

A) Please submit information on the below DATA SHEET as mentioned in RFP under article 2.4.1 and include it in your Technical Offer;

S. No.	Requirement*	Provided Yes/No	Remarks / Details
1	Consultant/Company registration with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)		
2	Acceptance to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process.		
3	At least 3 years of practical experience in ICT, information management, systems development, computer engineering or relevant field		
4	Experience of at least two (02) similar and successfully completed "document digitization" projects (attach POs / Contracts copies)		
5	Annual turnover amount of at least PKR 10 Million (attach past 1 year audited financial statements / bank statements)		
6	List/details of proposed personnel to carry out the assignment, including Organogram and profiles/CVs of key staff to be assigned to the proposed project (attach Organogram and		
7	Description of proposed Methodology, Approach, and Implementation Plan		
8	Workplan in a Gantt chart format, clearly showing the activities/tasks involved, personnel responsible, and the timeframe		
9	Project Completion Time (Months)		
10	Acceptance of UNHCR General Conditions of Contract for the Provision of Services? Signed?		
11	Acceptance of UN Supplier Code of Conduct? Signed?		
12	Vendor Registration Form filled/completed? Signed?		

**Please attach relevant/supporting documents for each of the above, e.g. Company Registration, POs/Contracts for past/ongoing projects, Audit report/bank statement, Organogram/CVs, Work plan, etc.*

- B) Consultant's Technical Offer document must have at least the following preferred content and shall follow its respective format/sequencing to be submitted;

COVER PAGE

SECTION I: QUALIFICATION OF SERVICE PROVIDER

1.1 Brief Description of Consultant as an entity

1.2 Financial Capacity and/or Standing

1.3 Track Record and Experiences

SECTION II: APPROACH AND IMPLEMENTATION PLAN

2.1 Approach to the Service/Work

2.2 Deliverables

2.3 Technical Quality Assurance Review Mechanism

2.4 Implementation Timelines (i.e. Work plan)

2.5 Any other information related successful implementation

SECTION III: QUALIFICATIONS OF KEY PERSONNEL

3.1 Management Structure

3.2 Staff Time Allocation

3.3 Organogram and profiles/CVs of key staff to be assigned to the contract

ANNEXES

- *Consultant/Company Registration Certificates*
- *NTN / STRN Certificates*
- *Past 1 Year Audited Financial Statements / Bank Statements*
- *Other Certificates and Accreditations, including Quality Certificates*
- *POs / Contracts of past successfully completed "document digitization" projects*
- *Copy of signed UNHCR General Conditions of Contract for the Provision of Services*
- *Copy of signed UN Supplier Code of Conduct*
- *Copy of signed Vendor Registration Form*

IMPORTANT NOTE: Since Information provided in the above table 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.**

Name and Title/Position:

Signature and date:

Company stamp: