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| **REQUEST FOR PROPOSAL FOR THE PROVISION OF DIRECT MAILING CAMPAIGN SERVICES FOR UNHCR PRIVATE SECTOR PARTNERSHIPS IN FRANCE** | |
| **COMPANY NAME:** |  |
| **You can fill in Annex H Technical proposal check list to make sure you submit all requested documents and information in your proposal. Please note that Annex H is NOT your technical offer, it is only a checklist. Please prepare a detailed technical proposal.** | |
| **1.**  **Eligibility to do business in France** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Comments (if any)** | | Copy of Certificate of Business Registration/ Certificate of Incorporation is added to the technical proposal\* |  |  | | Vendor registration form (Annex C) to be filled out and added to the technical proposal\* |  |  |   *\* In case your company has been already registered as vendor in UNHCR ERP, i.e., received purchase order; the above documents are not needed unless there is any change to be implemented in the vendor profile. Please mark corresponding information on this form.* |
| **2.**  **Compliance with UNHCR general terms and conditions** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and acknowledged the UNHCR general terms and conditions (Annex D) in its entirety. Last page of Annex D has the company name, representant name, date, and signature. Annex D is added to the technical proposal. |  |  | |
| **3.**  **Compliance with UNHCR Special Data Protection Conditions** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and acknowledged UNHCR Special Data Protection Conditions (Annex E) in its entirety. Last page of Annex D has the company name, representant name, date, and signature. Annex E is added to the technical proposal. |  |  | |
| **4.**  **Compliance with UNHCR Special Data Protection Conditions** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comments (if any)** | | Acknowledge the Supplementary Agreement on protection of personal data, including UNHCR special data protection conditions, in its entirety, please:   * add your company name * representant name * date * signature   to all pages of Annex E and send along with your proposal.  This agreement will be tailored made and signed with the selected company, as part of the frame agreement. |  |  | |
| **The following documents are needed for the technical evaluation (scoring).** | |
| **5.**  **Company qualification** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comments (if any)** | | List of for-profit clients from the past 5-4 years added to the technical proposal. |  |  | | List of non-for-profit clients from the past 5-4 years added to the technical proposal. |  |  | | Three references (reference letter, email address, contact person, phone number) from current/previous clients to be contacted in case of selection for new companies, as part of the background check/due diligence, added to the technical proposal. |  |  | | Demonstrated commitment or efforts to integrate and implement sustainable practices in the company's current operations is outlined on the technical proposal. |  |  | |
| **6.**  **Proposed services and samples** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comments (if any)** | | A three-year action plan to achieve the objectives as per Annex A 1.3 is prepared with all requirements added. |  |  | | At least three (3) samples of successful creative pieces (printed materials) of End of year/Detax direct mailings your company has achieved, preferably for clients with similar fields of activity (humanitarian aid/emergency relief/international solidarity) are added to the technical proposal. |  |  | | One (1) creative design of an acquisition mailing for UNHCR is added to the technical proposal. |  |  | | One (1) list on rentals, including a data brief and a sample targeting recommendation with justification of your segments and lists choices. This recommendation should include an estimation of results per list rental (not in terms of costs -which will be developed in the financial offer-, but in terms of response rates and average gifts) is added to the technical proposal. |  |  | |
| **7.**  **Account management** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comments (if any)** | | A short CV (max half A4 page) outlining the relevant experiences of the staff assigned to customer service & creative production and to printed production is added to the technical proposal. |  |  | |
| **Documentation required to be eligible registration / contracting. In case your company has been already registered as vendor in UNHCR ERP, i.e., received purchase order; the below documents are not needed unless there is any change to be implemented in the vendor profile.** | |
| **1.**  **VAT Number Certification/Registration** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comment (if any)** | | VAT Number Certification/Registration (Legal Document, PDF format) has been submitted. |  |  | |
| **3.**  **Bank Account Statement** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comment (if any)** | | Bank Account Statement submitted, showing clearly: Bank Account Number and Name, Date, Swift code, IBAN code, and issued recently in the last two (02) months (PDF format). No need to disclose statements figures/balances, you can blind them. Letters issued by the supplier with the bank account details are NOT acceptable.  Bank Account Name shall match the legal entity name.  Electronic Bank Account Statements issued by the bank’s website are acceptable.  Letters issued from the Bank are NOT acceptable. |  |  | |