

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 for Quality Assurance and Site Supervision, i.e. professional construction supervision according to Construction Law (Official Gazette, No. 153/13, 20/17, 39/19 and 125/19) provided by Supervising Engineers of four prefabricated houses in selected municipalities in Medjimurje County in Croatia, and **LRPS-2022- 9172979** 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 **LRPS-2022-9172979**.

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:

IBAN:

OIB:

Form 2: Technical Proposal Letter

Date: _____

To: Operations Section
UNICEF Office for Croatia, Radnička cesta 41, Zagreb 10000, Croatia

Dear Madam/Sir,

We, the undersigned, offer to provide Engineering Services for Quality Assurance and Site Supervision, i.e. professional construction supervision according to Construction Law (Official Gazette, No. 153/13, 20/17, 39/19 and 125/19) provided by Supervising Engineers of four prefabricated houses in selected municipalities in Medjimurje County in Croatia in accordance with your Request for Proposal **LRPS-2022-9172979** dated 02 February 2022 and our Proposal dated [-----]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Price Proposal sealed under separate envelopes.

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 Contract 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 (to be filled by the Potential Bidder)	Remarks
Registration number		
Grade		
Specialty		
Expiry Date		
Legal Status		Provide certified copies of Registration
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

Form 5: List of Completed Similar Services Undertaken the Last 3 Years

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

[illegible]

Form 6: List of Similar Services in Hand

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

[illegible]

Form 7: Proposed Methodology

- Proposed methodology for implementing site supervision and quality assurance;

Form 8: Proposed Planning

- Proposed plan of site supervision and quality assurance;

Form 9: 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 as well as enrolment into the relevant chamber (Croatian Chamber of Architects, Chamber of Civil Engineering etc.) 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).

If the bidder relies on experts of other entities, he must prove to UNICEF that he will have at his disposal the necessary resources for the performance of the contract, that is, he should submit a declaration of making available resources or a business-technical cooperation contract.

Management Key Staff		
Key Professionals		
Position	Name	Company
Main Supervising Engineer		
Supervising engineer for construction		
Supervising engineer for mechanical engineering		
Supervising engineer for electrical works		
Occupational Safety and Health Coordinator II		

Form 10: CV of the Proposed Team

CV for each category of the services bidding for, containing information as follows:

Position Title and No.	[e.g., PROJECT MANAGER]
Name of Expert:	[Insert full name]
Date of Birth:	[day/month/year]
Country of Citizenship/Residence	

Education: List in reverse order starting with the 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

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]	

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	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
English								

Bengali								
Others (specify)								

Expert's contact information: (e-mail, phone.....)

- **List of essential support staff (if applicable):**

Form 11: List of Office Equipment, Engineering Instruments and Other Relevant Equipment

[illegible]

Form 12: Potential Bidder's Financial Information/ Adequacy of Working Capital
(BON2 or SOL2 will be accepted)

IMPORTANT: Please provide attached copies of Audited Financial Reports for the last three (3) years and BON2/SOL2 or equivalent document.

Form 13: Summary of Service Values Undertaken the Last 3 Years

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

Form 14: List of Current Litigations

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

Other Party(ies)	Cause of Dispute	Amount Involved