

Annex B – Technical Proposal

PART 1 - Documentation & Certifications

Part 1 Instructions: Along with a detailed **Technical Proposal Narrative** (Part 2 of Annex B), the mandatory documents listed below (Items 1-6) must be submitted in Technical Proposal email. Failure to submit these documents/evidence of compliance may result in disqualification. For the mandatory certifications, please also submit any related documents. This Annex must be dated, signed and stamped on all pages.

Mandatory documentation		Submitted (Yes/No)	Comments
1	Certified copy of the certificate of registration in the country		
2	Document(s) for registration of the company with the national tax services		
3	Annex D (Vendor Registration Form - filled entirely - signed and with company stamp)		
4	Authorization to conduct surveys in Egypt from National Statistical Agency		
5	Annex E (General terms of UNHCR for the provision of goods and services / services - signed with stamp on each page)		
6	Annex F (signed Supplementary Agreement on the Protection of Personal Data of Persons of Concern)		

END PART 1

PART 2 – Proposal Narrative

Note: Bidders may use their own form for the technical proposal narrative, however the order of information provided should correspond to the order of information that is requested in this form. Additionally, all pages must be dated, signed and stamped.

<u>0.PASS/FAIL CRITERIA</u>	
<u>Company Registration Documentation</u> <ul style="list-style-type: none"> - Certified copy of the certificate of registration in the country with a foundation year min 3 years before the tender deadline - Document(s) for registration of the company with the national tax services. - Authorization to conduct surveys in Egypt from National Statistical Agency 	Pass/Fail Criteria
<u>Geographical coverage</u> <ul style="list-style-type: none"> - <u>Coverage of currently required area: Egypt</u> 	Pass/Fail Criteria

1. Company overview and experience (200 points total, sub-scoring listed below)

1a) Provide an overview of the company and its **years of experience (50 points)**, including:

- Year of founding/incorporation, description of services provided, location of the headquarters and operation , organizational structure, subsidiaries, etc.

1b) Title/Detail/Client of similar Project Completed within last 3 years (50 points) and if in the required area of intervention (30 points) and if for UN agencies/ NGOs or similar private sector entities (20 points), sample reports from previous assignments in the last 3 years (50 points) **(150 points maximum obtainable)**

2. Management and quality assurance (300 points total, sub-scoring listed below)

2a) A 10- page document (maximum) demonstrating, in as much details as possible, how the required Scope of Work will be completed successfully and in a timely manner **(150 points)**

2b) Detailed outline of **quality assurance processes across the whole project** and the tools used for the process **(150 points)**

Date:

Signature:

Company stamp

3. Proposed Personnel (150 points total, sub-scoring listed below)
3a) Description of the team composition and management structure that will be dedicated to this agreement is also required substantiated with detailed CVs. (75 points)
3b) Technical and managerial expertise of the Research Coordinator/Team leader/Project lead who will also be the main contact point with UNHCR. (75 points)

END PART 2

Date:

Signature:

Company stamp