

TECHNICAL OFFER FORM

RFQ/LBY/TR/20/067

FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF

OFFICE FURNITURE

Nr.	Item	Bidder's Offer	Your offer meets the specifications in Annex A? (Y / N)	Additional Comments (if any)
1	Meeting Table 1		Yes / No	
2	Meeting Table 2		Yes / No	
3	Meeting Table 3		Yes / No	
4	Office Chairs		Yes / No	
5	Office Cupboard 1		Yes / No	
6	Drawer set		Yes / No	
7	Office Desk 1		Yes / No	
8	Office Desk 2		Yes / No	

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Annex - B

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Nr.	Item	Bidder's Offer	Your offer meets the specifications in Annex A? (Y / N)	Additional Comments (if any)
9	Office Desk 3 (4 desks)		Yes / No	
10	Small table		Yes / No	
11	Office Cupboard 2		Yes / No	
12	Visitor Chair		Yes / No	

- In case if bidder wishes to submit multiple offers, a separate Technical Offer Form is requested to be submitted with clear identification of the option number, which must be highlighted on the corresponding Financial Offer Form too.

Company Name:

Company Signature:

Company Stamp:

Date:

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Annex – B1

Annex B1 : CHECKLIST FOR REQUIRED TECHNICAL DOCUMENTS

Nr.	Required Technical Documents	Yes / No
1	The bidder has submitted a valid registration certificate proving that the company was established on or before 10/12/2020	
2	The bidder has submitted a valid tax certificate	
3	The bidder has provided Technical Description of the offered items on (Annex B)	
4	The bidder has provided a data sheet and catalogue with photos in addition to detailed specification of the items and materials	
5	The bidder has provided a document that includes defects and liability period with terms of warranty.	
6	The bidder has provided a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished products.	
7	The bidder has indicated their weekly and monthly production capacity	

Nr.	Required Technical Documents	Yes / No
8	The bidder has submitted a signed and stamped copy of Vendor Registration Form (Annex D) including bank account accepting TND payment or existing UNHCR vendor ID	
9	The bidder acknowledges the UNHCR General Conditions of Contract (Annex E)	
10	The bidder acknowledges UN Supplier Code of Conduct (Annex F)	