**Annex – G**

**Technical Proposal Form**

**Bidders Should Complete the Tables Below and Submit as Part of their Technical Offer:**

|  |  |  |
| --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | ***Yes, we will comply OR State, as required*** | ***No, we cannot comply (state as required)*** |
| **Your company is at least 3 years old, and you have included the registration certificate in your offer.** |  |  |
| **You accept the KPls and the methodology for their monitoring and measurement described in the ToR?** |  |  |
| **You offer is valid for at least 90 days** |  |  |
| **You accept the UNHCR General Terms and Conditions for Services 2018 version.** |  |  |
| **You accept to abide by the UN Supplier Code of** |  |  |
| **Please, state your company’s email address that may be used to communicate with you.** |  | |
| **Please, state the physical address of your Headquarters in Sudan** |  | |

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Person & Title: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**BIDDER’S PROPOSED APPROACH AND METHODOLOGY**

The Bidder must provide cleaning services as specified in the TOR and RFP document. An Executive summary providing the methodology to achieve the end goal, procedures, and processes to provide the scope of services.

Briefly describe the firm’s procedures and processes for:

1. Managing quality of services offered
2. System for tracking and responding to complaints from client and poor performing areas
3. System of managing absences and turnaround time for replacing staff who request for absences or suddenly do not show up at work

***(Expand the pages below as desired)***

**BIDDER’S STAFFING PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Employee** | **Name** | **Qualifications** | **CV attached**  **Please state YES/NO** |
|  |  |  |  |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client Name** | **Contact** | **Nature of Work (Description of service performed and extent of Bidder's responsibilities)** | **Contract Value (exclusive of VAT)** | **Contract Duration start date & end date** | **Signed reference letter attached (Indicate Yes/No)** |
| 1. | Tel: |  |  |  |  |
| Email: |
| 2. | Tel: |  |  |  |  |
| Email: |
| 3. | Tel: |  |  |  |  |
| Email: |
| 4. | Tel: |  |  |  |  |
| Email: |
| 5. | Tel: |  |  |  |  |
| Email: |

**BIDDER’S EXPERIENCE IN THE PROVISION OF SIMILAR SERVICES**

