A) Please submit information on the below DATA SHEET in the sequence mentioned in ITB under article 2.4.1 and include it in your Technical Offer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Requirement | Provided Yes/No | Description / Details | Remarks |
| 1 | NTN/STRN/Form H, SECP # \* |  |  |  |
| 2 | PEC Registration/ Category / Validity \* |  |  |  |
| 3 | AEDB Certification\* |  |  |  |
| 3 | Bidder accepts to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process. |  |  |  |
| 4 | Compliance with UNHCR requirements stated in Annex-B1 & B-2\*  *Bidder to provide acceptance to offer Services as per the BOQs / Technical Specifications*  *in Annex-B1& B2. Also, refer to section 2.4.1(d & e) in the ITB document, and provide 1-3 pages narrative of your proposed approach/methodology to undertake the solarization works under the offered lot(s), including a Work Plan / implementation plan (schedule) for each lot separately and for all activities using GANTT Chart.* |  |  |  |
| 5 | Company Experience*\**  *Bidder to submit proof of experience; Minimum no. of 5 similar contracts (each of at least 20kW) undertaken in past three years by providing Reference Letters* |  |  |  |
| 6 | Key Technical Staff\*  *Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.* |  |  |  |
| 7 | Company Financial Capacity \* |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover of at least PKR 15 million in two of the last five years* |  |  |  |
| 8 | Delivery / Completion Time – Please mention the proposed number of days/months for completion of solarization works under the offered lot(s)  ***Note:*** *UNHCR’s expected completion time is 100 calendar days for the solarization works under each lot and expects bidders to have enough capacity to undertake works simultaneously on the sites.* |  |  |  |
| 9 | Bidders shall indicate whether applying for **single lot** or **multiple lots**? Also mention the Lot number(s) in the description/details column. |  |  |  |
| 10 | Bidder accepts UNHCR General Conditions of Contracts for the Provision of Service, and have provided signed/stamped copy\* |  |  |  |
| 11 | Bidder accepts UN Supplier Code of Conduct, and have provided signed/stamped copy\* |  |  |  |

\*Please attach relevant/supporting documents for each of the above, e.g. PEC license, AEDB Certification, POs/Work orders for past/ongoing projects, Organogram and profiles/CVs, Audit report/bank statements, Work plan, etc.

**IMPORTANT NOTE:** Since Information provided in the above tables and related attachments will be used to evaluate technical bids and decide on qualification or otherwise, therefore, please provide complete and clear information duly substantiated by documentary proof. **Failure to provide the above mentioned documents with your technical bid at the time of submission may lead to disqualification. Please note that only relevant information mentioned in article 2.4.1 should be submitted as irrelevant information will not be considered. Since the evaluation Committee will be short on time for evaluating large number of bids therefore, provision of required information in orderly manner is highly desirable which will facilitate evaluation of bids. Please provide a “Table of**

**Contents” duly cross referenced with relevant attachments.**