**Annex – G**

**Technical Proposal Form**

**Bidders should complete the tables below and submit along with supporting documents to** [**rombusupply@unhcr.org**](mailto:rombusupply@unhcr.org)

|  |  |  |
| --- | --- | --- |
| **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 offer is valid for at least 90 days** |  |  |
| **You have included your audited financial statements for the past 3 years** |  |  |
| **You accept the UNHCR General Terms and Conditions for Services 2018 version.** |  |  |
| **You accept to abide by the UN Supplier Code of** |  |  |
| **Please, state the physical address of your Headquarters** |  | |

**BIDDER’S PROPOSED APPROACH AND METHODOLOGY**

Provide an executive summary showing the methodology to achieve the end goal, procedures, and processes to provide the scope of services

Brief description of proposer’s procedures and processes for

a) recruitment process and turnaround time

b) Managing quality of services offered

c) risk management with respect to sustainability, nepotism, and conflict of interest

d)System for tracking and responding to complaints from client and poor performing areas

***(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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|  |  |  |  |
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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**

