# ANNEX C: TECHNICAL PROPOSAL FORMS

The following Annexes and information there within are considered an integral part of this submission and must be provided for the Proposal to be considered. The information should be provided according to the sample format.

**Form 1: Technical Proposal Submission**

This PROPOSAL FORM must be completed, signed, and returned to UNICEF. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

**INFORMATION**

Any request for information concerning this invitation, must be forwarded in writing by email or by fax, to the person who prepared this document, with specific reference to the RFP number.

**DECLARATION**

The undersigned, having read the Terms of Reference, the UNICEF Contract for Construction Works, the UNICEF General Terms and Conditions, and **RFP# [LRPS-2017-…………….]** set out in the attached document, hereby offers to supply the services specified in Terms of Reference at the price or prices quoted in the Schedule of Prices, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in the **RFP# [LRPS-2017-……………………….]**

**Name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Validity of Offer (not less than 90 days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Currency of Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form 2: Technical Proposal Letter**

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

To: Mark Okingo, Chief/ OIC SUPPLY & PROCUREMENT SECTION

UNICEF State of Palestine, 13 Faydi El-Alami Street, P.O.Box: 25141, East Jerusalem

Dear Madam/Sir,

We, the undersigned, offer to provide the Rehabilitation of WASH facilities and water points in 17 of the most vulnerable schools in Tubas and Hebron Governorates, as specified in Terms of Reference, in accordance with your Request for Proposal (RFP#\_\_\_\_\_) dated [--------------] and our Proposal dated [-------------]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Construction Company

Address:

**Form 3: Potential Bidder General Information**

|  |  |  |
| --- | --- | --- |
| **Potential Bidder General Information** | | |
|  | | |
| **Description** | **Information** | **Remarks** |
| (to be filled by the Potential Bidder) |  |
| Registration number |  |  |
| Grade |  |  |
| Specialty |  |  |
| Expiry Date |  |  |
| **Legal Status** |  | Provide certified copies of Registration |
| Written power of attorney of  the signatory to the Bid | Provide original or certified copy of the power of  attorney attested by a Notary | |
| **VAT Registration Nr.** |  |  |

**Form 4: Potential Bidder’s Contact Details,**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Title of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |
| Address of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |
| Telephone/Cell number of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |
| Email of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |

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### Form 5: Staff Qualification and Experience

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs (Max. two (2) pages) of all proposed key staff must accompany the submission, and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNICEF. (Key Personnel of all sub-Contractors must also be listed along with the name of the sub-Contracting Companies). A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer.

|  |  |  |
| --- | --- | --- |
| **Construction Management Staff** | | |
| **A. Key Professionals** | | |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **B. Support Staff** | | |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |

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### Form 6: List of Machine and Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **List of machine and Equipment** | **Quantity** | **Remark (rent, own, year of production, condition)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

**Form 7: Potential Bidder’s Financial Information/ Adequacy of Working Capital**

|  |  |  |  |
| --- | --- | --- | --- |
| **Adequacy of Working Capital** | | | |
| **Source of credit line** | | **Amount** | **Remarks** |
|  |  |  | *Provide documentary evidence* |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | |  |  |

**Form 8: Works in hand & their Financial Value**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Works in Hand** | | | | | |
| **Employer name & contact details** | | **Description of Works/Services** | **Start date** | **End date** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total:** | | |  |  |

**Form 9: Litigations**

Information on any current litigation in which the Firm(s) is involved.

|  |  |  |
| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Form 10: Proposed Project Implementation Plan**

The proposed Project Implementation Plan of Works and schedule of activities must be submitted with this Technical Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated to sites- and district-level periodic progress review meetings and preparation of agreed progress reports.

The Potential Bidder may be asked to provide clarification or present the Proposed Plan to UNICEF as part of the Proposal evaluation process. The Selected Contractor will submit the final Project Implementation Plan for UNICEF’s approval within [thirty (30)] calendar days of the Effective Date of the signed Contract (see 4.3). The Project Implementation Plan submitted by the Selected Contractor and accepted by UNICEF will be part of the agreement signed with the Selected Contractor. Penalties for delays will be strictly enforced as per the General Terms and Conditions.

The Proposed Implementation plan shall include:

- implementation methods,

- quality control strategy,

- schedule for all activities in a bar chart format, personnel plan in line with scheduled Deliverables and payment,

- analysis of anticipated Project risks, and their approach to mitigate and control such risks,

- proposed approach to mitigate negative social and environmental impact on local community by the Project, approach to address labor’s rights and their health and safety