

Annex A-BID DATA FORM

RFP REF: 2024/SOP/SCU/RFQ/023

Bidders are required to provide the information requested for in the table below as it will be used during the preliminary evaluation process.

**Note:** Bidders must pass all the criteria below to qualify for technical evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N.** | **Preliminary / Administrative Requirement (To be based on a Pass / Fail)** | ***Yes, we will comply (State, as required)*** | ***No, we cannot comply (state***  ***as required)*** |
|  | **Company / Business Registration:** Bidder must be registered with Government Authorities and Must submit a copy for a Certificate of incorporation or company / business registration certificate. |  |  |
|  | **A brief company profile:** Bidders must provide a copy of the company profile clearly mentioning the year of company establishment and the type of business the company is registered to offer (or trade in), attached to the technical offer |  |  |
|  | **Payment Term:** Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment. Retention of 10% of the contract value for the duration of the defects and liability period of six (6) months. |  |  |
|  | **Bid Validity:** 90 days. **Note:** The selected bidder must also 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. |  |  |
|  | **Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate (in category C-5 or above) or PEC renewal slip subject to provision of a Valid PEC certificate at the time of the contract award. Bidder must have a valid PEC certificate at the time of contract award |  |  |
|  | **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** |  |  |
|  | **Acknowledgment of UN Supplier Code of Conduct:** Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement? **(Annex F)** |  |  |

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

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

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

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

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

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