

ANNEX C: TECHNICAL PROPOSAL FORMS

The following Annexes 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 Construction Works, the UNICEF General Terms and Conditions, and **RFP# [LRPS-2026-.....]** 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# [LRPS-2026-.....]**

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: UNICEF Pacific Supply Team

Dear Madam/Sir,

We, the undersigned, submit the technical offer to the **Construction of two WASH facilities at Numbu CHS, as well as the retrofitting of the male and female dormitories** as specified in Terms of Reference in accordance with your Request for Proposal (LRPS-2026-_____ dated [e.g., **5 February 2026**] and our Proposal dated [-----].

We are hereby submitting our Proposal, which includes this Technical 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 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
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.		

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: Staff Qualification and Experience

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs (Max. two (2) pages) 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.

Construction Management Staff		
A. Key Professionals		
Name	Position	Task
B. Support Staff		
Name	Position	Task

Form 6: List of Machine and Equipment

No	List of machine and Equipment	Quantity	Remark (rent, own, year of production, condition)
1			
2			
3			
4			
5			
7			
8			

Form 7: Potential Bidder's Financial Information/ Adequacy of Working Capital

Adequacy of Working Capital		
Source of credit line	Amount	Remarks
		<i>Provide documentary evidence</i>
Total		

Form 8: Works in hand & their Financial Value

Works in Hand				
Employer name & contact details	Description of Works/Services	Start date	End date	Amount
Total:				

Form 9: Litigations

Information on any current litigation in which the Firm(s) is involved.

Other Party(ies)	Cause of Dispute	Amount Involved

Form 10: Proposed Project Implementation Plan

The proposed Project Implementation Plan of Works and schedule of activities must be submitted with this Technical Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated to sites- and district-level periodic progress review meetings and preparation of agreed progress reports.

The Potential Bidder may be asked to provide clarification or present the Proposed Plan to UNICEF as part of the Proposal evaluation process. The Selected Contractor will submit the final Project Implementation Plan for UNICEF's approval within **fourteen (14)** calendar days of the Effective Date of the signed Contract (see 4.3). The Project Implementation Plan submitted by the Selected Contractor and accepted by UNICEF will be part of the agreement signed with the Selected Contractor. Penalties for delays will be strictly enforced as per the General Terms and Conditions.

The Proposed Implementation plan shall include:

- implementation methods,
- quality control strategy,
- schedule for all activities in a bar chart format, personnel plan in line with scheduled Deliverables and payment,
- analysis of anticipated Project risks, and their approach to mitigate and control such risks,
- proposed approach to mitigate negative social and environmental impact on local community by the Project in line with [UNICEF Policy on Environmental and Social Standards in Programming](#), including measures to uphold labor rights, ensure occupational health and safety, promote resource efficiency, protect biodiversity, and enhance climate resilience and disaster risk reduction.