**ANNEX B**

**TECHNICAL OFFER FORM**

**RFQ/LBY/TR/24/035**

**THE SUPPLY AND DELIVERY OF WINTER JACKETS**

**FOR UNHCR LIBYA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item Details** | **Sample of Offered Item and detailed descriptions provided**  **(Yes/No)** | **Bidder’s Offer** | **Your offer meets the specifications in Annex A?**  **(Yes / No)** | **Delivery time**  **Not more than 21 days from receiving confirmation by UNHCR** |
| 1 | Winter Jackets for UNHCR Libya Operation |  |  |  |  |

**NB: Supplier should be able to deliver the requested quantities in (21) days from receiving UNHCR Purchase Order.**

* In case if bidder wishes to submit multiple offers and samples, a separate Technical Offer Form is requested to be submitted with clear identification of the option number, which must be highlighted on the corresponding Financial Offer Form too.
* Items should be sorted into boxes and palletized by size and type.

**Company Name:**

**Company Signature:**

**Company Stamp:**

**Date:**

**ANNEX B-1**

**CHECKLIST FOR REQUIRED TECHNICAL DOCUMENTS**

|  |  |  |
| --- | --- | --- |
| Sr. No. | **Criteria** | **Assessment** |
| 1 | The offered goods should fully confirm to the specifications given in  (Annex A) | Pass / Fail |
| 2 | The bidder has submitted a receipt by UNHCR confirming delivery of physical sample line with requirements stated in Annex A.  **على مقدم العرض تقديم إيصالاً إلى المفوضية السامية للأمم المتحدة لشؤون اللاجئين يؤكد فيه تسليم نموذج حسب المتطلبات المذكورة في العطاء )الملحق (A.** | Pass / Fail |
| 3 | The bidder has submitted a sample matching requirements stated in (Annex A).  **على مقدم العرض تقديم نموذج الى المفوضية السامية للأمم المتحدة لشؤون اللاجئين مطابق للمواصفات المذكورة في العطاء )الملحق (A.** | Pass / Fail |
| 4 | Company documents: Libyan License, Libyan Registration certificate proving that the bidding company was established on or before 15/10/2021 and authorized in relevant activities,  (, مستخرج من السجل التجاري العام- رخصة شركة) | Pass / Fail |
| 5 | Article of association indicating the company’s authorized activities which must be relevant to the solicited goods.  (عقد تأسيس الشركة) | Pass / Fail |
| 6 | The supplier’s mobilization and delivery time is in line with the requirement specified in (Annex A) (maximum 21 days) | Pass / Fail |
| 7 | Technical offer submitted on (Annex B), duly signed and stamped. | Pass / Fail |
| 8 | The Vendor has submitted a signed and stamped copy of Vendor Registration Form or existing UNHCR vendor ID (Annex D) | Pass / Fail |
| 9 | The bidder has submitted a Bank statement including the account number, name, and currency (USD) | Pass / Fail |
| 10 | The Vendor acknowledges the UNHCR General Conditions of Contract (Annex E) | Pass / Fail |
| 11 | The Vendor acknowledges UN Supplier Code of Conduct (Annex F) | Pass / Fail |
| 12 | The Vendor has signed and stamped (Annex G) (Confirmation on sanction lists) | Pass / Fail |
| 13 | The Vendor has signed and stamped (Annex H( (Confirmation on delivered), confirmed that items are in stock and shall be delivered within (21) days | Pass / Fail |