

## Annex E

### Structure and Format of Technical Proposal

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#### Composition of TECHNICAL OFFER

Please prepare your technical offer in accordance with instructions given in this Annexure to facilitate the Evaluation.

- Your technical offer must be presented in a concise and structured manner.
- Bidders must use and complete the table below with the requested descriptions and explanations.
- Please submit any other information that will facilitate our evaluation of your company's substantial reliability and financial and managerial capacity to provide the services. Bidders must demonstrate a thorough understanding of the requirements from an operational and strategic perspective.
- UNHCR prefers to receive offers for products specified in the BOQs and if the bidder wishes to propose alternative products, it must describe them below and clearly explain the reasons and advantages of its proposal. The necessary technical data sheets and justifications must be provided and formally approved. The bidder should confirm that in case, UNHCR rejects the proposed alternative product, the bidder will supply the product specified in the BoQs.

**IMPORTANT:**

Pricing information should not be included in the technical bid. Failure to do so will result in disqualification. The Technical Offer must contain all required information.

Title	Description
1. Qualifications and capacity of the company	<i>Company profile, expertise and professional capabilities, including but not limited to the ability to provide the services and products specified in the RFP package.</i>
	<b>Bidder Description:</b>
2. Experience of the company in similar projects	<i>Company's previous experience on similar projects and with the same type of requirements. The company must provide at least 3 similar examples of</i>



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	<i>execution for the same type of work.</i>
	<b>Bidder Description:</b>
3. References from previous clients.	<i>The bidder is requested to provide the names of at least three (3) clients to whom it has provided the same type of services. UN agencies reserve the right to contact these references without informing the bidder.</i>
	<b>Bidder Description:</b>
4. Understanding of the specifications and the work to be performed.	<i>The bidder should describe and highlight its understanding of the project and the work to be performed. The bidder must also explain his thoughts concerning the main difficulties linked to the execution of the works and the way he intends to solve them or to apprehend them (e.g. prefabrication, modularity, organization of deliveries, organization of the works to reduce nuisances, site safety, ...).</i>
	<b>Bidder Description:</b>
5. Understanding of the problems encountered.	<i>The modalities of intervention, the means to minimize nuisances, as well as the measures to respect the principles of sustainable development, will have to be particularly developed.</i>
	<b>Bidder Description:</b>



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6. Methodology and planning	Presentation of the construction project management methodology and the occupied site. Description of the execution processes during construction: (a) Provision of a detailed and clear schedule with duration adapted to the needs of the site. (b) Consideration of order delays and site access difficulties in the schedule. (c) PHS (Health and Safety Plan) according to the work.
	<b>Bidder Description:</b>
7. Qualifications and experience of proposed staff.	(a) Experience and curriculum vitae of the project manager. (b) Experience and curriculum vitae of the person in charge of the work (foreman).
	<b>Bidder Description:</b>