

Annex A-BID DATA FORM RFP REF: 2023/SOP/SCU/RFP/003

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 & STRN or Form H) and must provide a Certificate of incorporation or copies of company registration certificate (Preliminary Evaluation requirement) |  |  |
| **2.** | **Company / Business Profile:** *Year founded, type of firm, Location,* (e.g., Consultancy firm / Training Institute / University) (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 teachers training services against issuance of a recommendation of services completion. (Preliminary Evaluation requirement) |  |  |
| **5.** | **Methodology and Lead Time:** Provide documents for the proposed methodology, company’s capacity, lead time, etc. Please refer to the section # 2.4.1.B of the RFP document for detailed information of the requirement (Technical Evaluation requirement) |  |  |
| **6.** |  **Past Experience and Reference Letters**: Bidders must provide information for  at least two projects conducted in the previous years which are similar to the  proposed teachers training by attaching copies of contracts or purchase orders,  reference letters, list of previous clients refer to the section **# 2.4.1. B** of the RFP  document for details (Technical Evaluation requirement) |  |  |
| **7.** | **Financial Capacity:** Audited financial statements for one **year (Either 2020 or 2021 or 2022),** as per section # 2.4.1.B of the RFP document. (Technical Evaluation requirement) |  |  |
| **8.** | **Technical Staffing Details:** Please refer to the section 2.4.1.B and provide the proposed staffing details. (Technical Evaluation requirement) |  |  |
| **9.** |  **Vendor Registration Form:** Please note that UNHCR has recently migrated to  a new Enterprise Resource Planning System i.e Cloud ERP. Therefore, all  vendors are requested to provide their company details using the New Vendor  Registration form attached to enable the update of your information accordingly.  |  |  |
| **10.** |  **UNHCR General Conditions of contract for services:** Your technical offer  should contain your acknowledgement of the UNHCR General Conditions for  Provision of Services by signing **Annex E.** |  |  |

Company Name:

Authorized Person & Title:

Signature & stamp: \_ Date:

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