

**RFP/SC/NIGMA/2024/001**

**Annex D: Technical Proposal Form and Submission Checklist**

Please read **RFP and Annex A** carefully before completing this response form. It is highly encouraged that you provide all relevant information which will help during the technical evaluation process of this tender.

# Section One: Submission Checklist

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| **I confirm that the following documents have been**  **attached to our company’s technical proposal:** | **Indicate Yes or No** |
| Company Profile |  |
| Valid Registration Certificate/Company incorporation  Certificates |  |
| Valid Business Operation certificate with relevant  Government Authority |  |
| Detailed mobilization and execution work plan |  |
| Readable and comprehensible Technical Offer for LOT 1 (Provision of Conference facilities) |  |
| UNDSS (Approved) Cleared Facility |  |
| Conference Facility has sufficient space for welcome Help Desk area |  |
| Conference rooms are well illuminated, Ambient and Comfortable for official meetings |  |
| Availability of meeting enhancers i.e Projector, Microphones, Speakers, Flip Charts and other meeting enhancers |  |
| Copy of current or previous contracts – 1 per year for up to 2 years |  |
| Legible and comprehensible Technical Offer for LOT 2 (provision of Catering Services) |  |
| Availability of catering capabilities for Continental and Local Cuisine (Attach menu list and Work orders of past clients at least 2) |  |
| Certificates and CVs of proposed Supervisor, Chef and waiters and/or waitresses |  |
| Confirmation certificates proving that your hotel and proposed personnel are compliant with all relevant sanitary, health, safety and food handling regulations as per Nigeria laws. (ISO:22002) |  |
| UNHCR Vendor Registration Form (Annex E) |  |
| UNHCR General Conditions of Contract (Annex F) |  |
| UN Suppler Code of Conduct (English) (Annex G) |  |
| E-tenderbox Registration Process (Annex H) |  |

**Note:** Bidders who submit Mandatory technical requirements (corporate, tax and administrative documents) and fully meet all technical requirements shall be Passed and given equal opportunity for a validatory visit; Unless they fail to meet a mandatory requirement concerning their bid or qualification as indicated in the solicitation document.

**Section Two: Technical Proposal Forms**

Provide details of current and or previous clients to whom you provide/provided cafeteria and/or catering services.

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| --- | --- | --- | --- |
| **Company/Client Name** | **Contact Person** | **Email Address** | **Telephone Contact** |
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**Section Three:**

Provide details and contacts of focal persons per location who will be your hotel representatives per location through whom requests for the provision of conference facilities and/or catering services will be made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Hotel Name and Location** | **Contact Person** | **Email Address** | **Telephone Contact** |
| Maiduguri |  |  |  |
| Damaturu |  |  |  |
| Yola |  |  |  |
|  |  |  |  |
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# Section Four:

Briefly describe your understanding of the requirements of this Request for Proposal (RFP), detailing your methodology on how best you propose to offer UNHCR SO Maiduguri a proposal that gives best value in provision of conference facilities and Catering services in Maiduguri, Damaturu and Yola, Northeast-Nigeria.

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