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| **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 pre-selection criteria (pass or fail):** | |
| **1. Pre-selection criteria (pass or fail): your company must have a local office in the Philippines and your company must be authorized to work/do business in the Philippines.**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | Company registration certificate |  |  |   *In case your company is a PO supplier, i.e., has valid vendor profile in UNHCR ERP system, there is no need to send the above document unless important company information needs to get updated. Compliance with the rest of the pre-selection criteria remain unchanged.*  **Locally based** (please state the location of the proposed account management team): |
| **2. Pre-selection criteria (pass or fail): personal data protection policy**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | Personal data protection certificate and/or policy is to be uploaded this document along with this response form (via eTenderBox) |  |  | |
| **3. Pre-selection criteria (pass or fail): acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR General Conditions of Contract for the Provision of Services (Annex D). |  |  | |
| **4. Pre-selection criteria (pass or fail):**   **acknowledgement of the UNHCR Special Data Protection Conditions**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR Special Data Protection Conditions (Annex E). |  |  | |
| **5. Pre-selection criteria (pass or fail):**   **acknowledgement of UN Supplier Code of Conduct**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UN Supplier Code of Conduct for the provision of services (Annex F). |  |  | |
| **6. Provision of all government mandated benefits and contributions; please submit your health insurance benefit/package you offer.** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **If not, please explain** | | Submitted Health insurance benefit/package offer |  |  | |
| **Reporting samples to be provided:** | |
| **1.**  **Sample reports to be provided** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | One (1) sample report on outcomes from recruitment sources and responses rates |  |  | | One (1) monthly salary report upon payroll completion |  |  | | One (1) sample of staff retention report |  |  | | One (1) sample of Health Insurance report |  |  | |
| **Content and documentation to facilitate weighted technical evaluation:** | |
| **Service provision experience (project based)**   * Service provision experience in administrative services. List the number of projects with short description successfully completed and currently under-way.  |  |  |  | | --- | --- | --- | | Project Description | Client | Duration | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  |   **Service provision experience (client based)**   * Service provision experience in administrative services.   Please list the current and previous clients. Please provide three references (reference letter, email address, contact person, phone number) from your current/previous clients to be contacted. Reference and background checks are part of the due diligence during the selection process and in case of negative feedback may lead to disqualification.   |  |  |  | | --- | --- | --- | | Client name | Contact for reference | Duration | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  |   **Compliance with the services required under administrative services (Annex A ToR 2.1)**   * Comprehensive section presented hereunder including all services listed under point 2.1. as staff administration, outlining your company`s experience and strategy to fulfil requirements; please outline ability/capacity to provide timely hiring services. Please include your company policy, Code of Conduct and the terms of conditions related the requested services.   **Compliance with the services required under health insurance management (Annex A ToR 2.2)**   * Comprehensive section presented hereunder including all services listed under point 2.2.; outlining your company`s experience and strategy to fulfil requirements. | |
| **Personnel qualifications**   * Please provide a short **CV (max half page) of the key personnel assigned** to UNHCR account; and a **description of each team member’s role within your firm proposed** to carry out the services. The scores will be allocated for the average number of years` of experience individual contractors experience, dedicated to UNHCR account. Please note that without the CVs, 0 points will be given. | |