

Part (A) - Bidder must submit information on the below DATA SHEET, and include it in their Technical Offer.	
Name of the Company:	
1	NTN #
2	STRN #
3	FORM H / SECP #
4	Company Contact Details Name: Email: Telephone:
5	Company Profile Bidders shall provide complete company profile containing: 1) short description of your company; 2) copies of the company's certificate of registration of the business; tax registration documents; chamber of commerce registration document etc. 3) copy of last audited financial statement or last year bank statement; 4) copies of experience certificates, and POs/Contracts/Work orders of the relevant nature with references (at least 3 similar orders) in the last three (03) years; All documents must be credible with letter heads and/or stamps of issuing authority/ organizations. Yes, we comply: No, we do not comply. Please state the reason:
6	Delivery Lead Time <i>Goods must be arranged, transported and delivered within a maximum of 90 calendar days from the date UNHCR sends an order to the supplier. Earlier delivery time will be preferred.</i> Yes, we comply: No, we do not comply. Please state the reason:
7	Delivery/installation at the locations specified in Annex-C <i>Potential supplier shall be responsible for the delivery/installation of goods and shall cover all risks up to delivery locations mentioned in Annex-C, i.e. Delivered At Place (DAP).</i> Yes, we comply: No, we do not comply. Please state the reason:
9	Offer Validity (180 Calendar Days) Yes, we comply: No, we do not comply. Please state the reason:
10	Bidder accepts to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process? Yes, we comply: No, we do not comply. Please state the reason:
11	Acceptance of UNHCR General Terms and Conditions for Goods Yes, we comply: No, we do not comply. Please state the reason:
12	Acceptance to abide by the UN Suppliers Code of Conduct. Yes, we comply: No, we do not comply. Please state the reason:
13	Vendor Registration Form <i>Bidder must provide in technical offer the filled/completed vendor registration form with details of their company, if not registered with UNHCR. For registered vendors, please provide the UNHCR Supplier ID on the blank form.</i> Yes, we comply: No, we do not comply. Please state the reason:
14	Acceptance to offer Goods as per the Technical Specification in Annex-A <i>Bidder must fill/complete the below mandatory information (Part B).</i> Yes, we comply: No, we do not comply. Please state the reason:
15	Relevant PO / Contract # 1 <i>Bidder must attach copies of relevant PO / Contract in support of the given information.(along with PO copy)</i> Year: Client Name: Items Ordered:..... PO / Contract Description: PO / Contract Amount:
16	Relevant PO / Contract # 2 <i>Bidder must attach copies of relevant PO / Contract in support of the given information. (along with PO copy)</i> Year: Client Name: Items Ordered:..... PO / Contract Description: PO / Contract Amount:

<p>17</p>	<p>Relevant PO / Contract # 3 <i>Bidder must attach copies of relevant PO / Contract in support of the given information. (along with PO copy)</i></p>	<p>Year:</p> <p>Client Name:</p> <p>Items Ordered:.....</p> <p>PO / Contract Description:</p> <p>PO / Contract Amount:</p>
<p>18</p>	<p>Relevant PO / Contract # 4 <i>Bidder must attach copies of relevant PO / Contract in support of the given information. (along with PO copy)</i></p>	<p>Year:</p> <p>Client Name:</p> <p>Items Ordered:.....</p> <p>PO / Contract Description:</p> <p>PO / Contract Amount:</p>
<p>19</p>	<p>Relevant PO / Contract # 5 <i>Bidder must attach copies of relevant PO / Contract in support of the given information. (along with PO copy)</i></p>	<p>Year:</p> <p>Client Name:</p> <p>Items Ordered:.....</p> <p>PO / Contract Description:</p> <p>PO / Contract Amount:</p>
<p>20</p>	<p>Financial Capacity <i>Bidder must attach copy of the last year bank statement or audited financial statement with a minimum annual turnover amount of 15-25 Million in local currency.</i></p>	<p>Sales turnover-2021:</p>

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 be short on time for evaluating large number of bids therefore, provision of required information in orderly manner is highly desirable which will facilitate evaluation of bids. Please provide a "Table of Contents" duly cross referenced with relevant attachments.

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____