|  |
| --- |
| **Please read the TOR and the RFP Cover Letter carefully and fill in your response below.****Please note that the given space under each section should not limit your response, please type more if required** |
|  **COMPANY NAME:** |  |
| **Documentation required to fulfil the Technical Mandatory Criteria (pass or fail):** |
| **1. Valid permits for all customhouses, free zones, and bonded areas provided (Pass/Fail)** |

|  |  |  |
| --- | --- | --- |
| **Document** | **Submitted** | **Indicate file name, or explain if not submitted** |
| Copies of valid permits to work and conduct day-to-day transactions and operations across all Jordanian customhouses, free zones, and bonded areas | [ ]  |  |

 |
| **2. Valid permits for inhouse customs clearance activities (Pass/Fail)** |

|  |  |  |
| --- | --- | --- |
| **Document** | **Submitted** | **Indicate file name, or explain if not submitted** |
| Copies of valid permits to conduct (company-inhouse) customs clearance activities | [ ]  |  |

 |
| **Administrative documentation required to be eligible registration / contracting (mandatory):** |
| **Valid Registration in Jordan** |

|  |  |  |
| --- | --- | --- |
| **Document** | **Submitted /Confirmed**  | **Indicate file name, or explain if not submitted** |
| Copy of valid registration certificate from Jordanian Chamber of Commerce and Ministry of Industry and Trade | [ ]   |  |

 |
| **New Vendor Registration Form and Acknowledgements** |

|  |  |  |
| --- | --- | --- |
| **Document** | **Submitted /Confirmed**  | **Signed Annex D attached to this form, or explain if not submitted** |
| The new vendor registration for (Annex D) has been filled, signed and stamped. With the signed form UNHCR General Conditions of Contract (Annex E) and UN Supplier Code of Conduct (Annex F) are acknowledged | [ ]   |  |

 |
| **Content and documentation to facilitate weighted technical evaluation:** |
| **1.1. Years of relevant working experience in the field of customs clearance and transportation**

|  |  |  |
| --- | --- | --- |
| **Document** | **Submitted** | **Please confirm the year of foundation and number of years in this business sector.** |
| Copies of valid registration for custom clearance | [ ]  |  |
| Copies of valid registration for transport services | [ ]  |  |

**1.2** **Number of previous and current projects within the last 10 years in the field of customs clearance and transportation (minimum 2 relevant for each custom clearance and transport services)*** Please provide the list of projects/contracts in the relevant business sector completed or ongoing in the past 10 years. Each item on the list should be supported by proof such as copies/excerpts of contracts / POs / recommendation letters to be attached separately.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Description**  | **Client**  | **Relevant business sector (custom clearance/ transportation)**  | **Indicate file name of attached supporting documents (contracts or POs or recommendation letters)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Add or remove rows as required* |  |  |  |

**2. 1 Fleet availability, capacity, licenses of owned equipment*** Please provide a list of your available fleet owned or subcontracted/outsourced. Please indicate the truck type and attach copy of the valid vehicle license.

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate truck type**  | **Number of trucks owned of that type** | **Number of trucks of that type available via subcontracting** | **Indicate file name of attached supporting documents (valid vehicle licences)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. 1 Proficiency of proposed procedures*** Please provide detailed descriptions of your operating procedures for each the proposed services.(If information is not included in this form, please indicate the relevant file name here to facilitate ease of reference)

a. Custom clearance servicesb. Transport services**3. 2 Response times and Reporting methodology*** Please provide detailed descriptions of the main response times for both services that your company is committing to and describe your reporting approach. *(If information is not included in this form, please indicate the relevant file name here to facilitate ease of reference*)
 |
| **2. Key professional staff qualifications and competence*** Please provide a list of staff performing various activities under the potential contract and relevant experience of staff (minimum 3 full time). The list should be supported by CV attached separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Profiles** | **Indicate Contract type (full time, part time, subcontracted)** | **Indicate number of years of relevant experience** | **CV Submitted** | **Indicate file name** |
|  |  |  | [ ]   |  |
|  |  |  | [ ]   |  |
|  |  |  | [ ]   |  |
|  |  |  | [ ]   |  |
|  |  |  | [ ]   |  |
|  |  |  | [ ]   |  |
|  |  |  | [ ]   |  |

* Please comment on your company’s commitment to corporate social responsibility (contract conditions, benefits, medical coverage, leave plans)
 |