



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**Annex A-BID DATA FORM**  
**ITB REF: 2023/SOP/SCU/ITB/002**

Suppliers are required to provide the below requested Information 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)	<u>Yes, we will comply</u> (State, as required)	<u>No, we cannot comply</u> (state as required)
1.	<p><b>Company / Business Registration:</b> Bidder must be registered with Government Authorities (NTN &amp; STRN, Form H, and must provide a Certificate of incorporation or copies of company registration certificate</p> <p>(Preliminary Evaluation requirement)</p>		
2.	<p><b>Company / Business Profile:</b> Year founded, type of firm, location of company (e.g., Manufacturer, Distributor, Reseller), etc</p> <p>(Preliminary Evaluation requirement)</p>		
3.	<p><b>Payment Term:</b> Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR Multi-Functional Team after completion of the inspection, testing and installation of the equipment where applicable. No advance payment</p> <p>(Preliminary Evaluation requirement)</p>		
4.	<p><b>Bid/Price Validity:</b> Bidders must accept their prices validity throughout the duration of the contract / purchase order until satisfactory delivery of the medical equipment as per UNHCR requirement to the UNHCR specified destination.</p> <p>(Preliminary Evaluation requirement)</p>		
5.	<p><b>Past experience and reference letters:</b> Bidders must provide information regarding your previous experience related to supply and delivery of similar equipment to other organizations / clients / companies. The bidder must attach at least 3 copies of past contracts / purchase orders for supply and delivery of medical equipment and three copies of reference letters for satisfactory delivery of the same goods.</p> <p>(Preliminary Evaluation requirement)</p>		
6.	<p><b>Incoterms:</b> The International Chambers of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase order (s). It shall be DAP -Delivered at Place potential supplier shall be responsible and shall cover all risks up to the mentioned delivery location.</p>		
7.	<p><b>Replacement of rejected / defected / broken Items:</b> The bidder shall mention the acceptance to replace the damaged / defected / broken / rejected items at site during inspection of deliveries. This will be at the suppliers cost.</p> <p>(Technical Evaluation requirement)</p>		
8.	<p><b>Vendor Registration Form (For new vendors to UNHCR or for principal supplier if applicable) Annex E.</b></p> <p>The bidder must provide VRF (if not registered with UNHCR) and for principal supplier if applicable as explained in ITB document.</p>		
9.	<p><b>Warranty:</b> The bid shall include warranty period with terms of warranty where applicable. (Please state the warranty period against the relevant items in the technical offer form</p>		
10.	<p><b>UNHCR General Conditions of Contracts for Goods (Annex D).</b></p> <p>Bidders must accept terms of UNHCR's General Conditions of Contract for provision of goods (Annex D) and submit it together with their offer.</p>		
11.	<p><b>UN Suppliers Code of Conduct (Annex F)</b></p> <p>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.</p>		

12.	<b>Items readiness/Delivery time:</b> Bidders are expected to indicate readiness of goods for delivery / pre-delivery inspection as early as possible. Vendors must indicate their projected time of delivery of the medical equipment to the final location i.e. <b>Medical Teaching Institution, DHQ Teaching Hospital, D.I. KHAN, KPK</b> in the Technical Offer. <b>(Technical Evaluation requirement)</b>		
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Company Name: \_\_\_\_\_

Authorized Person & Title: \_\_\_\_\_

Signature & stamp: \_\_\_\_\_

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