



ANNEX B1 - TECHNICAL OFFER FORM

ANNEX B1- TECHNICAL OFFER FORM -PART A

(SOQ/ITB/22/003)

Part (A) - Bidder must submit information on the below DATA SHEET, and include it in their Technical Offer.

Name of the Company:

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| 1 | NTN # | |
| 2 | STRN # | |
| 3 | FORM H / SECP # | |
| 4 | Company Contact Details | Name: Email: Telephone: |
| 5 | Company Profile <i>Bidders shall provide complete company profile containing;</i> 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; 3) copy of last audited financial statements or last year bank statement; 4) copies of experience certificates, and POs/contracts/work orders of the relevant nature with references (at least 2 similar orders); <i>All documents must be credible with letter heads and/or stamps of issuing authority/ organizations.</i> | 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 60 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 and installation at the locations specified in Annex-B <i>Potential supplier shall be responsible for the delivery of tool kits under respective lot(s) and shall cover all risks up to delivery locations mentioned in Annex B, i.e. Delivered At Place (DAP) -Various locations indicated in Annex B</i> | Yes, we comply: No, we do not comply. Please state the reason: |
| 8 | Replacement of defected/broken items of Annex-B <i>Potential supplier shall be responsible for replacement of defected/broken items at the time of delivery</i> | Yes, we comply: No, we do not comply. Please state the reason: |
| 9 | Offer Validity (120 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 | Application for Single or Multiple Lot(s) <i>Bidders must indicate whether applying for all or partial equipment</i> | Yes, we comply: No, we do not comply. Please state the reason: |
| 12 | Acceptance of UNHCR General Terms and Conditions for Goods & Services <i>Bidder must provide in their technical offer a signed/stamped copy of UNHCR General Terms and Conditions for Goods & Services.</i> | Yes, we comply: No, we do not comply. Please state the reason: |

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| 13 | <p>Acceptance to abide by the UN Suppliers Code of Conduct.</p> <p><i>Bidder must provide in their technical offer a signed/stamped copy of the UN Suppliers Code of Conduct.</i></p> | <p>Yes, we comply:</p> <p>No, we do not comply. Please state the reason:</p> |
| 14 | <p>Vendor Registration Form</p> <p><i>Bidder must provide in technical offer the filled/completed vendor registration form with details of their company.</i></p> | <p>Yes, we comply:</p> <p>No, we do not comply. Please state the reason:</p> |
| 15 | <p>Acceptance to offer Goods as per the Technical Specification in Annex-B</p> <p><i>Bidder must fill/complete the below table (Part B) and include it in their technical offer. Mandatory.</i></p> | <p>Yes, we comply:</p> <p>No, we do not comply. Please state the reason:</p> |
| 16 | <p>Relevant PO / Contract # 1</p> <p><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>PO / Contract Description:</p> <p>PO / Contract Amount:</p> |
| 17 | <p>Relevant PO / Contract # 2</p> <p><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>PO / Contract Description:</p> <p>PO / Contract Amount:</p> |
| 18 | <p>Relevant PO / Contract # 3</p> <p><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>PO / Contract Description:</p> <p>PO / Contract Amount:</p> |
| 19 | <p>Relevant PO / Contract # 4</p> <p><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>PO / Contract Description:</p> <p>PO / Contract Amount:</p> |
| 20 | <p>Relevant PO / Contract # 5</p> <p><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>PO / Contract Description:</p> <p>PO / Contract Amount:</p> |
| 21 | <p>Financial Capacity</p> <p><i>Bidder must attach copy of the last two years bank statement or audited financial statement with a minimum annual turnover amount of USD 25,000 - USD 75,000 or equivalent in local currency.</i></p> | <p>Sales turnover-2020.....</p> <p>2021:</p> |