

**Annex B, Technical Offer Form**  
**PRODUCTION AND INSTALLATION OF**

BILLBOARDS WITH WARNING MESSAGES ON THE DANGERS OF MINES AND EXPLOSIVE ORDNANCES IN THE CONFLICT-AFFECTED AREAS

Bidding company address: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Signature Representative,  
 Company Stamp: \_\_\_\_\_

Note:

UNHCR reserves the right to accept specifications that differ from the provided parameters no more than +/- 5%

**I. Qualifications**

|         |   |            |                          |
|---------|---|------------|--------------------------|
| 1.1     | UNHCR aims to enter into an Agreement with supplier(s) or manufacturer(s) that can provide items and services as outlined in Annex A TOR and that holds:  |            |                          |
| 1.1.1   | Entry permits to the areas with restricted access in Karabakh and Eastern Zangezur regions.   | Submitted: | YES/NO                   |
| 1.1.2   | Manufacturer location:<br><i>please fill city, country:</i><br><u>Billboard</u>   |            |                          |
| 1.2     | 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) and provide the required supporting documents. |            |                          |
| 1.2.1   | Is your company registered with UNHCR?  |            | YES/NO                   |
| 1.2.1.1 | If YES, indicate UNHCR supplier id.:  |            |                          |
|         | If NOT, please submit and confirm here whether the requested document are submitted with the technical offer:   | Submitted: |                          |
| 1.2.1.2 | Copy of Company Registration Certificate  |            | YES/NO                   |
| 1.2.1.3 | Document demonstrating ownership of bank account declared   |            | YES/NO                   |
| 1.2.1.4 | Copy of Valid Tax ID  |            | YES/NO                   |
| 1.2.2   | Statement from the tax inspection certifying absence of debts to the state budget   |            | YES/NO                   |
| 1.2.3   | Please acknowledge here your acceptance of the UNHCR General Conditions of Contract for the Provision of Goods & Services (2018).   |            | WE ACCEPT/ DO NOT ACCEPT |

## 2. Experience

2.1 Please demonstrate your firm's experience in supplying the products as described in Annex A , in particular to other UN agencies and humanitarian organizations.

|       |   | Please fill:   |
|-------|---|--|
| 2.1.1 | The number of years of experience with those organizations (this experience should correspond to the place of manufacturing of the provided goods): |  |
| 2.1.2 | List of Clients to whom you have supplied in the last year:   | 1.[organization/ client name, country, no. of orders]<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10.<br>etc. |
| 2.1.3 | List of Purchase Orders received (indicating the number, type of product and destination) in the last year for similar items:                       | [please fill here or attach]   |
| 2.1.4 | Previous work experience in the designated areas<br>If yes, please specify which regions  | YES/NO   |

## 3. References

3.1 Please provide reference contact details for the product you make an offer for not longer ago than three (3) years, more lines may be added if needed. If the Bidder is not the Manufacturer (i.e. if bidder is a trader), please provide references at 3.2 on the manufacturing company/ companies used.

|       |  |              |  |
|-------|--|--------------|--|
| 3.1.1 | Reference 1:   | Please fill: |  |
|       | Client/ organization name:                                 |              |  |
|       | Address:   |              |  |
|       | Product(s):  |              |  |
|       | Period of contractual activity (start and end date):       |              |  |
|       | Contact name, title and contact details (tel. and e-mail): |              |  |
| 3.1.2 | Reference 2:   | Please fill: |  |
|       | Client/ organization name:                                 |              |  |
|       | Address:   |              |  |
|       | Product(s):  |              |  |
|       | Period of contractual activity (start and end date):       |              |  |
|       | Contact name, title and contact details (tel. and e-mail): |              |  |
| 3.1.3 | Reference 3:   | Please fill: |  |
|       | Client/ organization name:                                 |              |  |
|       | Address:   |              |  |
|       | Product(s):  |              |  |
|       | Period of contractual activity (start and end date):       |              |  |
|       | Contact name, title and contact details (tel. and e-mail): |              |  |

3.2 Please provide the client's reference contact details on the Manufacturer (applicable only in case bidder is a trader)

|  |  |  |              |
|--|--|--|--------------|
| 3.2.1  | Reference 1:   |  | Please fill: |
|  | Client/ organization name:                           |  |              |
|  | Address:   |  |              |
|  | Product(s):  |  |              |
|  | Period of contractual activity (start and end date): |  |              |
| Contact name, title and contact details (tel. and e-mail): |  |  |              |
| 3.2.2  | Reference 2:   |  | Please fill: |
|  | Client/ organization name:                           |  |              |
|  | Address:   |  |              |
|  | Product(s):  |  |              |
|  | Period of contractual activity (start and end date): |  |              |
| Contact name, title and contact details (tel. and e-mail): |  |  |              |
| 3.2.3  | Reference 3:   |  | Please fill: |
|  | Client/ organization name:                           |  |              |
|  | Address:   |  |              |
|  | Product(s):  |  |              |
|  | Period of contractual activity (start and end date): |  |              |
| Contact name, title and contact details (tel. and e-mail): |  |  |              |

**4. Technical Specifications**

4.1 Please confirm conformity, or any discrepancies if any, of offered product(s) compared to the requested technical product specification (see Annex A1):

| 4.1.1   | Detailed product specification <u>with photos</u> included in the technical offer? | YES/NO | Please list any discrepancy if any compared to the requested technical product specification (see Annex A): |
|---------|--|--------|---|
| 4.1.1.1 | Billboard  |        |   |

**5. Packing and transportation details**

5.1 The technical offer shall clearly indicate the packing and transport options.

|       |  |  |
|-------|--|--|
| 5.1.1 | Please describe packaging and transportation mode that will be used for delivery of items. |  |
|-------|--|--|

**6. Production capacity**

6.1 Bidders shall provide information of their production capacity to serve UNHCR needs. In case the Bidder is not the Manufacturer of the product such information shall be supported by written declaration, dated and signed by the Manufacturer(s).

|        |   | Per week (no. of units): | 200 no. of units: |
|--------|---|--------------------------|-------------------|
| 6.1.1  | Billboard   |                          |                   |
| 6.1.15 | On which dates are the above listed capacity not, or not fully, available for example due to a national holiday? (dd/mm/yy) |                          |                   |

**7. Delivery capacity**

7.1 The bidder shall state the mobilization time and production lead time.

|        |           |                            |   |
|--------|-----------|----------------------------|---|
| 7.1.1. | Billboard | Mobilization time (#days): | Qty available after 2 weeks production lead time: |
|        |           |                            |   |

**8. Shelf life and expected lifespan**

8.1 Clearly state the recommended shelf life/ usable lifespan per product, i.e. the recommended usage period.

|       |           |  |  |
|-------|-----------|--|--|
| 8.1.1 | Billboard | Minimum shelf life (months) and/or usable life span: | Warranty period (should be no less than the shelflife) from date of installation. Also please specify in detail the terms for renewal of failed parts throughout the year. |
|       |           |  |  |

**9. Laboratory and Quality Certificate, if available**

9.1 Has a Laboratory Certificate for each product offered been submitted with this Technical Offer?

YES/NO

9.2 Has a Quality Certificate for each product offered been submitted with this Technical Offer?

YES/NO

**10. Country of Origin**

|      |   |                      |
|------|---|----------------------|
|      |   | Please select/ fill: |
| 10.1 | Has the copy of Certificate of Origin of each product, indicating the factory name and address, been included in the technical offer? | YES/NO               |
| 10.2 | Country of registration Bidding company:  |                      |
| 10.3 | Physical address of the factory/ factories in which each product is manufactured:   |                      |
| 10.4 | Registered address of the factory/ factories in which each product is manufactured:   |                      |
| 10.5 | Has a copy of Registration Certificate of the Manufacturer(s), if different than the bidder, been included with the technical offer?  | YES/NO               |