S

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 with category C-5 or above and atleast 3 years old)? 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. | **Submission of methodology, proposed approach, quality risk management plan and Gantt chart.**  *Bidder to submit an acceptance to offer Services as per the Requirements / BOQs stated in Annexes C,D and & Annexes E1-E3.Also refer to section 2.4.1(g) in the ITB document, and provide 1-3 pages narrative of your proposed approach/methodology, to undertake the works, including a Work Plan / implementation plan (schedule) for each lot separately and for all activities using GANTT Chart.* |  |  |  |
| 4. | **Minimum 3 years of experience in similar projects and contracts**  *Bidder to submit proof of experience; Minimum no. of 3 similar contracts or purchase orders (each costing*  *at least PKR 02-05 million) undertaken over past 3 years.* |  |  |  |
| 5. | **Technical Staff, including PEC Registered Project manager (1), Assistant Civil Engineer (1) and Diploma Engineers (2)**  *Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.* |  |  |  |
| 6. | **Financial Capacity - Audit Reports/ Bank Statements/ Annual Turnover**  *Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover amount of at least USD 30,000 - USD 50,000 or equivalent in local currency.* |  |  |  |
| 7. | **Delivery / Completion Time – Please mention the proposed number of days/months for completion of civil work jobs under the offered lot(s)**  *Note: UNHCR’s expected completion time is 30 days and expects bidders to have enough capacity to undertake works simultaneously (if applying for multiple lots).* |  |  |  |
| 8. | **UNHCR General Conditions of Contracts for the Provision of Goods and Services (July 2018).**  *Has the bidder acknowledged the UNHCR General Conditions of Contracts for the Provision of Goods and Services (July 2018) ( Annex F).* |  |  |  |
| 9. | **Vendor Registration Form**  *Has the bidder provided signed/stamped a copy of the Vendor Registration Form?(Annex G).(If not Already Registered with UNHCR as a vendor or on UNGM).* |  |  |  |
| 10. | **UN Supplier Code of Conduct**  *Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct.(Annex*  *H)* |  |  |  |

\*Please attach relevant/supporting documents for each of the above, e.g. PEC license, POs/Work orders for past/ongoing projects, Organogram and profiles/CVs, Audit report/bank statements, Work plan, 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 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.**