**Appendix A - TECHNICAL PROPOSAL FORM**

**REQUEST FOR PROPOSAL (RFP) n. UNSSC/2025/08**

**Provision of services for web design and development**

TO: UNSSC

 Procurement Team

 Viale Maestri del Lavoro 10,

10127 Turin, Italy

Dear Sir/Madam,

Having examined the Solicitation Document, the receipt of which we hereby duly acknowledged, we the undersigned offer to provide Services in accordance with your Request for Proposal RFP/UNSSC/2025/08 for the provision of services for web design and development.

Our Proposal (Technical here below and Financial Proposals in Appendix B) shall remain valid for \_\_\_\_ days from the Proposal submission date.

We confirm that we have read and fully understood the terms and conditions of this RFP and its Annexes and Appendixes and we certify that we are ready, willing and able to perform the requisite services listed herein. We confirm acceptance of UN General Conditions of Contract (UNGCC). and, by signing the present Appendix, we hereby declare that we are not engaged in consultancy or preparatory services for the same client.

We are hereby submitting our Proposal in **a separate email and folders i.e. Email for the submission of Technical Proposal and Email for the submission of Financial Proposal to email address:** **tenders@unssc.org**.

We understand that UNSSC reserves the right to reject Proposals found not fully compliant with the Terms of Reference and/or incomplete.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

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Telephone Number/Email:

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| TECHNICAL PROPOSAL |

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| A)Please provide a comprehensive company profile clearly identifying the experiences that demonstrate expertise in the subject matter, including:* Company's name with business address;
* Year of establishment;
* Name of principal to contact, with title, telephone numbers and e-mail;
* Present offices and number of personnel at each;
* Company’s size, longevity (number of years in business and number of years providing relevant services);
* Total number of employees and number of employees anticipated to be assigned to this contract;
* Specialization and expertise and any other pertinent information in such a manner that the proposal evaluator may reasonably formulate an opinion about the stability and financial strength of the organization;
* Corporate details of the subcontractor or partner/s company (if applicable);
* Joint Venture Agreement or Registration (if registered), (if applicable)

The vendor must also specify the scope and tasks to be undertaken by each of the parties, i.e., the Contractor itself and its subcontractors and/or partners, with regard to the terms and conditions of this Request for Proposals |

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| B)Please provide descriptions of the most relevant project or assignments (up to 10 projects or assignments) that you have been involved within the past 3 years |

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| C)Please provide a proposed implementation plan. Please note that all the tasks under the ToR should be completed by 12 December 2025.  |

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| D)Brief description of Team Leader/Manager, including education, experience, implemented projects and knowledge of languages. CV should be provided. |

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| E)Brief description of each IT expert/specialist involved by the Bidder, including the particular expert’s role/area of responsibility. Education, experience and implemented projects should be clearly stated. CV’s should be provided. |