**Annex 1 to Proposal Submission Form:**  **ITB-2013-31**

**Request for ITB:** Provision of Professional Office Removal Services for UNAIDS Headquarters, Geneva, Switzerland.

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| **Topic number** | **Topic Description** | **Criteria** | **Meets the Criteria (Yes/No)** | **Supporting documents/**  **Information** |
| 1 | Company profile | Does your company have 10 years’ experience as a professional removal company in Geneva or the neighbouring region?  How long have you had a professional presence in Geneva? |  | Please provide a short presentation of your company. |
| 2 | Extensive expertise in office removals | Does your company have experience working for international organizations or large corporate entities? |  | Please provide at least details of three relevant clients who would be prepared to give a reference to UNAIDS concerning their experience with your company. |
| 3 | Financial situation | Does your company have currently litigation or dispute with clients?  Does your company have any pending litigation or dispute with regulatory bodies and authorities? |  | Please provide the financial statement for the last 3 years. |
| 4 | Technical approach | Does your company have:  Capacity to acknowledge requests within 24 hours (Monday – Friday)?  Capacity to implement removal projects with one week’s notice?  Capacity to supply packing materials with one week’s notice?  Capacity to supply a vehicle capable of loading and unloading at the UNAIDS delivery bay with one week’s notice (4 wheels – 16 tons)?  Does the vehicle have a hydraulic tailboard capacity to reach UNAIDS delivery bay? |  | Please confirm and provide technical approach, methodology that will be deployed to the project. |
| 5 | Staffing | Can your company provide a dedicated Focal Point contactable through telephone and email?  Can your company provide professional removal team of 2 to 8 men at one week’s notice?  Are all your company staff who would work with UNAIDS fluent in French (oral and written)?  What are the QA/QC systems in place? |  |  |
| 6 | Certifications Attained. | Is your company ISO certified?  Or  Is your company FAIM/FIDI accredited? |  | Please confirm and provide certifications. |
| 7 | Legal Obligations | Are all your staff contracted to provide services to UNAIDS in conformity with the General and Contractual Conditions paragraph 5.31? |  |  |