

Annex A-BID DATA FORM RFP REF: PAKIS/RFP/23/051

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.

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| **S/N.** | **Administrative requirements (Note: Bidders must accept all the preliminary evaluation requirement to be consideration for Technical Evaluation)** | ***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? (Preliminary Evaluation requirement) |  |  |
| **2.** | **Registration with Pakistan Engineering Council (PEC):** Is the contractor registered with PEC in category C-4 or above? Bidder to provide copy of valid certificate in category C-4 or above (Preliminary Evaluation requirement) |  |  |
| **3.** | **Payment Term:** Bidders must accept UNHCR payment terms i.e., 30 days net  after invoice is verified by UNHCR. No advance payment (Preliminary Evaluation requirement) |  |  |
| **4.** | **Bid Validity:** Bidders 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. (Preliminary Evaluation requirement) |  |  |
| **5.** | Acceptance of Supplier’s Code of Conduct – signed copy provided by bidder (Preliminary Evaluation requirement) |  |  |
| **6.** | Acceptance of UNHCR’s General Conditions for Works – signed copy provided by bidder (Preliminary Evaluation requirement) |  |  |
| **8.** | **Experience and Reference Letters**: Provide three (3) contracts / work order of similar works in the past years. Please refer to the section # 2.4.1 of the RFP document for details (Technical Criteria requirement) |  |  |
| **9.** | **Financial Capacity:** Provision of audited financial reports or bank statements for the past 3 years showing a minimum annual turnover of 200 - 300 million PKR in each year. (Technical Criteria requirement) |  |  |
| **10.** | **Technical Staffing Details:** Please refer to the section 2.4.1 and provide the proposed staffing details. (Technical Criteria requirement) |  |  |
| **11.** | **Vendor Registration Form (For only new vendors to UNHCR) Annex E.** New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein along with bank statement. |  |  |

Company Name:

Authorized Person & Title:

Signature & stamp: \_ Date:

Page **1** of **1**