

**Annex A**

**Bid Data Form**

**Suppliers should fill below table as part of their offer:**

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| **S/No** | **Other Information pertaining to our RFQ are as follows:** | ***Yes, we will comply (State, as required*** | ***No, we cannot comply (state as required*** |
| **1** | **Company / Business Registration**  Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile |  |  |
| **2** | **Registration with Pakistan Engineering Council (PEC)**  Bidder to provide copy of valid certificate from PEC in C-5 or above category. In case the bidder has applied for license renewal, the renewal receipt to be provided |  |  |
| **3.** | **Submission of Methodology, Proposed approach, Quality risk management Plan and Gantt chart.**  Has the bidder submitted a (1-3 page) proposed methodology, approach, quality risk management plan and Gantt chart for the works? |  |  |
| **4.** | **Technical Staff, including PEC Registered Project Manager (1), Mechanical Site Engineer (1), Civil Site Engineer (1)**  Has the bidder submitted 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. |  |  |
| **5.** | **Financial Capacity**  Has the bidder submitted proof of financial capacity (last 2 years financial bank statement or audit report), showing total credit/annual turnover amount of at least USD 20,000 - USD 35,000 or equivalent in local currency? |  |  |
| **6.** | **Minimum 2 years of experience in similar project contracts**  the bidder submitted proof of experience (work order, purchase order) of at least 3 similar contracts of the same nature undertaken over the past 3 years? The total value of each contract to be at least PKR 05 -10 million |  |  |
| **7.** | **Payment Term:**  Acceptance to UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment |  |  |

**Note:** **For bidders to be technically qualified, they must “PASS” the all Technical Evaluation Criteria ABOVE FROM 1- 7.**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Person & Title: ­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**