# ANNEX C: TECHNICAL PROPOSAL FORMS

The following Forms and information there within are considered an integral part of this submission and must be provided for the Proposal to be considered. The information should be provided according to the sample format.

**Form 1: Technical Proposal Submission**

This PROPOSAL FORM must be completed, signed and returned to UNICEF. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

**INFORMATION**

Any request for information concerning this invitation, must be forwarded in writing by email or by fax, to the person who prepared this document, with specific reference to the RFP number.

**DECLARATION**

The undersigned, having read the Terms of Reference, the UNICEF Contract for Engineering Services, and **RFP# [LRFP-2024-9194020]** set out in the attached document, hereby offers to supply the services specified in Terms of Reference at the price or prices quoted in the Schedule of Prices, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in the **RFP# [LRFP-2024-9194020]**

**Name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Validity of Offer (not less than 90 days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Currency of Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form 2: Technical Proposal Letter**

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

To: Supply & Procurement Section - UNICEF Türkiye Country Office

Yıldız Kule İş Merkezi, Turan Güneş Blv. No: 106 Kat:7 Çankaya, Ankara, Türkiye

Dear Madam/Sir,

We, the undersigned, offer to provide Engineering Services in Türkiye and Northwest Syria under Long Term Arrangement (LTA)in accordance with your Request for Proposal **RFP# [LRFP-2024-9194020]** dated 1 November 2024 and our Technical Proposal dated [---------------] for the Annex D.

We are hereby submitting our Proposal, which includes this Technical Proposal(s) and a Price Proposal(s) to following email address: TCO-ServContracts@unicef.org

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from LTA negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Construction Company:

Address:

**Form 3: Potential Bidder’s General Information**

|  |  |  |
| --- | --- | --- |
| **Potential Bidder General Information** | | |
|  | | |
| **Description** | **Information** | **Remarks** |
| (to be filled by the Potential Bidder) |  |
| Registration number |  |  |
| Grade |  |  |
| Specialty |  |  |
| Expiry Date |  |  |
| **Legal Status** |  | Provide certified copies of Registration |
| Written power of attorney of  the signatory to the Bid | Provide original or certified copy of the power of  attorney attested by a Notary | |
| **VAT Registration Nr.** |  |  |
| **UNGM Registration Nr.** |  |  |

**Form 4: Potential Bidder’s Contact Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Title of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |
| Address of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |
| Telephone/Cell number of Contact Person |  |  |  |  |  |
|  |  |  |  |  |  |
| Email of Contact Person |  |  |  |  |  |
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**Form 5: List of Completed Similar Services Undertaken the Last 3 Years**

Please provide copies of signed Contracts and Certificates of final completion for each completed service.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Completed Services** | | | | | |
| **Employer name & contact details** | | **Description of Services** | **Start date** | **End date** | **Value** |
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**Form 6: List of Similar Services in Hand**

Please provide copies of signed Contracts for each service in hand.

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| --- | --- | --- | --- | --- | --- |
| **Completed Services** | | | | | |
| **Employer name & contact details** | | **Description of Services** | **Start date** | **Expected end date** | **Value** |
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### Form 7: List of Proposed Key Personnel

Qualifications and experience of key management and technical personnel proposed for the required services. Signed CVs (Max. two (2) pages) and education degree certificate of all proposed key staff must accompany the submission, and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNICEF. (Key Personnel of all sub-Contractors must also be listed along with the name of the sub-Contracting Companies). A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer.

|  |  |  |
| --- | --- | --- |
| **Management Key Staff** | | |
| 1. **Key Professionals for Design Stage** | | |
| **Name** | **Position** | **Task** |
|  |  |  |
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|  |  |  |
| 1. **Key Professionals for Site Supervision Stage** | | |
| **Name** | **Position** | **Task** |
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| 1. **Support Staff** | | |
| **Name** | **Position** | **Task** |
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### Form 8: CV of the Proposed Team

CV for each category of the services bidding for.

|  |  |
| --- | --- |
| **Position Title and No.** | [e.g.,TEAM LEADER] |
| **Name of Expert:** | [Insert full name] |
| **Date of Birth:** | [day/month/year] |
| **Country of Citizenship/Residence** |  |

**Education:** List in reverse order starting with highest degree obtained up to Graduate Degree, the university/ institution or other specialized education, giving the following details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Degree/Diploma/Certificate obtained** | **Name of University/ Institution** | **Duration (mm-yyyy)** | |
| **From** | **To** |
|  |  |  |  |  |
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**Employment record relevant to the services:** Starting with present position, list in reverse order. Please

provide dates, name of employing organization, titles of positions held, types of activities performed and

location of the service, and contact information of previous clients and employing organization(s) who

can be contacted for references. Past employment that is not relevant to the service does not need to be included.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.** | **Contact information for references** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, staff/advisor/consultant to… | Tel………/e-mail……; Mr. xxxxx,  [deputy director] |  |
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**Membership in Professional Associations:**

**1.**

**2.**

**List of papers published in your name in peer reviewed/national/international journals:**

**1.**

**2.**

**Proficiency in Language Skills (indicate only languages in which you can work i.e. read, write, speak):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Languages** | **Read** | | **Write** | | **Speak** | | **Understand** | |
|  | **Not** |  | **Not** |  | **Not** |  | **Not** |
| **Easily** | **Easily** | **Easily** | **Easily** | **Easily** | **Easily** | **Easily** | **Easily** |
| **English** |  |  |  |  |  |  |  |  |
| **Bengali** |  |  |  |  |  |  |  |  |
| **Others (specify)** |  |  |  |  |  |  |  |  |
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**Expert’s contact information:** (e-mail …………………., phone……………)

### Form 9: List of Office Equipment, Engineering Instruments and Design Software

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| --- | --- | --- | --- |
| **Office Equipment, Engineering Instruments and Design Software** | | | |
| 1. **Office Equipment** | | | |
| **Description** | **Quantity** | **Brand, Model, Specifications** | |
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| 1. **Engineering Instruments** | | | |
| **Description** | **Quantity** | **Brand, Model, Specifications** | **Owned/Rented** |
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| 1. **Design Software** | | | |
| **Name** | **Version** | **Utilization** | |
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**Form 10: Potential Bidder’s Financial Information/ Adequacy of Working Capital**

IMPORTANT: Please provide attached copies of Audited Financial Reports for the last three (3) years.

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| --- | --- | --- | --- |
| **Adequacy of Working Capital** | | | |
| **Source of credit line** | | **Amount** | **Remarks** |
|  |  |  | *Provide documentary evidence* |
|  |  |  |
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| **Total:** | |  |  |

**Form 11: Summary of Service Values Undertaken the Last 3 Years**

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| --- | --- | --- | --- | --- |
| **Service Values for the Last 3 Years** | | | | |
| **Employer name & contact details** | | **Description of Services** | **Duration** | **Value** |
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| **Total:** | | | |  |

**Form 12: List of Current Litigations**

Please provide information on any current litigation in which the Firm(s) is involved, *if there is.*

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| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
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