

ANNEX B

TECHNICAL OFFER FORM

RFQ/COK/002/2024

ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE PROVISION OF CUSTOMS CLEARANCE SERVICES FOR UNHCR OPERATION IN AFGHANISTAN

Supplier Name:						
Contact name:						
Contact phone number:						
Contact email address:						
Item	Criteria	Description	Detailed criterion	Pass/Fail	Documentation attached to your submission (Yes / No) and Additional comments from supplier	
1	Mandatory Criteria	a) Submission of a valid license authorizing carrying the duties of customs clearance services in Afghanistan.		Pass/Fail		
		b) Submission of a copy of the original identification document (ID), both sides, of the company principle/s (example: CEO, Owner, President, etc) mentioned above. ID/s in any language other than English must be accompanied by its translation in English.		Pass/Fail		
		c) Acceptance of UNHCR General Contract of Conditions for the provision of services (Annex D) (In writing or by putting an initial and stamp on related document is considered acceptance).		Pass/Fail		
		d) Acceptance of UN Supplier Code of Conduct (Annex E) (In writing or by putting an initial and stamp on related document is considered acceptance).		Pass/Fail		
		e) Submission of duly filled, signed and stamped UNHCR Vendor Registration Form (in case not already registered). If already a UNHCR registered supplier, please indicate your UNHCR vendor registration number on the Vendor Registration Form.		Pass/Fail		
Item	Criteria	Description	Score (%)	Score (%)		
2	Experience, Capacity & Coverage	Provide detailed description of the company experience, capacity and coverage supported by evidence in carrying the custom clearance services.	80%	Experience (Evidence that custom clearance services is the major work of the agent/company) copy of previous registration/license documents: a) Above 8 years = 12 points b) 6 – 8 years = 9 points c) 3 – 5 years = 6 points d) 0 – 2 years = 3 points	30%	
				Capacity (Evidence of managing contract with comparable UN sister agencies, International Organizations (INGOs) or similar entities) copy of current or previous contracts: a) 5 points per contract (max points 30)	30%	
				Coverage (Please explain the customs coverage your company can carry with regard to All International Airports as well as all customs receiving ports in Afghanistan).	20%	
2	Understanding of the requirements for services, proposed approach, solutions, methodology and outputs	Provide a detailed proposal showing how the company shall fulfill the requirements as set out in the TOR; experience in the provision of these services; compliance with the TOR	10%	Give detailed information about the proposal for the services; description of your organization's capacity to provide the services meeting the ToR	10%	
3	Organization Structure & Proposed Account Manager	Provide company/agency organization chart and Curriculum Vitae of account manager	10%	Company organigram	5%	
				Curriculum Vitae of Account Manager	5%	
Total percentage =			100%			

Date:

Signature:

Name and position:

Official Stamp: