specification documents submitted by the supplier to match with Annex A	
8	VENDOR REGISTRATION FORM	UNHCR Vendor registration Form completeness	If your company is not already registered with UNHCR, you should complete, sign, stamp and submit with your technical proposal the Vendor Registration Form (Annex C). if already registered with UNHCR as a vendor, only indicate vendor ID	
9	UNHCR General Conditions for procurement	UNHCR General Terms and Conditions for Provision of Goods and services - (January 2010)	Your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing Annex E	
10	Previous Experience	Past experience and performance record. Include letters of reference and/or previous Purchase Orders. Special attention given to International NGOs and UN agencies.	Letters of reference and/or previous Purchase Orders from UN agencies or International NGOs	
			Company's previous experience dedicated exclusively to the provision of the requested goods (other business profiles are not relevant)	
11	Alternative Products	alternative product(s) that fulfill the same function or offer better performance	alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex A.	