

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**Annex A-BID DATA FORM**  
**RFP REF: 2023/SOP/SCU/RFP/001**

Suppliers are required to provide the below requested Information as part of which will be used by UNHCR in its preliminary and technical evaluation process.

S/N.	Administrative requirements (Note: Bidders must accept all the preliminary evaluation requirement to be consideration for Technical Evaluation)	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
1.	<b>Company / Business Registration:</b> Bidder must be registered with Government Authorities (NTN & STRN, Form H, and must provide a Certificate of incorporation or copies of company registration documents / certificate <i>(Preliminary Evaluation requirement)</i>		
2.	<b>A brief company profile:</b> Bidder to include a copy of the company profile to the technical offer <i>(Preliminary Evaluation requirement)</i>		
3.	<b>Bid Security:</b> The bidder / company must accept to provide a security if requested for by UNHCR separately at a later stage of the procurement process <i>(Preliminary Evaluation requirement)</i>		
4.	<b>Payment Term:</b> bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment <i>(Preliminary Evaluation requirement)</i>		
5.	<b>Bid Validity:</b> Bid validity is <b>180 days</b> from the date of proposal submission to UNHCR. The selected bidder must accept to have their prices valid throughout the duration of the project implementation until final completion of works against issuance of a certificate of works completion. <i>(Preliminary Evaluation requirement)</i>		
6.	<b>Registration with Pakistan Engineering Council (PEC):</b> Bidder / company to provide copy of valid certificate in category C-5 or above <i>(Preliminary Evaluation requirement)</i>		
7.	<b>Methodology and Lead Time:</b> Provide documents for the proposed methodology, company's capacity, lead time, work plan etc. Please refer to the section # 2.4.1 of the RFP document for details		
8.	<b>Experience and Reference Letters:</b> Provide three (3) contracts / work order of similar works in the last three (3) years. Please refer to the section # 2.4.1 of the RFP document for details		
9.	<b>Financial Capacity:</b> Audited financial statements for the last three years, as per section # 2.4.1 of the RFP document.		
10.	<b>Technical Staffing Details:</b> Please refer to the section 2.4.1 and provide the proposed staffing details.		
11.	<b>Vendor Registration Form (For only new vendors to UNHCR) Annex E.</b> New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein.		

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

Authorized Person &amp; Title: \_\_\_\_\_

Signature &amp; stamp: \_\_\_\_\_

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