**Annexure C (LRPS-2021-9172542)**

Technical Proposal Template

**Section A – Mandatory Response**

1. Please confirm your acceptance in applying UNICEF code of conduct and Non-Disclosure (see tender document).

Yes ( ) No ( )

1. Please confirm your willingness to follow the procedures as outlined in the ToR.

Yes ( ) No ( )

1. Please confirm your acceptance in providing the deliverables as outlined in the ToR.

Yes ( ) No ( )

1. Please confirm your acceptance in providing the UNICEF terms and conditions as outlined in the LRPS.

Yes ( ) No ( )

**Section B – Technical Response Form**

| **Sr.** | **Description** | **Details**  **Bidder to complete** |
| --- | --- | --- |
| 1 | Company profile and capacity (Please explain in detail and provide supporting documentation where applicable) | * 1. Please provide your company profile.   Vendor may submit supporting documents such as (1) company's brochure/profile, (2) annual report (3) organizational and management structure (not to exceed four pages in length).  [Vendor Response Here]   * 1. Please attach all valid certificates of incorporation, registration with government entity, and relevant certificates.   [Vendor Response Here] |
| 2 | Experience and Qualifications | * 1. Please inform number of years in the provision of custom clearance services.   [Vendor Response Here]   * 1. Please provide record of similar professional experience (minimum 2 years)   [Vendor Response Here]   * 1. Please provide name and contact details of three references (from previous similar experiences).   [Vendor Response Here] |
| 3 | Methodology and Qualifications of key personnel | * 1. Please propose methodology, approach and management control system for timely clearance of supplies.   [Vendor Response Here]  3.2 Information regarding in house capacity:   * Office facilities; * Structure of company and assignment of team who can promptly take action on sending and receiving e-mail including images and to handle large shipments (max. 20 containers per shipment) within targeted time frame (at least within 2 weeks); * Propose team structure: one team leader who has relevant experience and Certificate of the Customs Clearance Service, and one focal staff for air freight and one for sea freight. (Please provide the CVs of proposed team along with proposal); * Transport and warehouse facilities (no. of tracks).   [Vendor Response Here] |
| 4 | Financial Capacity | 4.1 Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 2 years.  [Vendor Response Here]  4.2 Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations.  [Vendor Response Here] |

**Section C - Other Related Goods and Services**

1. Please confirm availability of other related goods and services upon requested by UNICEF.

Yes ( ) No ( )

Name of Bidder (Company):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Company Seal