



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## ANNEX B: TECHNICAL OFFER FORM: RFP/HCR/KAD/SUP/2022/09

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, and latrines).		
D.	Method statement shows the below parameters: <ul style="list-style-type: none"> <li>- How the project will be delivered</li> <li>- Workmanship, machinery, materials, and tools that will be used</li> <li>- Safety procedures</li> </ul>		
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:** \_\_\_\_\_

**Supplier/company name:** \_\_\_\_\_

**Contact name & tittle:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

**Contact email address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Official stamp:** \_\_\_\_\_