

Bidder must submit information on the below DATA SHEET, and include it in their Technical Offer.	
<b>Name of the Company:</b>	
1	<b>Company Contact Details</b> Name: ..... Email: ..... Telephone: .....
2	<b>Company Profile</b> Bidders shall provide complete company profile containing; 1) Company Profile; 2) Copies of the company's certificate of registration of the business; tax registration documents (NTN), STRN; chamber of commerce registration document etc. 3) Copies of at least two (2) audit reports from 2020 to 2023. 4) Minimum 5 similar contracts (each of at least 20kW) with copies of experience certificates, and POs/Contracts/Work orders of the relevant nature with references in the past three (3) years All documents must be credible with letter heads and/or stamps of issuing authority/ organizations. Yes, Provided: ..... Not Provided. Please state the reason: .....
3	<b>Registration with Pakistan Engineering Council (PEC) in the relevant category</b> Yes, Provided: ..... Not Provided. Please state the reason: .....
4	<b>AEDB Registration in the relevant Category</b> Yes, Provided: ..... Not Provided. Please state the reason: .....
5	<b>Delivery Lead Time</b> <i>Project Completion time is within a 100 calendar days from the date UNHCR sends an order to the supplier. Earlier completion will be preferred.</i> Yes, we will comply: ..... No, We cannot comply. Please state the reason: .....
6	<b>Proposed Methodology</b> Please provide 1-3 pages narrative of your proposed approach/methodology to undertake the solarization works, including a Work Plan / implementation plan (schedule) for each site separately and for all activities using GANTT Chart. Yes, Provided: ..... Not Provided. Please state the reason: .....
7	<b>Key Technical Staff</b> Provide an Organogram and profiles/CVs of key staff to be assigned to the contract. Please share profile of individuals who will directly be working on this project. Clearly identify the project manager. Key staff shall include the following as minimum: - <u>Project Manager</u> : PEC registered engineer in electrical, mechanical, renewable energy or relevant field; min. five years of experience in solar energy projects - <u>Lead Engineer</u> : PEC registered engineer in electrical, mechanical, renewable energy or relevant fields, min. three years of experience in solar energy projects. - <u>Site Supervisor</u> : Min. five years of experience of supervising solar projects Yes, Provided: ..... Not Provided. Please state the reason: .....
8	<b>Offer Validity (60 Calendar Days)</b> Yes, we comply: ..... No, we do not comply. Please state the reason: .....
9	<b>Acceptance of UNHCR General Conditions for Civil Works</b> Yes, we comply: ..... No, we do not comply. Please state the reason: .....
10	<b>Acceptance to abide by the UN Suppliers Code of Conduct.</b> Yes, we comply: ..... No, we do not comply. Please state the reason: .....
11	<b>Vendor Registration Form</b> <i>Bidder must provide in technical offer the filled/completed vendor registration form with details of their company, if not registered with UNHCR.</i> Yes, we comply: ..... No, we do not comply. Please state the reason: .....
12	<b>Acceptance to offer Goods and Services as per the Requirements mentioned in Annex-B1 &amp; B2 and Annex-C</b> Yes, we comply: ..... No, we do not comply. Please state the reason: .....
<b>IMPORTANT NOTE:</b> 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. <b>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 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.</b>	
Authorized Person & Title: _____ Signature & stamp: _____ Date: _____	