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| **TECHNICAL BIDDER RESPONSE: استجابة العرض الفني**   * **Please read the TOR and the RFP Cover Letter carefully and fill in your response below**   **يرجى قراءة نص المناقصة ( RFP ) والملحق ( Annex A ) بعناية وملئ المطلوب بما يلزم**   * **Please note that the given space under each section should not limit your response, please type more if required**   **يرجى الملاحظة بان المساحة المعطاة في الجدول ادناه يجب ان لا يقيد من حجم الاستجابة الذي ترغبون بكتابتها، يرجى كتابة اكثر اذا ما تطلب** | |
| **اسم الشركةCOMPANY NAME:** |  |
| 1. **Description of the company’ profile and qualifications:** 2. **Submission of a copy of a valid company registration certificate from the Ministry of Industry and Commerce showing aims of the company (Aims of the company should be relevant to this project).**   **Offers without the above-mentioned licenses/certificate might not be further assessed**  **SUBMITTED? (YES/NO)**   1. **Please indicate your company's number of years in business (at least 5 years in business is acceptable, companies with longer experience will be scored higher). This information should be reflected on the company’s registration certificate.** 2. **Description of all similar projects** **in strategic planning, organizational development, change management and structural design currently underway and successfully completed in the past 10 years supported by proof of contracts (bidders will be scored based on the number of projects provided)**  |  |  |  |  | | --- | --- | --- | --- | | **Services الاعمال** | **Client العميل** | **Location الموقع** | **Value القيمة** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. **Description of all similar projects** **in data collection and analysis currently underway and successfully completed in the past 10 years supported by proof of contracts (bidders will be scored based on the number of projects provided)**  |  |  |  |  | | --- | --- | --- | --- | | **Services الاعمال** | **Client العميل** | **Location الموقع** | **Value القيمة** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. **Submission of recommendation letter by previous clients (preferably from other UN agencies and/or NGOs) (bidders will be scored based on the number of projects provided)**   **SUBMITTED? (YES/NO)**   1. **Understanding of the requirements for services, proposed approach, methodology and outputs:** 2. **Description of the proposed methodology and approach to address the published TORs.** 3. **Description of the proposed methodology and approach to analyse the survey.** 4. **Description of the proposed design of final report.** 5. **Proposed timeline (maximum lead time acceptable is one and a half months).** 6. **Proposed personnel:**      1. **Provide List and qualifications of team members (particularly consultants) that will carry out the service (with minimum experience of five years).**   **SUBMITTED? (YES/NO)**   1. **Social Security registration letter of all staff members who shall be in charge of this project.**   **SUBMITTED? (YES/NO)**   1. **Financial stability - submission of the** **Financial Statements and Audits’ reports for the past two (2) years (submitted YES/NO):** | |
| **Please comment on your company’s commitment to corporate social responsibility**  **(Please read and refer to Annex F (UN Supplier Code of Conduct)) (Proof of demonstrated commitment should be attached separately e.g. through copies of sample contracts, medical coverage and leave plan):**  **يرجى التعليق على مسؤوليات شركتكم على التعاون الاجتماعي (يرجى قراءة ومراجعة الملحق و ( القواعد السلوكية لموردي الامم المتحدة) ( والدليل على الالتزام ينبغي أن يرفق بشكل منفصل، على سبيل المثال. من خلال نسخ من عقود ، والتغطية الطبية وخطة الإجازات)** | |
| **Any additional comments on the TOR (Annex A):**  اية تعليقات اضافية على الشروط المرجعية العامة الملحق أ | |

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| **I confirm that the following documents have been attached to our company’s technical proposal: اوكد بان عرضي الفني يتضمن المرفقات ادناه** | **Indicate**  **Yes or No**  (Next to each listed doc.) |
| * Copy of a valid company registration certificate from the Ministry of Industry and Commerce * Filled Annex B (Technical Offer Form) * Previous and/or current projects * Recommendation letters * Description of methodology, approach and report * Proposed timeline * CVs and qualifications * Social Security registration letter of all staff members (engineers and technicians) who shall be in charge of UNHCR's account * Filled Annex C (Financial Offer Form) * Filled and signed Annex D (Vendor Registration Form) * Acknowledged Annex E (General Conditions of Contracts) and UN Code of Conduct (Annex F) – Use next page of this document * If available: financial statements, audit reports |  |

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| **اسم الشركةCOMPANY NAME:** |  |

**ACKNOWLEDGEMENTS:**

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| **I herewith conform to have read and to acknowledge the UNHCR General Conditions for the Provision of Civil Works and the UNHCR General Conditions for the provision of Goods and Services (Annex E):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:الختم**  *Authorized Signatureتوقيع المصرح* |