

ANNEX B: TECHNICAL OFFER FORM

RFP/2022/00001
MOTION DESIGN FOR UNHCR France

Supplier Name:	
Contact name:	
Contact phone number:	
Contact email address:	

Item	Criteria	Description	Detailed criterion	Pass/Fail	Documentation attached to your submission (Yes / No) and Additional comments from supplier
0	Mandatory Criteria	a. Company registration certificate		Pass/Fail	
		b. Licenses and documentation necessary to operate as a private security company in [country]		Pass/Fail	
		c. Financial statements/audit reports from the past X years		Pass/Fail	
		d. Copy of valid certificate of insurance		Pass/Fail	
		e. Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018		Pass/Fail	
		f. Specify any other relevant documents e.g. certificate of incorporation		Pass/Fail	

Item	Criteria	Description	Score (%)		Score (%)	
1	Company Profile	Provide a detailed description of the company and its activities and specializations. This includes an overall description of the company's experience; the location of headquarters; if a multi-location company, the number of and description of similar projects successfully completed; the number of and description of similar projects currently underway; X references from previous or current projects, etc.	20%	Description of the company's activities and specializations. If a multi-location company, specify the location of headquarters	2%	
				Description of the company's experience in these services	5%	
				X Number of similar project successfully completed and/or currently ongoing/ similar project currently underway	3%	
				X Experiences in similar project dedicated exclusively to the provision of these Services	6%	
				X References from previous or current projects	2%	
				Any information that will facilitate the evaluation of your company's substantive reliability, financial, and managerial capacity to provide the services	2%	

2	Understanding of the requirements for services, proposed approach, solutions, methodology and outputs	Provide a detailed proposal showing how the company shall fulfill the requirements as set out in the TOR; experience in the supply of these goods/services; compliance with the TOR	25%	Give detailed information about the proposal for the services; description of your organization's capacity to provide the goods/services	10%	
				Description of your organization's experience in the supply of these goods/services	10%	
				Compliance with the requirements stated on the TOR	5%	
					4%	

3	Proposed personnel to carry out the assignment	Curriculum Vitae of core staff [maximum number of CV's, pages, etc]. Organigram	10%	Curriculum Vitae of core staff	5%	
				Organigram	5%	

4	[Other evaluation criteria as applicable]	Other evaluation criteria as applicable	5%	Other evaluation criteria as applicable	5%	
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Total percentage = 60%

Date: _____

Signature: _____

Name and position: _____

Official Stamp: