

Annex I

ELIGIBILITY ON JOINT VENTURE FOR SUPPLIERS

A. Pre-requisites:

- The JV shall be supported by duly notarized agreement.
- The description of the organization of the joint venture must clearly define the expected role of each of the entities in delivering the requirements of the RFP, both in the offer and in the Joint Venture Agreement.
- A joint venture can register for UNHCR’s tender only if it is registered as a legal entity in its country of establishment. In that case, it can participate in a procurement opportunity by following the same steps as other companies.
- If the joint venture does not have a legal status, it cannot register to participate in a tender. In this case, the lead company should register with UNHCR and participate in the procurement opportunity according to the bidding instructions. The remaining companies do not need to express interest in the same procurement opportunity.
- All parties of a joint venture shall be jointly and severally liable to the UNHCR for any obligations arising from their offer and the contract that may be awarded to them as a result of the solicitation process.

B. Participation in a procurement tender:

- The offer shall clearly identify the lead entity. Such entity shall have the authority to make binding decisions on behalf of the joint venture during the solicitation process, and any such authority shall not be altered during the solicitation process (and, with respect to the winning bidder, during the term of the contract) without the prior consent of the UNHCR. The composition or the constitution of the joint venture shall not be altered without the prior consent of the UNHCR.
- After the offer has been submitted to UNHCR, neither the lead entity nor the member entities of the joint venture can: (i) Submit another offer, either in its own capacity; nor (ii) As a lead entity or a member entity for another joint venture submitting another offer.
- Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner: (i) Those that were undertaken together by the joint venture; and (ii) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the requirements defined in the RFP.

C. Eligibility requirements:

All of the members of the joint venture must meet the criteria requirements described in the tender document, *i.e., vendor eligibility criteria*.

Joint Venture Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFQ/ITB/RFP reference:	[Insert Tender Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture.

No	Name of Partner and contact information (address, phone numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV during the RFQ/ITB/RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV agreement.

We hereby confirm that if the contract is awarded, all parties of the Joint Venture shall be jointly and severally liable to UNHCR for the fulfilment of the provisions of the Contract.

SN	Name of partner	Signature	Date
1			
2			
3			