**ANNEX B**

**TECHNICAL OFFER FORM**

Dear Sir/Madam:

We, the undersigned, offer to provide the goods and/or services for the Provision of all materials, labor, tools, equipment, and the performance of all operations necessary for the renovation of the UNHCR office in Kharkiv in accordance with your tender, RFP No. UKRDN/RFP/2024/001, issued on 10 January 2024.

{Please refer to the criteria for evaluation, Statement of Works, and Bill of Quantities to ensure all required information and supporting documents shall be provided in order to evaluate your proposal accordingly} – please delete this message when preparing your proposal

**Mandatory Criteria** (Must meet all requirements)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Submitted?** | |
| No. | Yes | No |
| a. | Annex D: Vendor Registration Form  - *please fill and sign with company stamp (refer to the instructions in Section 2.4.1 of the RFP)*  *- accept the Annex E: UNHCR General Conditions of Contract for Civil Works (Rev. October 2000) by signing Section 6 (Self-Declaration)*  - *accept Annex F: UN Supplier Code of Conduct by clicking “Yes” on Section 5.4 (Questionnaire)* |  |  |
| b. | Annex G: Documentation Procedures on tax reporting (for companies with VAT payer status only) *- please read and acknowledge acceptance by signing on the document with the company stamp* |  |  |
| c. | Valid commercial registration certificate |  |  |
| d. | 3-year financial statements |  |  |

**Scored Criteria**

1. **Description of the company and the company’s qualifications (35 points)**

A description of your company with the following information and documentation

1. Year founded (must be in the business for at least 3 years)

*(Criteria: less than 3yrs = disqualified; 3 years = 6pts; 3yrs to 5yrs = 8pts; more than 5yrs = 10pts)*

Year founded: \_\_\_\_\_\_

Note: To be supported by a commercial registration certificate showing the year of establishment of the company.

1. Description of the company’s activities

*(criteria: No information provided = 0pts; Partially/limited information provided = 6pts; Substantial information provided = 8pts; Comprehensive information provided = 10pts)*

*[provide all product lines and/or services provided by the company]*

1. All locations of the company’s offices and warehouses;

*(criteria: No information provided = 0pts; Partially/limited information provided = 3pts; Substantial information provided = 4pts; Comprehensive information provided = 5pts)*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Complete address** | **Contact details**  (telephone/mobile, email address) | **Type**  (indicate if headquarters/main office, branch, warehouse, etc.) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Note: add more rows if needed

1. List of similar projects successfully completed within the last 3 years and similar projects currently ongoing;

*(criteria: No information provided = 0pts; 3 projects provided = 6pts; 4 to 5 projects = 8pts; more than 5 projects = 10pts)*

Bidders should provide information on their previous and current commitments on all contracts that have been completed, or awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of contract | Client’s name, address, and contact details | Value of the contract  (in the currency of the contract) | Date of completion / estimated completion date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Note: add more rows if needed

Note: All projects listed above must be supported by copies of the contracts.

1. **Understanding of the requirements for works, proposed approach, solutions, methodology and outputs: (50 points)**

Any comments or suggestions on the SoW, as well as your detailed description of the manner in which your company would respond to the SoW including:

1. Compliance with the requirements stated on the SoW (include timeline, staffing plan, and list of tools and equipment, etc.);

*(criteria: No information provided = 0pts; Partially/limited information provided = 12pts; Substantial information provided = 15pts; Comprehensive information provided = 20pts)*

1. A description of your organization’s capacity in the performance of the project (include financial capacity; compliance with the national safety standards, inspection and quality assurance, etc.);

*(criteria: No information provided = 0pts; Partially/limited information provided = 9pts; Substantial information provided = 12pts; Comprehensive information provided = 15pts)*

1. A description of your organization’s experience in the performance of similar projects

*(criteria: No information provided = 0pts; Partially/limited information provided = 9pts; Substantial information provided = 12pts; Comprehensive information provided = 15pts)*

1. **Proposed personnel to carry out the assignment (10 points)**

The composition of the team you propose to provide:

1. Curriculum Vitae of core staff (Project Manager, Supervisors, Engineers);

*(criteria: No information provided = 0pts; Partially/limited information provided = 6pts; Substantial information provided = 8pts; Comprehensive information provided = 10pts)*

Resume of Proposed Personnel (note: add tables for additional personnel)

|  |  |  |
| --- | --- | --- |
| **Position Title** | | |
| **Personnel information** | **Name** | **Date of birth** |
|  | **Professional qualifications** | |
| **Present employment** | **Name of employer** | |
|  | **Address of employer** | |
|  | **Telephone** | **Contact (manager / personnel officer)** |
|  |  |  |
|  | **Fax** | **E-mail** |
|  | **Job title** | **Years with present employer** |

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

1. Organigram – include all workers who will be involved in the project

*(criteria: No information provided = 0pts; Partially/limited information provided = 3pts; Substantial information provided = 4pts; Comprehensive information provided = 5pts)*

By signing on this document, which I am duly authorized to sign for, I confirm that I have read and understood the Statement of Works, the Bill of Quantities, and this is also to confirm that our company is experienced and capable of providing the required goods, services, and/or works specified in this Request for Proposal.

Submitted by:

Signature:

Full Name:

Position Title:

Date and Place Signed:

STAMP OF THE COMPANY