

Annex B
Technical Proposal Form- RFP/2023/029
Capacity Building and Monitoring Services of Procurement activities of UNHCR partners

IMPORTANT:

No pricing information should be included in the Technical Proposal. Failure to comply may risk disqualification. The Technical Offer should contain all information required.

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone/ Fax:	
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:

A. Company Profile/Organization Capability/Relevance of Specialized Knowledge and Experience in similar projects

A description of your company with the following information/documents:

- Legal mandates/authorized business activities
- Year of incorporation
- **Financial Capacity** - latest Audited Financial Statement (Income Statement and Balance Sheet) for last 2 years describing financial capacity (liquidity, stand-by credit lines, etc.) of bidder to engage into contract. Include any indication of credit rating, industry rating, etc.
- Track Record and Experiences for at least last five (5) years:

Project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

- **Please describe your firm's capability** for managing services requested indicating ongoing contracts, if any, that have direct relevance to this requirement.
- **Statements of Satisfactory Performance** of similar contracts within last ten (10) years including value and contact for primary client.
- **Any information** that will facilitate our evaluation of your company substantive reliability, financial and managerial capacity to execute the project.

B. Approach and Methodology

- **Explanation of understanding** of shared TOR and requirements.
- **Description of approach, methodology and timeline** of how requested services outlined in TOR, would be implemented.

- **Quality Assurance Mechanisms:** internal quality assurance review mechanisms, all appropriate documents attesting to superiority of quality of services to be supplied.
- **Reporting and Monitoring:** brief description of mechanisms proposed for reporting to UNHCR and partners, including a reporting schedule.
- **Risks / Mitigation Measures:** describe potential risks for implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.
- **Implementation Timelines:** submit a Gantt-Chart or Project Schedule indicating detailed sequence of activities that will be undertaken and their corresponding timing.
- **A declaration** that your company has not been and is not subject to judgment for fraud, corruption or any other illegal activity.

C. **Management structure and key staff**

- **Management Structure:** describe overall management approach toward planning and implementing contract include an organization chart for management of contract, if awarded.
- **Staff Time Allocation:** provide a spreadsheet showing activities of each personnel involved in implementation of contract. Where expertise of personnel is critical to success of contract, UNHCR will not allow substitution of personnel whose qualifications had been reviewed and accepted during bid evaluation. (If substitution of such personnel is unavoidable, substitution or replacement will be subject to approval of UNHCR. No increase in costs will be considered as a result of any substitution).
- **Qualifications of Key Personnel:** provide CVs for key personnel (Team Leader, Managerial and General Staff) that will be provided to support implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to Contract. Please use format below, if possible:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: Highlight experience in the region and on similar projects.		
Relevant Experience (From most recent):		
Period: From-To	Name of activity/ Project/ funding organization, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
e.g. June 2010-January 2011		
Etc.		
Etc.		
References (minimum of 3):	Name Designation Organization Contact Information -Address; Phone; Email; etc.	

Declaration:

I 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.

Signature of the Nominated Team Leader/Member: _____ Date Signed: _____

- d. **At least one (1) work sample** of previous issued audit report.
- e. **At least one (1) work sample** of previous issued monitoring report

Important:

Supporting documents issued to bidder by other organizations should be on official letterhead duly endorsed and stamped by issuing authority. Failure may result in information not considered for evaluation.