

ANNEX A-BID DATA FORM

TENDER REF: 2024/SOP/SCU/RFQ/026

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| **S/N.** | **Technical requirements**  **(Note: Bidders must pass all the technical evaluation requirement to be consideration for Financial 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 Certificate of incorporation (Form H) or a copy of other valid government company registration certificate (Technical Evaluation requirement) |  |  |
| **2.** | **A brief company profile:** Bidder to include a copy of the company profile (to include year of company establishment, office location and business specialty) to the technical offer (Technical 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 (Technical Evaluation requirement) |  |  |
| **4.** | **Bid Validity:** 90 days bid validity. However, 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. (Technical Evaluation requirement) |  |  |
| **5.** | **Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate in category C-5 or above (Technical Evaluation requirement) |  |  |
| **6.** | **Experience in Similar Projects:** The bidder must provide proof of previous experience in similar works by submitting at least 3 contracts or work orders (POs) executed with successfully completion with value of PKR 5,000,000. All documents must be credible with letter heads and/or stamps of issuing organizations. (Technical Evaluation requirement) |  |  |
| **7.** | **Lead Time:** Please clearly attach a copy of your company’s Gantt chart or work plan. UNHCR estimated implementation period for this project is minimum 1 months including mobilization time plus 3 months defects liability period after contract signing and issuance of a purchase order. (Technical Evaluation requirement) |  |  |
| **8.** | **General Conditions of Contracts:** Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract. (Do you accept the UNHCR General Conditions of Contracts for the provision of Civil Works - 2000 version?) – **Annex E** (Technical Evaluation requirement) |  |  |
| **9.** | **Acknowledgment of UN Supplier Code of Conduct:** Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement? **(Annex F)** (Technical Evaluation requirement) |  |  |
| **10.** | **Site Visit:** Contractor may conduct a site visit for clarification of required work. (Optional). If contractor intends to conduct a site visit, an email notification should be sent to [pakpescu@unhcr.org](mailto:pakpescu@unhcr.orgn) and confirm participation and this is to be done before the bid submission deadline. |  |  |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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