

FOR THE PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING THE EDUCATIONAL ASSESSMENT

A) Please submit information on the below data sheet in the sequence of section 2.5.2 of the RFP tender.

S./No.	Requirement	Provided Yes/No	Remarks
1.	Company Registration Documents: Provide Institute / Company registration certificates, NTN certificate etc. and registered as an evaluation and research entity in Pakistan	5 Points	
2.	Company Relevant Experience <ul style="list-style-type: none"> - Submitted 3 contracts or work orders for similar previous projects undertaken in the past 3 years. - Submission of 3 contracts or work orders for similar previous projects implemented by the company. - Contracts submitted are in the field of monitoring ,evaluation and programme assessment especially in KP Pakistan 	22 Points	
3.	Staffing structure and capacity: Bidders should submit resumes of their project personnel including team leader with qualifications and experience of each personnel <ul style="list-style-type: none"> - 3 Ph.D degree: - 3 Master’s degree: - Ability of staff to communicate in English ,Urdu and Pashto - Research personnel and gender diversified 	12 Points	
4.	Compliance with UNHCR delivery period: Bidder’s acceptance to deliver the period within 4 months after UNHCR issues a PO	05 Points	
5.	A detailed methodology and sampling design of the evaluation assessment proposal <ul style="list-style-type: none"> - Acceptance to comply with UNHCR TORs Annex B - Approach/methodology to achieve the objectives - Proposed document review process - Application of qualitative and quantitative data collection tools 	16 Points	

6.	Financial Capacity of the firm Submission of last past 2 years Financial statements or certified bank statements or certified audit reports indicating y overall turnover of at least PKR 01 million or above.	10 Points	
Total Technical Scores		70 Points	
7.	UNHCR General Conditions of Contracts for the Provision of Services (July 2018). <i>Has the bidder acknowledged the UNHCR General Conditions of Contracs for the Provision of Goods and (July 2018)? (Annex E)</i>		
8.	Vendor Registration Form <i>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).</i>		
9.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged /signed copy of UN Supplier Code of Conduct?-Annex G.</i>		

**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, Auditreport/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 2.5.2 should be submitted as irrelevant information will not be considered. Since the evaluation Committee will have a short on 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.**