

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Annex B: Technical Proposal Form

**(7-a-side) Two Football Pitches Construction in Ashti IDP Camp, Sulaymaniyah.**

**IMPORTANT:**

No pricing information should be included in the Technical Offer. Failure to comply may risk disqualification. The Technical Offer should contain all information required.

*INSERT TITLE OF THE RFP*

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

The technical component of your proposal should be concisely presented and structured as indicated in the following order to include, but not necessarily be limited to, the following information:

**A) Company Profile/Organization Capability/Relevance of Specialized Knowledge and Experience in similar projects**

A description of your company with the following information/documents:

- Legal mandates/authorized business activities
- Year of incorporation
- Approximate annual budget
- History of litigation and arbitration that could adversely affect or impact delivery of goods and/or services, indicating status/result
- Financial Capacity – last 2 years of Audited Financial Statement (Income Statement and Balance Sheet) describing financial capacity (liquidity, stand-by credit lines, etc.) of bidder to engage into contract. Include any indication of credit rating, industry rating, etc. OR Bank Statement for last 12 months
- Track Record and Experiences for at least last five (5) years:

Project	Client	Contract Value	Period of Activity	Type of undertaken activity	Status or Date of Completion	Reference contact details

- Please describe your firm's capability for managing service requested indicating ongoing contracts, if any, that have direct relevance to this requirement;
- Statement(s) of Satisfactory Performance of similar contracts within last five (5) years including value and contact for primary client

- List of equipment for work (Truck, Pick-up, Crane, Excavator, Grader, Road roller and Loader, construction equipment and electrical Installation toolkits, etc.) clearly indicating what is owned or shall be leased.
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to execute the project

## B) Approach and Methodology

- Explanation of understanding of shared specifications, SOW and requirement;
- Description of approach, methodology and timeline of how requested services outlined in SOW, Architectural Drawings, Specifications and BOQs would be implemented;
- All brands/model numbers of major components defined, indicating clearly how they comply with technical specifications required by the RFP; describe how your organization will supply goods and any related services, keeping in mind the appropriateness to local conditions and project environment:

Items	Description of goods	Source/Manufacture	Origin (Country)	Qty.	Quality certificate

- As much detail as possible should be provided concerning materials to be used, method of fabrication, etc.
- Technical Quality Assurance Mechanisms: internal technical and quality assurance review mechanisms, all appropriate quality certificates, export licenses and other documents attesting to superiority of quality of goods and technologies to be supplied.
- Reporting and Monitoring - brief description of mechanisms proposed for reporting to UNHCR and partners, including a reporting schedule.
- Subcontracting: explain whether any work would be subcontracted, to whom, how much percentage of work, rationale for such, and roles of proposed sub-contractors. Special attention should be given to providing a clear picture of role of each entity and how everyone will function as a team. Please also refer to UNHCR general terms & condition on subcontracting.
- Risks / Mitigation Measures: describe potential risks for implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.
- Implementation Timelines: submit a Gantt chart or Project Schedule indicating detailed sequence of activities that will be undertaken and their corresponding timing.
- A declaration that your company has not been and is not subject to judgment for fraud, corruption or any other illegal activity.

## C) Management structure and key staff

- Management Structure: describe overall management approach toward planning and implementing contract. Include an organization chart for management of contract, if awarded.
- Staff Time Allocation: provide a spreadsheet showing activities of each personnel involved in implementation of contract. Where expertise of personnel is critical for success of contract, UNHCR will not allow substitution of personnel whose qualifications had been reviewed and accepted during bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to approval of UNHCR. No increase in costs will be considered as a result of any substitution).
- Qualifications of Key Personnel: provide CVs for key personnel (Civil Engineer and Technician) that will be provided to support implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to Contract. Please use format below:

Name:	
Role in Contract Implementation:	
Nationality:	
Contact Number:	
Counties of Relevant Experiences:	
Language Skills:	



Education and other Qualification: (Graduation year)	
Summary of Experience: Highlight experience in the region and on similar projects	
Relevant Experience (From most recent):	
<ul style="list-style-type: none"> <li>- Period: From – To</li> <li>- Name of activity/ Project/ funding organization, if applicable</li> <li>- Job Title and Activities undertaken/Description of actual role performed:</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>
References (minimum of 3):	Name Designation Organization Contact Information – Address; Phone; Email; etc.

**D) Bid Security:** Technical Proposal should be accompanied by the sum of USD 1,000 or equivalent in local currency @ USD 1 = IQD 1,170 in the form of a bank guarantee, bank issued “good for payment” cheque in favor of UNHCR. Uncertified/personal cheque will NOT be accepted. The bid security must be valid for at least 3 months from the closing date of the tender.

**E) Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**). If the company is already registered with UNHCR, please mention it in the Technical Offer and provide your UNHCR vendor ID.

**F) UNHCR General Conditions of Contract for Civil Works and UNHCR General Conditions of Contracts for the Provision of Mixed Goods and Services- July 2018:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract by signing **Annex E**. You can do so by signing it and including it in your technical offer.

**G) UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing **Annex F** and submitting as part of your technical offer.

**Supporting documents issued to bidder by other organizations should be on official letterhead duly endorsed and stamped by issuing authority. Failure may result in information not considered for evaluation.**

**Declaration:**

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any willful misstatement from me may lead to my disqualification, before or during my engagement.

\_\_\_\_\_  
Signature of the Nominated Team Leader/Member:

\_\_\_\_\_  
Date of Signed