



ANNEX B1 - TECHNICAL OFFER FORM

ANNEX B1- TECHNICAL OFFER FORM -PART A

(SOQ/ITB/23/003)

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

Name of the Company:

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 furniture items under respective lot(s) and shall cover all risks up to delivery locations mentioned in Annex C, i.e. Financial Offer - Various locations indicated in Annex C</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 &amp; Services.</i>	Yes, we comply: .....  No, we do not comply. Please state the reason: .....



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13	<p><b>Acceptance to abide by the UN Suppliers Code of Conduct.</b></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><b>Vendor Registration Form</b></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><b>Acceptance to offer Goods as per the Technical Specification in Annex-B</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><b>Relevant PO / Contract # 1</b></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><b>Relevant PO / Contract # 2</b></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><b>Relevant PO / Contract # 3</b></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><b>Relevant PO / Contract # 4</b></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><b>Relevant PO / Contract # 5</b></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><b>Financial Capacity</b></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-2021.....</p> <p>2022: .....</p>