

Annex A-BID DATA FORM RFP REF: 2023/SOP/SCU/RFP/004

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/provide all the preliminary evaluation requirement (A) to be consideration for Technical Evaluation (B)** | ***Yes, we will comply (State, as required)*** | ***No, we cannot comply (state******as required)*** |
| **1.** | **Company / Business Registration:** bidder must be registered with Government Authorities (NTN, and must provide a Certificate of incorporation or copies of company registration documents / certificate (Preliminary Evaluation requirement) |  |  |
| **2.** |  **Company / Business Profile:** *Year founded, type of firm, Location,* (e.g.,  Consultancy firm / Institute), etc. (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.** |  **Acceptance of Bid Validity:** The selected bidder must accept to have their  prices valid throughout the duration of the project implementation until final  completion of the services. (Preliminary Evaluation requirement) |  |  |
| **5.** |  **Research proposal with methodology and detailed workplan / schedule** for  executing the consultancy worksin a complete and orderly manner. Addressing  all the technical requirements requested for in a complete and orderly approach  and capacity to address the performance of the consultancy services required  (Please refer to the Terms of Reference (TORs – Annex B**) – (30 points) (**Technical Evaluation Criteria) |  |  |
| **6.** | **Experience and reference letters:** Bidders must provide information for at least (2) previous assignments conducted for provision of similar consultancy services by attaching copies of contracts or purchase orders and reference /recommendation letters for successful completion of the services. UNHCR may verify the information provided from the issuing organization, if deemed appropriate. **Note:** Include phone contacts and email addresses for at least two references / previous clients -(**15 points) (**Technical Evaluation Criteria) |  |  |
| **7.**  | **Financial Standing:** The bidder must include audited financial report for one year from recent year i.e either 2020 or 2021 or 2022 **(**Technical Evaluation Criteria) |  |  |
|  **8.** | **Staffing details:** Proposal to include work contracts, curriculum vitae (CVs) and highest academic qualification certificate for **1 Principal Investigator and 1 Research Assistant** who will directly be working on this project - **(15 points) (**Technical Evaluation Criteria) |  |  |
|  **9.** | **Vendor Registration Form:** Please note that UNHCR has recently migrated to a new Enterprise Resource Planning System i.e Cloud ERP. Therefore, all vendors are requested to provide their company details using the New Vendor Registration form **(Annex E)** attached to enable the update of your information accordingly.  |  |  |
|  **10.** | **UNHCR General Conditions of contract for services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex D.** |  |  |

Company Name:

Authorized Person & Title:

Signature & stamp: \_ Date:

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