

ANNEX A: TECHNICAL EVALUATION FORM

REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/72 - Provision of Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from grounded at Aden Sub-office, Aden, Yemen.

Company Name:					
Date:					
Item	Criteria	Description	Example of Supporting Evidence	Pass/Fail	Documentation attached to your submission (Yes / No) and Additional comments
1	Eligibility Criteria	1. Business registration:	Present a valid business registration certificate, and/or licenses (issued by the pertinent authorities) in Customs clearance, Forwarding, import, export, and re-export	Pass/Fail	
		2. Vendor Registration Form	If your company is not registered with UNHCR, you must complete, sign and submit the Vendor Registration Form (Annex D) with your technical proposal.	Pass/Fail	
		3. UNHCR General Conditions	Acknowledgment of UNHCR General Conditions by signing Annex (E)	Pass/Fail	
		4. UN Supplier Code of Conduct	Acknowledgment of UN Supplier Code of Conduct by signing Annex (F)	Pass/Fail	
2	Technical Criteria	1. Conformity of the offered service with UNHCR	information about the vehicles detailed in the Technical Offer forms attached hereto as Annex-A (Scope of Work)	Pass/Fail	
		2. Company's past experience	Company experience in the field of customs clearance and re-export services of soft skin Vehicles during the past two (2) or more years: verifiable through documented evidence by making available a minimum of two (2) or more signed/stamped contracts or work orders or POs.	Pass/Fail	

Company Name:	
*Contact name/Title	
Contact phone number:	
Contact email address:	
Signature:	
Stamp	
Date:	

authorised to sign on behalf of the company