

Annex A-BID DATA FORM RFP REF: 2024/SOP/SCU/RFP/002

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:** Bidder must be registered with Government Authorities (NTN, and must provide a Certificate of incorporation or a copy of valid company registration certificate (Preliminary Evaluation requirement) |  |  |
| **2.** | **A brief company profile:** Bidder to include a copy of the company profile (to include year of company establishment, office location and business specialty) to the technical offer (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:** The selected bidder 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.** | **Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate in category C-5 or above (Preliminary Evaluation requirement) |  |  |
| **6.** | **Methodology and Lead Time:** Provide documents for the proposed methodology, company’s capacity, lead time, work plan etc. Please refer to the section # 2.4.1 of the RFP document for details |  |  |
| **8.** | **Experience and Reference Letters**: Provide three (3) contracts / work order of similar works in the past years and three reference letters for successful completion of works. In addition, vendors who have conducted similar assignments with UNHCR in the past must attach a copy of recommendation letter for successful completion of works as the 3rd reference letter requested for above. Please refer to the section # 2.4.1 of the RFP document for details (Preliminary Evaluation requirement) |  |  |
| **9.** | **Financial Capacity:** Audited financial statements for the **last three years (2021 / 2022/ 2023),** as per section # 2.4.1 of the RFP document. |  |  |
| **10.** | **Technical Staffing Details:** Please refer to the section 2.4.1 and provide the proposed staffing details. |  |  |
| **11.** | **Vendor Registration Form (For only new vendors to UNHCR) Annex F** New vendors to UNHCR must fill the New vendor registration form and provide UNHCR with the Information required therein. |  |  |

Company Name:

Authorized Person & Title:

Signature & stamp: \_ Date:

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