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

**يرجى قراءة نص المناقصة ( ITB ) 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:** |  |
| **Please provide a copy of a valid business commercial company registration certificate, valid profession license and Valid Registration Certificate from Chamber of Commerce (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 core business, year founded, all office locations, qualifications, number of clients, number of employees and company’s management structure:**
		- **يرجى ذكر طبيعة عمل الشركة الرئيسي للشركة ، السنة التي تأسست فيها ، وجميع مواقع المكاتب والمؤهلات وعدد الموظفين وهيكل إدارة الشركة.**
* **Confirmation that the company has at least three (3) years of experience in the related field. Company with less than three (3) years of experience in the related field work might not be furthered Assessed:**

**خبرة لا تقل عن 3 سنين في المجال ذي الصلة** **الشركة التي لديها أقل من 3 سنين من الخبرة في العمل ذي الصلة قد لا يتم تقييمها*** + - **Submission of recommendation letters/proof of contracts of previous projects with UN agencies International Organizations, Embassies which might be contacted as reference checks (provided YES/NO):**
		- **Please also list here contact details of current or former clients for reference checks:**

**يرجى كتابة عدد العملاء الحاليين و السابقين**

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| **Client العميل** | **Contact Name اسم الشخص الذي يمكن التواصل معه** | **Contact Email****ايميل الشخص** | **Contact Tele. Number****هاتف الشخص** |
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**Description of your company’s experience:*** + - **Description of similar projects currently underway and successfully completed in the past five (5) years (state minimum 3 relevant projects and submit proof of contracts if available):**

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| **Services الاعمال** | **Client العميل** | **Location الموقع** | **Value القيمة** |
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**Financial stability - submission of the** **Financial Statements and Audits’ reports for the past two (2) years (submitted YES/NO):**  |
| **PRODUCT SPECIFICATIONS:*** **Technical Item Description:**

**Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the specifications provided in Annex A and cover letter. Please also submit a brochure of the offered items along with your technical offer.****(IMPORTANT: Offers with no sample, brochure and detailed technical specifications will not be further assessed*** **Quality Certificates:**

**Please provide a copy of a valid** **license from Quality Control Authorities in Jordan for disinfection products (submitted? Yes/No)****Please provide copy of a quality control management certification in accordance with Jordanian standards (e.g. ISO certification) (submitted? Yes/No)*** **Laboratory Certificates:**

**Please provide a copy of a laboratory certificate from authorized laboratories in Jordan for disinfectants / a certificate for chemicals approved by the Jordanian authorities or other government agencies regulating the use as safe (submitted? Yes/No)****Please provide a copy of a laboratory test report issued by Jordanian Bureau of Standards (Royal Scientific Society) or from internationally recognized quality certificate (submitted? Yes/No)** |
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| **Please comment on your company’s commitment to corporate social responsibility** **(Please read and refer to Annex F (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 التزام شركتك بالمسؤولية الاجتماعية للشركات (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 company’s technical proposal:** **اوكد بان عرضي الفني يتضمن المرفقات ادناه** | **Indicate****Yes or No**(Next to each listed doc.) |
| * Copy of the required valid licence and certificates
* 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 D (Vendor Registration Form)
	+ نموذج تسجيل عارض موقع
* Acknowledged Annex E - General Conditions of Contracts and UN Code of Conduct (Annex F) – Use next page of this document
	+ دفتر الشروط العامة الموقعة
* If available: financial statements, audit reports
	+ اذا توفر: تقرير الوضع المالي من الرقابة المالية

***In separate document/envelope:بظرف منفصل او ورقة منفصلة*** * Filled Annex C (Financial Offer Form) clearly marked and submitted separate from technical offer

نموذج عرض مالي معبأة (مرفق بشكل منفصل) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **COMPANY NAME:****اسم الشركة** |  |

**ACKNOWLEDGEMENTS:**

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