

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**Annex A-BID DATA FORM**
RFQ REF: 2023/SOP/SCU/RFQ/045

Suppliers are required to provide the below requested Information that will be used by UNHCR in its Technical Evaluation process.

S/N.	Request For Quotation Technical Requirements	<u>Yes, we will comply (State, as required)</u>	<u>No, we cannot comply (state as required)</u>
1	Offer Validity: Consider your offer valid for the entire contract duration until final and satisfactory delivery of services as per the UNHCR specifications		
2.	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		
3.	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		
4.	Payment Terms: Bidders shall accept UNHCR payment terms of 30 days after delivery of the services and verification by UNHCR thereof.		
5.	Delivery time: Please clearly mention the duration (days) required to complete the civil works		
6.	Delivery place: Confirm delivery of civil works at UNHCR Sub office – Peshawar		
7	UNHCR General Conditions of Contracts for Goods (Annex D). Bidders must accept terms of UNHCR’s General Conditions of Contract for provision of goods and submit it together with their offer.		
8	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.		
9	UN Suppliers Code of Conduct (Annex F) Bidders must commit themselves to comply with requirements of UN Supplier code of conduct by signing, stamping, and submitting a copy with their Offer to UNHCR.		

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____