



UNHCR

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

Annex B1: Technical Offer Form

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RFP # HCR/MYS/SUP/RFP/23/007

**VIDEO PRODUCTION SERVICES FOR UNHCR REPRESENTATION OFFICE IN KUALA LUMPUR,
MALAYSIA**

IMPORTANT:

No pricing information should be included in the Technical Offer. Failure to comply may result in disqualification. The Technical Offer should contain all information required.

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

The technical component of your proposal should be concisely presented and structured as indicated in the following order to include, but not necessarily be limited to, the following information:

A) COMPANY PROFILE, CURRENT/PAST EXPERIENCE, REFERENCE LETTERS AND FINANCIAL CAPACITY

A description of your company with the following information/documents:

- **Valid Registration with GOM, Legal mandates/authorized business activities**
- Registration and license to operate
- List of previous and current clients
- Location of other offices/branches in Malaysia
- **Year of incorporation (at least 5 year experience)**
- History of litigation and arbitration that could adversely affect or impact delivery of goods and/or services, indicating status/result.

Please provide copies of all supporting documents and attach as Annexure of the technical proposal)

1	<i>Relevant Experience</i>	2 contracts, Purchase orders / work orders proving the experience in similar video production services.
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2	<i>UN/INGO/NGO/ Government Organization Experience</i>	2 contracts, purchase / work orders with UN, international NGOs/NGO or Government Organization proving the experience in video production services.
3	<i>List of Equipment</i>	List of equipment's to be used for the project with UNHCR Malaysia
4	<i>Similar Work Samples</i>	Links with Similar work samples. (evaluation will done on the basis of technical quality of cut, sound quality, creativity and postproduction, content of samples).
5	<i>Understanding of the requirements</i>	Understanding of the requirements for services, proposed approach, solutions, methodology and outputs

IMPORTANT NOTE:

Since Information provided in the above tables and related attachments will be used to evaluate technical bids and decide on qualification or otherwise, therefore, please provide complete and clear information duly substantiated by documentary proof. **Failure to provide the above-mentioned documents with your technical bid at the time of submission may lead to disqualification. Please note that only relevant information mentioned in article 2.4.1 should be submitted as irrelevant information will not be considered. Since the evaluation committee will be short on time for evaluating large number of bids therefore, provision of required information in orderly manner is highly desirable which will facilitate evaluation of bids. Please provide a "Table of Contents" duly cross referenced with relevant attachments.**

Declaration: I hereby confirm my intention to serve in the stated position and present availability to serve for the term of the proposed frame agreement. I also understand that any willful misstatement from me may lead to my disqualification, before or during my engagement.

For and on behalf of: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____