

ANNEX A

TECHNICAL OFFER FORM

REQUEST FOR QUOTATION (RFQ)/SC/NIGMA/2024/022

S/N.	TECHNICAL EVALUATION THE FOR SUPPLY OF SPARE PARTS # LOT 1	PASS / FAIL
1.	Company Profile and Qualifications.	
2.	Bidder should submit Company Corporate Registration documents and Tax Clearance documents	
3.	Evidence of the organization's relevant experience in supply of air conditioners spare parts – LOT-1 .Submit (Proof of a minimum of 2 years' experience and attach a minimum of 3 clients and Contracts or work order, or purchase orders with a total Contracts value of NGN 3,000,000 for the past 2 years.	
4.	Financial audited statements: The company should submit certified bank statements or audited Financial statements showing financial transactions for the past 2 years.	
5.	Commitment letter: Bidder should submit a commitment letter to UNHCR to provide genuine spare parts ,stock management and commitment to Environmental impact and replacement plan if parts turn out defective.	
6.	Delivery period: Bidder should provide it's proposed delivery period of goods or days after UNHCR issues a request. UNHCR preferred delivery period is 3 days after placing a request for goods.	
7.	Bidding company should state its Warranty period for supply of air conditioners spare parts once UNHCR receives the Goods/Service. Refer to <u>Annex B</u> for list of spare parts.	

S/N.	TECHNICAL EVALUATION FOR MAINTENANCE AND REPAIR SERVICES # LOT 2	PASS / FAIL
1.	Company Profile.	
2.	Bidder should submit company Corporate Registration documents with Corporate Affairs Commission (CAC) and year 2023 Tax clearance registration documents.	
3.	A description of your organization's capacity to provide the service [max 2 pages]; (Proposed resources (Manpower & Tools) to carry out required task)	
4.	Evidence of the organization's relevant experience in the provision of air conditioners maintenance and repair services. Submit (Proof of a minimum of 2 years' experience and attach a minimum of 3 clients ,maximum 5 Contractors or work orders, or purchase orders with a total Contracts value of NGN 3,000,000 for the past 2 years.	
5.	Delivery period: Bidder should provide it's proposed delivery period of goods or days after UNHCR issues a request. UNHCR preferred delivery period is 3 days after placing a request for goods.	
6.	Bidding company should state its Warranty period for supply of air conditioners spare parts once UNHCR receives the Goods/Service. Refer to <u>Annex B</u> for list of spare parts.	