

Annex A – Technical Offer Form/Bid Data Sheet

For RFQ: PAKIS/RFQ/24/027

Sr.	ADMINISTRATIVE CRITERA	Yes / No	Bidder's response
1.	Technical Offer Form / Bid Data Sheet <i>Has the bidder provided filled/completed Annex A – Technical Offer Form/Bid Data Sheet, and have attached the required documentation duly signed and stamped?</i>	Yes / No	
2.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</i>	Yes / No	
3.	UNHCR General Conditions for Civil Works <i>Has the bidder submitted acknowledged/signed and stamped copy of UNHCR General Conditions for Civil works?</i>	Yes / No	
4.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed and stamped copy of UN Supplier Code of Conduct?</i>	Yes / No	

Bidders must fulfil all administrative criteria.

Sr.	TECHNICAL CRITERIA	Pass / Fail	Bidder's response
1.	Registration with Pakistan Engineering Council (PEC) <i>Bidder to provide copy of valid PEC certificate in minimum C-4 category in the relevant discipline (Civil, mechanical and electrical), valid at the time of RFQ closing date or PEC renewal slip in lieu of valid certificate. Bidder shall have a valid PEC certificate at the time of the contract award.</i>	Pass / Fail	
2.	Compliance with UNHCR requirements stated in Annex-B <i>i. Bidder to provide acceptance to offer Services as per the BOQs / Technical Specifications / Additional Requirements stated in Annex-B. As proof of acceptance, signed and stamped copy of Annex- B shall be provided.</i> <i>ii. Additionally, bidder to provide technical documentation / brochures of the proposed pump, inverter, and solar panel.</i>	Pass / Fail	
3.	Work Plan <i>In addition to the above, please provide a Work Plan / implementation plan (schedule) for each location separately and for all activities using GANTT Chart.</i>	Pass / Fail	
4.	Company Experience <i>Bidder to submit proof of experience; Minimum no. of 3 similar successfully delivered contracts (installation of water supply tubewells/ pumps and their solarization) undertaken in past five years. Proof of experience: contracts/ work orders accompanied with completion certificate/ satisfactory reference letters.</i>	Pass / Fail	

Sr.	TECHNICAL CRITERIA	Pass / Fail	Bidder's response
5.	<p>Key Technical Staff</p> <p><i>Has the bidder provided 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/ lead engineer.</i></p> <p><i>Key staff shall include the following as minimum:</i></p> <ul style="list-style-type: none"> - Project Manager/ Lead Engineer: PEC registered engineer in electrical, mechanical, civil or relevant field; min. five years of experience in similar projects - Project Engineer (Electrical): PEC registered engineer in electrical, electronic, or relevant field; min. three years of experience in similar projects - Project Engineer (Mechanical/ Civil): PEC registered engineer in mechanical, civil, or relevant field; min. three years of experience in similar projects - 2 x Site Supervisors: Min. five years of experience of supervising similar projects 	Pass / Fail	
6.	<p>Company Financial Capacity</p> <p><i>Bidder to submit proof of financial capacity (Any two audit reports from 2020 to 2023), showing annual turnover of at least PKR 50 million</i></p>	Pass / Fail	
7.	<p>Delivery / Completion Time</p> <p><i>Bidder to propose the estimated number of days/months for completion of installation works for each location. UNHCR's expected completion time is 120 calendar days for the installation works and expects bidders to have enough capacity to undertake works simultaneously on the locations. Bidders proposing longer completion period will not be considered.</i></p>	Pass / Fail	
8.	<p>Warranty</p> <p><i>Warranty and Aftersales: Warranty and aftersales shall be provided as per following:</i></p> <ul style="list-style-type: none"> ○ <i>Minimum three-years warranty period for submersible pump – price may be quoted for extended warranty and after sale service for up to 2 years after the initial 3 years;</i> ○ <i>Minimum three-years warranty for pumping and solar inverter – price may be quoted for extended warranty and after sale service for up to 2 years after the initial 3 years;</i> ○ <i>Minimum 10 years warranty for solar panels against manufacturing defects.</i> ○ <i>Minimum 1 year warranty period for the 5KVA generator.</i> <p><i>Minimum three-years aftersales services for the entire system shall be provided by the selected bidder.</i></p> <p><i>Bidder shall submit a duly signed acceptance letter of the following warranty and after sales service conditions.</i></p>	Pass / Fail	

Bidders must fulfil all technical criteria.