

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**ANNEX B: TECHNICAL OFFER FORM: RFP/HCR/KAD/SUP/2022/02**

The bidders are requested to fill in the right column in the table below as per their attachments to the technical offer:

| Document # | Requirement | Document submitted: Indicate (Yes /No) | Remarks |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------|
| 1 | Singed and stamped Vendor Registration Form (Annex D) | | |
| 2 | Valid Certificate of Incorporation issued by the Ministry of Justice (Commercial Registration Department) Sudan. | | |
| 3 | Singed and stamped Statement of Work (Annex A) | | |
| 4 | Singed and stamped UNHCR General Conditions of Contracts for Civil works (October 2000) and UN code (Annex E). | | |
| 5 | Singed and stamped UN Supplier's Code of conduct (Annex F). | | |
| 6 | Filled, signed, and stamped Technical Offer Form (Annex B) | | |
| A. | Curriculum Vitae of core staff and their qualifications with the company organizational chart | | |
| B. | Company Profile, project completion certificates for similar projects for the last 3 years, and any evident documents. | | |
| C. | Technical inception report showing quality control plan and methodology for each component (Construction, elevated tank, latrines, and solarization). | | |
| D. | Method statement shows the below parameters: <ul style="list-style-type: none"> - How the project will be delivered - Workmanship, machinery, materials, and tools that will be used - Safety procedures - Product datasheet of the proposed materials and equipment to be attached. | | |
| E. | Audited financial reports (balance sheets and income statements), and bank statements for the last (03) three years. | | |
| F. | Detailed work plan | | |
| G. | Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A. | | |

Date: _____

Name & Tittle: _____

Signature: _____

In the capacity of: _____

Duly authorized to
Sign bid for and on behalf of: _____

Official stamp: _____