**Annex B: Technical Offer Form to KAZAL/RFP 2022-01**

**FOR THE PROVISION OF DATA COLLECTION FOR UNHCR RESULTS MONITORING SURVEY (RMS) IN KAZAKHSTAN, TURKMENISTAN, UZBEKISTAN AND KYRGYZSTAN**

**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 company:** |  |
| **Country of Registration:** |  |
| **Name of Contact Person for this Bid:** |  |
| **Address:** |  |
| **Phone:** |  |
| **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/documents:

* Legal mandates/authorized business activities
* Registration and license to operate
* Company profile
* List of previous and current clients
* Location of other offices/branches
* Year of incorporation
* Financial audited reports or Bank statements
* History of litigation and arbitration that could adversely affect or impact delivery of goods and/or services, indicating status/result
* Financial Capacity last 3 years of Financial Statement (Income Statement and Balance Sheet) describing financial capacity (liquidity, standby credit lines, etc.) of bidder to engage into contract
* Track Record and Experiences for similar projects or more
* Reference letters

|  |
| --- |
| **Bidders Qualifications and Capacity** |
| **Company's Organizational Structure, Skilled Staff, Technicians**  | *Attached detailed company profile, CVs of core staff, organogram etc.*  |
| **Company’s General****Experience** | *Specified the number of years your company/organization has been providing services*  |
| **Proposed Work Plan and Approach** |
| **Lot number and list of countries covered by the offer** | *Please provide a Lot number and a list of countries covered by the offer.* |
| **Understanding of the required services**  | *Pleased provide here conformance to specification in TOR, and a proposal with response to TOR.*  |
| **Clear Service Provision**  | *Provided here clear and concise vision of the services you will be providing with a reference to TOR: methodology and approach, risk management. If different approaches are applied for the Lots, please specify for each Lot separately.* |
| **Company's past experience and reference** |
| **Bidders experience in required Services**  | *Provided evidence in the form of contracts and Purchase Orders with UN agencies / INGO/ NGO/ Government Organization / Private Organization*  |
| **Reference / Recommendation letters**  | *Provided reference/recommendation* *letters from past or current clients confirming the satisfactory services.*  |

**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 of the tender documents 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 Contract. 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_