

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

Annex B: Technical Offer Form

ITB/YEMSA/SUP/2023/03– FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY DELIVER OF FUEL (DIESEL & PETROL) TO UNHCR'S OFFICES IN YEMEN

Important Note:

No pricing information should be included in the Technical Offer. Failure to comply may risk disqualification. The Technical Offer should contain all information required.

Name of Bidding Organization /Firm or Fuel Station:	
Registration City:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

Preliminary Evaluation:

The technical component of your proposal should be concisely presented and structured as indicated in the following order to include the required documentation.

#	Criteria	The following Technical Documents are attached in the Technical Proposal	Submitted	Comments
1	Company Profile / Company Registration & license	Valid Company registration certificates, valid business registration certificate in Fuel supply or/and Oil services or Gas station license approval from local authority.	Yes/ NO	
2	Bank Security Bond	Please include a scanned copy of your bid security with your technical proposal. If you do not provide bid security with your technical proposal, your offer will not be further evaluated.	Yes/ NO	

- 3- Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**). If the company is already registered with UNHCR, please mention it in the Technical Offer and provide your UNHCR vendor ID.
- 4- UNHCR General Conditions of Contracts for the Provision of Goods and Services (Annex E):** Your submission of offer will be considered as full acceptance of UNHCR's General Conditions of Contract for goods and services.
- 5- UN Supplier Code of Conduct (Annex F):** Your submission of the offer will also be considered as full acceptance of the UN Supplier's code of conduct.

Technical Evaluation:

The technical component of your proposal should be concisely presented and structured as indicated in the following order to include the required documentation.

#	Criteria	The following Technical Documents are attached in the Technical Proposal	Submitted	Comments
1	Experience	1 years' experience in delivering similar goods / services for comparable organization (i.e., UN, INGO,) evidence by provision of at least 2 contracts.	Yes/ NO	
2	Delivery Lead Time	Supplier should conform by clicking (Yes) that the delivery Leadtime will be maximum 1 week from receiving the PO.	Yes/ NO	
3	Delivery Capacity	Supplier should conform by clicking (Yes) that the weekly minimum deliver capacity will be 5,000L of diesel and 2,000L of Fuel.	Yes/ NO	

Signature & Stamp of the Vendor:

Name and Position:

Date of Signed: