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| ***Long Term Arrangements for Services (LTAS) for PSA Plant Repairs***  **Annex D – Technical Proposal Form** | | | | | | | | | |
| **Name of Institution** |  | | | | | | | | |
| **Principal Address and contacts** | Address:  Telephone:  E-mail:  Website:  Contact Person: | | |  | | | | | |
| **Locations of other offices (if any)** *(also possible to provide links or as separate clearly labelled and numbered attachment* |  | | | | | | | | |
| **Are you applying in partnership with another institution?** | YES | | NO | | If “Yes”, please provide name (and provide a copy of agreement) | | | | |
| **Languages in which service can be provides** *(check all that apply)* | English  French  Spanish  Chinese  Arabic  Russian | **Geographic coverage areas**  **(check all that apply, specific countries may be excluded below)** | | | | | LACRO (Latin America and The Caribbean)  WCARO (Western and Central Africa)  ESARO (Eastern and Southern Africa  ROSA (South Asia)  ECARO (Eastern and Central Europe)  EAPRO (East Asia and the Pacific)  MENA (Middle East and North Africa) | | |
| **Please list all countries where your institution has experience of delivering services:** | | | | | | | **Please list specific countries in the above regions where services cannot be offered:** | | |
| **Does your institution maintain a roster of experts?** | Yes | | No | | | If yes, how many? | | | < 20  20 – 50  > 50 |
| **Does your institution have experience in working in emergency contexts** | Yes | | No | | | **Does your institution have the capacity to work in emergency contexts?** | | | Yes  No |
| **Please confirm your ability to deploy staff to be on the ground in country within 14-30 days for emergency-related requests.** | | | | | | | | | |
| **Name and title of contact submitting the offer** | **Name:**  **Title:** | | | | | | | Date: | |

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| **Detailed technical proposal** | |
| **7.1.1 Background and capacity (to complete all services under both schedules)** max ~500 words | |
| *Provide a brief general description of the organization submitting the proposal, detailing compliance with qualification requirements above. This description should elaborate on your institution’s experience in plant repairs and other biomedical engineering and technical services. Selected experiences should emphasize the focus, size and scope of past projects and their outcomes. Please list your company’s experiences in specific regions. Include links as relevant.* | |
| **Years of experience providing plant repair services** | *No. of years* |
| **7.1.2 Organizational structure and support systems** max ~500 words | |
| *Briefly describe the availability of resources, including facilities and staff (permanent staff, sub-contractors, and freelancers). Indicate the number of staff and offices (country, subnational (field) offices etc. of your institution). If feasible, submit your organizational structure (chart/organogram). Describe the availability of resources in terms of personnel and their qualifications. Describe the structure of the team, and the works tasks that would be assigned to each. Special attention should be given to providing a clear picture of roles, responsibilities, and accountability. Provide curricula vitae of the key staff to be assigned to UNICEF projects (as is feasible and as separate clearly labelled and numbered attachments).* | |
| *Define the steps to indicate how multiple, multi-country requests will be addressed should a situation arise where several UNICEF offices contact the proposer for services* | |
| **7.1.3 Quality control mechanisms, project and risk management** max ~500 words | |
| *Describe the proposed methodology to providing the services, including their approach to quality assurance, services outside of business hours, delays in timelines, correction of mistakes and mitigation of risk in these areas. Describe the potential risks that may impact quality or timely completion of expected results. Describe back-up measures that are in place to mitigate these risks. Describe workflow for both emergency as well as non-emergency cases.* | |
| **7.1.4a Plant Repair Services** | |
| *Provide an indicative project plan for a complete plant repair service and indicate the team members required and approximate number of days. If providing as separate attachment please ensure clearly labeled and note the file names here.* | |
| **7.1.4b Plant Repair Brands serviced & example project plan** | |
| *Detail the range/brands of plants that can be repaired include indication of your supply chain for components and spare parts (upstream contracts/framework agreements, buffer stock(s), lead times for sourcing and delivering to site, etc.). Include a real project plan and plant repair assessment from one of organization’s previous projects/assignments. If providing as separate attachments please ensure these are clearly labeled and note the file names here.* | |
| **7.1.5 References/Case Studies** | |
| *Please provide at least 2 or more client references or case studies of previous experiences in providing the required services. At least one of these must be PSA plant repairs. If providing as separate attachments please ensure these are clearly labeled and note the file names here.* | |
| **Referees who may be contacted** | |
| *Please provide contact details of two referees who may be contacted who can verify satisfactory receipt of your services.* | |
| **Checklist for required documentation** | |
| * Technical proposal submission form (signed) * Annex D – Detailed technical proposal (as Word) * 2 written references/case studies (separately labelled attachments) * Contacts for 2 referees (included in Technical Proposal) * Annex E – Financial proposal (as Excel) | |