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|  **TECHNICAL BIDDERS’ RESPONSE: استجابة العرض الفني*** **Please read the Annex A and the ITB Cover Letter carefully and fill in your response below**

**يرجى قراءة نص المناقصة (RFP) والملحق ( Annexes of A ) بعناية وملئ المطلوب بما يلزم.*** **Please note that the given space under each section should not limit your response, please type more if required**
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|  **اسم الشركةCOMPANY NAME:** |  |
| **A. Description of the company’ profile and qualifications*** Submission of a valid company registration certificate from the Ministry of Industry and Commerce showing the aims of the company (aims of the company should be relevant to this project)

**SUMBITTED (YES/NO)?*** Submission of Either Valid contractors’ classification certificate issued by the Ministry of Housing and Public Works (bidder should be registered contractor for Electromechanical Work- Electric Domain (Grade 1, Grade 2 or Grade 3) OR a valid license for Electric Distribution in Jordan.

**SUMBITTED (YES/NO)?*** Submission of: For Contractors: A List of relevant similar sized projects (mainly for electrical distribution network works) currently underway and/or successfully completed in the past 5 years, this information must be available in the form of the JCCA experience statement, signed and stamped). For Electric Distribution Companies: An electric distribution license from EMRC indicating the establishment date (at least 5 years in business).

**SUMBITTED (YES/NO)?*** Submission of Reference checklist with details including contact information of project focal point.

**SUMBITTED (YES/NO)?*** Attendance of the mandatory site visits to the locations bidding for.

**Attended site visit (YES/NO)?*** Please list similar sized projects (mainly for electrical distribution network works) currently underway and/or successfully completed in the past 5 years (this information must be available in the form of the JCCA experience statement for licensed contractors, and a list of projects for electric distribution companies).
* Please submit recommendation letters by previous clients (it’s preferable to submit the recommendation letters of all projects with UN agencies and/or NGOs mentioned in the JCCA recent experience statement), companies providing more letters will be scored higher.

**SUMBITTED (YES/NO)?*** Please submit Reference checklist with details including contact information of project focal point. Quality of the reference check based on the feedback of provided contacts for each project will also be evaluated.

**SUMBITTED (YES/NO)?****B.**  **Proposed approach and company capacity:*** Please provide a description of your company’s understanding of the requirement (including a comprehensive Preventive Maintenance plan and procedures; a comprehensive Corrective Maintenance plan and procedures, detailed relevant work plans, response time upon call, Health Safety and Environment Plan, methodology on reporting and maintenance).

**SUMBITTED (YES/NO)?*** Please submit samples for all required reports (such as regular, daily, weekly and monthly reports, and sample of the storage area inventory report.

**SUMBITTED (YES/NO)?*** Please provide a list & Quality of all dedicated measurement, fixing tools and PPE equipment for this project

**SUMBITTED (YES/NO)?****C. Proposed personnel:*** List of CVs and qualifications of key full-time staff members that will be dedicated for each lot in the respective TOR (with minimum 4 years accumulated experience, min 3 years core experience in electric distribution networks).

 **SUMBITTED (YES/NO)** |
| **Please comment on your company’s commitment to corporate social responsibility** **(Please read and refer to Annex F (UN Supplier Code of Conduct)) (Proof of demonstrated commitment should be attached separately e.g. through copies of sample contracts, medical coverage and leave plan:** |

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| **I confirm that the following documents have been attached to our company’s technical proposal: اوكد بان عرضي الفني يتضمن المرفقات ادناه**  | **Indicate** **Yes or No**(Next to each listed doc.) |
| * Copy of Valid license from the Ministry of Industry and Commerce
* Valid contractors’ classification certificate issued by the Ministry of Housing and Public Works OR a valid license for Electric Distribution in Jordan.
* Submission of a recent experience statement issued by the Jordanian Construction Contractors Association for Contractors OR for Electric Distribution Companies, an official letter by the company addressed to UNHCR confirming that they are working in Electric Distribution for at least 5 years.
* Attendance of site visit(s)
* Description of similar projects
* Submission of reference checklist
* Submission of recommendation letters
* Your company’s understanding of the requirements
* Sample reports
* List of proposed materials/machinery/equipment to be used
* CVs for key staff members
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| **اسم الشركةCOMPANY NAME:** |  |

**ACKNOWLEDGEMENTS:**

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| **I herewith conform to have read and to acknowledge the UNHCR General Conditions for the Provision of Goods and Services (Annex E):****­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:** *Authorized Signature* |