**ANNEX B**

**TECHNICAL OFFER FORM**

**RFQ/LBY/TR/24/043**

**THE SUPPLY AND DELIVERY OF WINTER BOOTS**

**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 Boots 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 |