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| **TECHNICAL BIDDERS RESPONSE: استجابة العرض الفني*** **Please read Annex A and the RFQ Cover Letter carefully and fill in your response below**

**يرجى قراءة نص المناقصة ( RFQ ) والملحق ( Annex A ) بعناية وملئ المطلوب بما يلزم*** **Please note that the given space under each section should not limit your response, please type more if required**

**يرجى الملاحظة بان المساحة المعطاة في الجدول ادناه يجب ان لا يقيد من حجم الاستجابة الذي ترغبون بكتابتها، يرجى كتابة اكثر اذا ما تطلب** |
|  **اسم الشركةCOMPANY NAME:** |  |
| * **Copy of valid Company/business certificate, proving the eligibility to conduct business in Jordan (submitted: YES/NO). Failure to provide the above-mentioned certificate may result in disqualifying your offer**.

 **Description of company profile وصف ملف الشركة** * + - **Please state year founded, all office locations, number of employees:**
		- **يرجى كتابة سنة تأسيس الشركة، اماكن تواجد المكتب وعدد الموظفين**
		- **Please state the core business and the general management structure of your company**

**يرجى كتابة طبيعة عمل الشركة الرئيسي والهيكل التنظيمي العام لشركتكم*** + - **Please state the total number of current clients:**

**يرجى كتابة عدد العملاء الحاليين*** + - **Please list here contact details of current or former clients for reference checks; (state minimum 2 relevant client contacts):**

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| Client العميل | Contact Name اسم الشخص الذي يمكن التواصل معه | Contact Emailايميل الشخص | Contact Tele.Numberهاتف الشخص |
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**Company quality certificates (if any):** |
| **Detailed technical specifications and Data Sheet of the offered items as per Annex A (PROVIDED: YES/NO) :****PRODUCT SPECIFICATIONS - Technical Specifications: Please clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given:****Item’s country of origin and manufacturer, offered brand and model:****Maintenance service terms and validity** - **The maintenance service shall includes free of charge maintenance visit and free of charge spare parts and replacement:****Warranty terms and conditions - NOTE: minimum acceptable warranty/maintenance term is three (3) years:** |
| Total preparation and delivery lead time upon order’s issuance (in days); **Maximum acceptable delivery time is twenty - one (21) days upon PO issuance;****Please comment on your company’s commitment to corporate social responsibility** **(Please read and refer to Annex G (UN Supplier Code of Conduct)) (Proof of demonstrated commitment should be attached separately e.g. through copies of sample contracts, medical coverage and leave plan):**يرجى التعليق على مسؤوليات شركتكم على التعاون الاجتماعي (يرجى قراءة ومراجعة الملحق و ( القواعد السلوكية لموردي الامم المتحدة) ( والدليل على الالتزام ينبغي أن يرفق بشكل منفصل، على سبيل المثال. من خلال نسخ من عقود ، والتغطية الطبية وخطة الإجازات) |
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| **I confirm that the following documents have been attached to our companies technical proposal: اوكد بان عرضي الفني يتضمن المرفقات ادناه**  | **Indicate** **Yes or No**(Next to each listed doc.) |
| * Copy of valid license from chamber of trade

صورة عن السجل التجاري (ساري المفعول) صادرعن غرفة التجارة. * Filled Annex B (Technical Offer Form)

ملحق ب – (نموذج استجابة العرض الفني )* Proof of former projects اثبات عن المشاريع السابقة
* Proof of commitment to corporate social responsibility

اثبات مسؤولية الالتزام الاجتماعي * Filled and signed Annex E (Vendor Registration Form)

نموذج تسجيل عارض موقع* Acknowledged Annex F (General Conditions of Contracts) and UN Code of Conduct (Annex G) – Use next page of this document

دفتر الشروط العامة الموقعة* If available: financial statements, audit reports

اذا توفر: تقرير الوضع المالي من الرقابة المالية | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **اسم الشركةCOMPANY NAME:** |  |

**ACKNOWLEDGEMENTS:**

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| **I herewith conform to have read and to acknowledge the UNHCR General Conditions for the Provision of Civil Works and the UNHCR General Conditions for the provision of Goods and Services (Annex F):****­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:الختم** *Authorized Signatureتوقيع المصرح* |