A) Please submit information on the below DATA SHEET in the sequence mentioned in ITB under article **2.4.1 and include** it in your Technical Offer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Requirement** | **Provided Yes/No** | **Description / Details** | **Remarks** |
| **1.** | **Submission of company / Business Registration**  *Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate in existence for atleast 3 years or more with category C-5 or above)? Has the Bidder provided copies of company registration documents, along with a brief company profile?* |  |  |  |
| **2.** | **Submission of a valid Pakistan Engineering Council (PEC) registration for the bidding company.**  *Has the bidder provided a copy of a valid certificate issued to the company by Pakistan Engineering Council (PEC) with category C-5 or above?* |  |  |  |
| **3.** | **Technical compliancy to requirements stated in technical drawings Annexes C, and Annexes D (BOQs)**  *Has the bidder accepted to offer services as per the requirements stated in technical drawings Annexes C and BOQs Financial Offer Forms ,Annexes D ?* |  |  |  |
| **4.** | **Understanding of the requirements and workplan**  *Has the Bidder submitted at least a1-3 pages narrative of company proposed approach/methodology quality and risks management plans, including an executive summary, approach to manage resources allocated time and resources, risks and Implementation Plan (schedule) for each Project Lot# using a GANTT Chart/Simple Implementation Plan*? |  |  |  |
| **5.** | **Technical Staff, including PEC Registered Project Manager (1), Assistant Civil Engineer (1) and Diploma Engineers (2)**  *Has the bidder submitted an Organogram and profiles /CVs of key staff to be assigned to the contract for only profile individuals that will directly be working on this project. And clearly identified the project manager.* |  |  |  |
| **6.** | **Minimum 3 years of relevant experience in similar civil works and Solar/Energy contracts**  *Has the bidder submitted proof of relevant experience, i.e Contracts, Work Orders, Purchase orders, or reference letters with Contracts value for similar projects with; a minimum no. of 5 similar contracts (total contracts value costing at least (PKR 20 million – 35, million) undertaken for the past 3 years* |  |  |  |
| **7.** | **Financial Capacity**  *Has the bidder submitted proof of financial capacity of ( past 2 years financial bank statements or Certified company external audited reports), showing annual revenue turnover amount of PKR 20 million – 35 million or equivalent in USD currency?* |  |  |  |
| **8.** | **Bid Security**  *Has the Bidder accepted to provide a 3% Bid Security of the total bidder’s Financial Offer if requested by UNHCR separately at any later stage of the procurement process?* |  |  |  |
| **9.** | **Delivery / Completion Time**  *Does the Bidder’s proposed estimated number of days / months for completion of the civil works comply with UNHCR’s proposed projects delivery period of 06 months* |  |  |  |
| **10.** | **UNHCR General Conditions of Contracts for the Provision of Services (July 2018).**  *Has the bidder acknowledged the UNHCR General Conditions of Contracs for the Provision of Services (July 2018)?- Annex E* |  |  |  |
| **11** | **Vendor Registration Form**  *Has the bidder provided a signed/stamped copy of the Vendor Registration Form?- Annex F.(For new vendors only who have never worked with UNHCR before).* |  |  |  |
| **12.** | **UN Supplier Code of Conduct**  *Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?-Annex G.* |  |  |  |

\*Please attach relevant/supporting documents for each of the above, e.g. Company Registration certificate, POs/Work orders for past/ongoing projects, defects liability period, delivery period, Audit report/bank statements, etc…

**IMPORTANT NOTE:** Since Information provided in the above tables and related attachments will be used to evaluate technical bids and decide on qualification or otherwise, therefore, please provide complete and clear information duly substantiated by documentary proof. **Failure to provide the above mentioned documents with your technical bid at the time of submission may lead to disqualification. Please note that only relevant information mentioned in article 2.4.1 should be submitted as irrelevant information will not be considered. Since the evaluation Committee will have a short time for evaluating large number of bids therefore, provision of required information in an orderly manner is highly desirable which will facilitate evaluation of bids. Please provide a “Table of Contents” duly cross referenced with relevant attachments.**