

Annex A-BID DATA FORM RFP REF: 2024/SOP/SCU/RFP/001

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, and must provide a Certificate of incorporation or a copy of valid company registration certificate (Preliminary Evaluation requirement) |  |  |
| **2.** | **A brief company profile:** Bidder to include a copy of the company profile (to include year of company establishment and business specialty) to the technical offer (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 works against  issuance of a certificate of works completion. (Preliminary Evaluation requirement) |  |  |
| **5.** | **Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate in category C-5 or above (Preliminary Evaluation requirement) |  |  |
| **6.** | **Methodology and Lead Time:** Provide documents for the proposed methodology, company’s capacity, lead time, work plan etc. Please refer to the section # 2.4.1 of the RFP document for details |  |  |
| **8.** | **Experience and Reference Letters**: Provide three (3) contracts / work order of similar works in the past years and three reference letters. Please refer to the section # 2.4.1 of the RFP document for details (Preliminary Evaluation requirement) |  |  |
| **9.** | **Financial Capacity:** Audited financial statements for the **last three years (2021 / 2022/ 2023),** as per section # 2.4.1 of the RFP document. |  |  |
| **10.** | **Technical Staffing Details:** Please refer to the section 2.4.1 and provide the proposed staffing details. |  |  |
| **11.** | **Vendor Registration Form (For only new vendors to UNHCR) Annex F** New vendors to UNHCR must fill the New vendor registration form and provide UNHCR with the Information required therein. |  |  |

Company Name:

Authorized Person & Title:

Signature & stamp: \_ Date:

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