**Annex A-BID DATA FORM**

 **RFQ REF: 2024/SOP/SCU/RFQ/007**

Suppliers are required to provide the below requested Information that will be used by UNHCR in its Technical Evaluation process.

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| **S/N.** | **Technical Requirements** | ***Yes, we will comply (State, as required)*** | ***No, we cannot comply (state as required)*** |
| **1.** | **Registration certificate**Bidder must be registered with Government Authorities (NTN & STRN, and must provide a Certificate of incorporation or copies of company registration documents / certificate |  |  |
| **2.** | **Experience in Supply of Similar equipment:** The bidder shall show proof of previous experience in similar works by submitting at least 2 contracts or work orders (POs) or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations |  |  |
| **3.** | **Financial Offer:** Bid must include all costs. No separate charges will be entertained. **Note:** Please submit both Excel and PDF copies of the Financial Offer Form |  |  |
| **4.** | **Offer Validity:** Consider your offer valid for the entire contract duration until final and satisfactory delivery of goods as per the UNHCR specifications |  |  |
| **5.** | **Payment Terms:** Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment |  |  |
| **6.** | **UNHCR General Conditions of Contract for Goods and Services (Annex D).**Bidders must accept terms of UNHCR’s General Conditions of Contract for provision of goods by confirming in Bid data form (Annex-A) |  |  |
| **7.** | **UN Suppliers Code of Conduct (Annex F)**Bidders must commit themselves to comply withrequirements of UN Supplier code of conduct by signing, stamping, and submitting a copy with their Offer to UNHCR. |  |  |
| **8** | **After Sale Services.**  The vendor must provide after sale services in terms of repair and maintenance of the machine for at-least one year, which shall be charged separately.  |  |  |

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Person & Title: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_