

Annex A – Technical Offer Form

For RFQ: PAKIS/RFQ/24/039

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)?</i> <i>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.	AEDB Registration <i>Bidder has to provide valid AEDB certificate.</i>	Pass / Fail	
3.	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-B1, B2 and C.</i> <i>ii. Additionally, provide 1-3 pages narrative of your proposed approach/methodology to undertake the solarization works.</i>	Pass / Fail	
4.	Work Plan <i>In addition to the above, please provide a Work Plan / implementation plan (schedule) for all activities using GANTT Chart.</i>	Pass / Fail	
5.	Company Experience <i>Bidder to submit proof of experience; Minimum no. of 3 similar successfully delivered contracts (solarization), each of 50 kW at least, undertaken in past three years.</i>	Pass / Fail	

Sr.	TECHNICAL CRITERIA	Pass / Fail	Bidder's response
	<i>Proof of experience: contracts/ work orders accompanied with completion certificate/ satisfactory reference letters shall be provided.</i>		
6.	<p>Key Technical Staff</p> <p><i>Bidder to provide a project-specific organogram and profiles/CVs of key staff to be assigned to the contract Bidder to share profiles of individuals who will directly be working on this project, with the project manager clearly identified.</i></p> <p><i>Key staff shall include the following as minimum:</i></p> <ul style="list-style-type: none"> - <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 	Pass / Fail	
7.	<p>Company Financial Capacity</p> <p><i>Bidder to submit proof of financial capacity (Any two audit reports from 2020 to 2024), showing annual turnover of at least PKR 20 million</i></p>	Pass / Fail	
8.	<p>Delivery / Completion Time</p> <p><i>Bidder to propose the estimated number of days/months for completion of installation work. UNHCR's expected completion time is 120 calendar days for the installation works and expects bidders to have enough capacity to undertake and complete the work within this time. Bidders proposing longer completion period will not be considered. <u>Please confirm the completion time in days.</u></i></p>	Pass / Fail	
9.	<p>Warranty:</p> <p><i>The bidder shall mention and include in their technical offer the expected life and warranty - <u>minimum one (1) year</u> - of the equipment to be provided under the scope of this RFQ.</i></p> <p><i>[Please note that the solar panels, inverters, and battery banks shall be provided by UNHCR (to be collected by the selected bidders from UNHCR warehouse(s). Prices of solar panels, inverters, and batteries shall not be added to the financial bid. However, the bidder shall add the transportation/storage costs for collecting equipment from UNHCR warehouse(s).]</i></p>	Pass / Fail	

Bidders must fulfil all above technical criteria.

Company Name: _____

Address: _____

Email: _____