**ANNEX A-BID DATA FORM**

**TENDER REF: 2024/SOP/SCU/RFQ/028**

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 (Certificate of incorporation or copies of any Business registration documents / certificate. |  |  |
| **2.** | **Offer Validity:**  Consider your offer valid for 90 calendar days after the submission of offer to UNHCR. However, the bidder must maintain the price until successful delivery of the goods. |  |  |
| **3.** | **Payment Terms:**  Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment |  |  |
| **4.** | **Accept to meet technical specifications in Annex B:** Please sign Annex B attached |  |  |
| **5.** | **Reference letters:** Bidders are required to submit at least two reference letters for satisfactory completion of previous similar works (printing services) |  |  |
| **6.** | **Delivery Time:**  UNHCR minimum delivery time is 07 days after the issuance of Purchase Order, in case you are offering different delivery time, please clearly mention. |  |  |
| **7.** | **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 signing, stamping and submitting a copy Annex D. |  |  |
| **8.** | **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. |  |  |

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

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

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

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