

A) Please submit information on the below DATA SHEET in the sequence mentioned in ITB under article 2.4.1 and include it in your Technical Offer.

S. No.	Requirement	Provided Yes/No	Description / Details	Remarks
1	NTN/STRN/Form H, SECP # *			
2	PEC Registration/ Category / Validity *			
3	Bidder accepts to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process.			
4	Technical responsiveness / Full compliance to requirements stated in Annex-B (BOQs)* <i>Bidder to provide acceptance to offer Services as per the BOQs / Requirements stated in Annex-B. Also, refer to section 2.4.1(g) in the ITB document, and provide 1-3 pages narrative of your proposed approach/methodology to undertake the civil works under the offered lot(s), including a Work Plan / implementation plan (schedule) for each lot separately and for all activities using GANTT Chart.</i>			
5	Minimum 3 years of experience in similar civil works contracts (<i>including experience in Islamabad</i>)* <i>Bidder to submit proof of experience; Minimum no. of 3 similar contracts (each costing at least PKR 10-20 million) undertaken over past 3 years, including 1 project in Islamabad</i>			
6	Technical Staff, including PEC Registered Project manager (1), Assistant Civil Engineer (1) and Diploma Engineers (2) * <i>Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.</i>			
7	Financial Capacity - Audit Reports/ Bank Statements/ Annual Turnover *			

	Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover amount of at least USD 100,000 - USD 150,000 or equivalent in local currency.			
8	Delivery / Completion Time – Please mention the proposed number of days/months for completion of civil work jobs under the offered lot(s) Note: UNHCR’s expected completion time is 2-3 months for the civil work jobs under each lot, and expects bidders to have enough capacity to undertake works simultaneously (if applying for both lots).			
9	Bidders shall indicate whether applying for single lot or both lots ? Also mention the Lot number(s) in the description/details column.			
10	Bidder accepts UNHCR General Conditions of Contracts for the Provision of Civil Works, and have provided signed/stamped copy*			
11	Bidder accepts UN Supplier Code of Conduct, and have provided signed/stamped copy*			

*Please attach relevant/supporting documents for each of the above, e.g. PEC license, POs/Work orders for past/ongoing projects, Organogram and profiles/CVs, Audit report/bank statements, Work plan, etc.

IMPORTANT NOTE: Since Information provided in the above tables and related attachments will be used to evaluate technical bids and decide on qualification or otherwise, therefore, please provide complete and clear information duly substantiated by documentary proof. **Failure to provide the above mentioned documents with your technical bid at the time of submission may lead to disqualification. Please note that only relevant information mentioned in article 2.4.1 should be submitted as irrelevant information will not be considered. Since the evaluation Committee will be short on time for evaluating large number of bids therefore, provision of required information in orderly manner is highly desirable which will facilitate evaluation of bids. Please provide a “Table of Contents” duly cross referenced with relevant attachments.**