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| **RFQ-HCR-SYR-24-61** |
| **Rehabilitation Services for the Cadastral office in Lattakia** |
| **ANNEX 4 - TECHNICAL RESPONSE FORM**  Please read the TOR and the RFQ Cover Letter carefully and fill in your response below.  Please refer to the criteria for evaluation and technical specification to ensure all required information and supporting documents shall be provided to evaluate your proposal accordingly. |
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| * + - Please write the company name. |
| Description of company profile |
| * + - Please provide an overview of your company’s main activities and management structure, including the year it was established, office locations, and the number of employees. |
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| * + - Please list here the contact details of at least 2 current or former clients for reference checks;(person Name, Client, Contact -Email, Phone) |
| |  |  |  |  | | --- | --- | --- | --- | | Person Name | Client | E-mail | Phone | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Description of your organization’s capacity to provide the service. |
| * + - The bidder must provide a valid Contractor/engineer classification certificate (the bidder should be authorised and registered to undertake the building/housing works)   Please mention the file name. |
| * + - Please provide a list of similar projects that are currently in progress and those that have been successfully completed in the past five years. Include at least three relevant projects, with at least one project being a minimum of five years old, the bidder shall provide **well-certified proof** **documents** (POs, Handing over letters, invoices ...).  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Services | Client | Location | Year | Value | Proof document name | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| Detailed technical description |
| * + - The bidder must comply with the minimum technical requirements by attaching certified/stamped copies of the Statement of Works, BoQs, Terms of Reference, and layouts, mentioning the names of the files as listed.  |  |  |  | | --- | --- | --- | | Required document | Yes / No | Proof document name | | Certified copy of Statement of Works | Yes ○ No ○ |  | | Certified copy of Bill of Quantity (BoQs) | Yes ○ No ○ |  | | Certified copy of Terms of Reference (ToR) | Yes ○ No ○ |  | | Certified copy of layouts | Yes ○ No ○ |  | |
| * + - Please emphasize that all materials and quantities listed in the Bill of Quantities (BoQ) and all related annexes will be provided and installed in accordance with the specified requirements and standards.   Yes ○ No ○ |
| Other technical requirements |
| * + - Provide the implementation period, timeline and work stages, please mention the file name. |
| * + - Please state here the health and safety measures that will guide the implementation – Please attach a proper Health-Safety-Environment (HSE) plan separately, please mention the file name. |
| * + - Please state the period after the completion of the work for which your company accepts liability for defects due to bad performance or faulty material provided (Warranty period/Good performance guarantee) |
| Proposed project personnel |
| * + - Provide the qualifications profile here (and attach graduation certificates & CVs) of the key personnel and technical staff, (min. experience in similar projects not less than seven years for the **project manager**). please mention the files’ names.  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Personnel name | Degree/Certificate | Major/Specialization | Year of Graduation | CV document name | Graduation certificate Ref name | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| MINIMUM TECHNICAL CRITERIA (Mandatory Criteria) (Pass/Fail) |
| * + - Non-compliance with any aspect of the minimum technical criteria requirements listed below will result in the rejection of the bidder's offer and disqualification.  |  |  | | --- | --- | | CRITERIA DESCRIPTION | Sub Criteria | | Total years of experience of the Company/Vendor | The company has at least 5 years of proven similar/relevant experience in construction/rehabilitation projects, the bidder must provide all well-certified proof documents (POs, Handing over letters, invoices ...). **Pass/Fail** | | Business Registration Certificate | A valid Contractor/engineer classification certificate is submitted (the bidder should be authorized and registered to undertake the building/housing works) - **(Year established: Three (3) years of operation is a minimum). Pass/Fail** | | Commercial bank account | Valid commercial bank account matching the bidder’s name in the offer and commercial registration. **Pass/Fail** | | Qualifications of technical staff | Qualifications of the project manager deployed for the work must be at least 7 years of experience in the construction/rehabilitation work.CV and a graduation certificate are required. **Pass/Fail** | | Form Submission | The technical offer form must be filled out properly and submitted. **Pass/Fail** | | Technical Compliance | Confirmation on conformity of the offered specifications to UNHCR set of requirements as mentioned in Annex 1 and Annex 2. **Pass/Fail** | | Site visit | Participation in the site visit is mandatory. Offers from bidders who do not attend will not be accepted. **Pass/Fail** | | Available Liabilities | The minimum Liability period is met. The liability should be for at least six (6) months and retention as well for the whole project. **Pass/Fail** | | Implementation Timeline | The bidder must comply with the maximum implementation period. **Pass/Fail** | | General Condition of Contract for Civil Works | Submission of an endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Civil works. **Pass/Fail** | | UN Supplier Code of Conduct | Submission of an endorsed copy (signed and stamped) of the UN Supplier Code of Conduct. **Pass/Fail** | | Financial statements | Audited financial statements or proof of dully filled tax returns in the country of registration for the last 2 (two) fiscal years, dully certified by an accredited accountant or the relevant tax office as per the rules of the country of registration (regret letters will not be accepted). **Pass/Fail** | | Sanction list | Sanctions List: Your submission should contain your confirmation that your company is not on the sanction lists. Pass/Fail | |

By signing this document, which I am duly authorized to sign for, I confirm that I have read and understood the required technical specification, and this is also to confirm that our company is experienced and capable of providing the required goods and/or services specified in this Request for Quotation.

Submitted by:

Signature:

Position Title:

Date and Place Signed:

STAMP OF THE COMPANY