RFP reference no: **PSP/IT/2024/013 RFQ per PRINTING AND FULFILMENT SERVICES FOR DONOR CARE MATERIALS**

Name of the company: [to be inserted by the company]

Date: [to be inserted by company]

Bidders are required to answer YES/NO to the following questions and provide comments, if any, for additional details/clarifications.

|  |  |  |
| --- | --- | --- |
| **Have you taken note of :** | **Yes/No** | **If NO provide comment** |
| The email address where to send any questions or requests for clarifications ([celi@unhcr.org](mailto:celi@unhcr.org) )? | YES  NO |  |
| The submission modality (<http://etenderbox.unhcr.org>) | YES  NO |  |
| The submission deadline (Friday 31 January 2025)? | YES  NO |  |
| The quotation to be without VAT and quoted in EUR | YES  NO |  |
|  |  |  |
| **Have you submitted the following documentation:** | **Yes/No** | **If NO provide comment** |
| A company description/presentation on services provided and relevant experience in Direct Mailing activity within the no profit sector | YES  NO |  |
| The company registration certificate (Visura camerale or chamber of Commerce certificate) | YES  NO |  |
| List of main clients with contact details of a minimum of 2 references from the no-profit sector for which similar services have been provided | YES  NO |  |
| The Company FSC paper certificates/authorization (please indicate the number and validity) | YES  NO |  |
| UNHCR Vendor form (if not a registered supplier) | YES  NO |  |
| UNHCR General Terms and Conditions (Annex F) signed for acknowledgment | YES  NO |  |
| Annex B Quotation form duly filled in | YES  NO |  |
|  |  |  |
| **Do you confirm the following:** | **Yes/No** | **If NO provide comment** |
| Have at least 5 years of relevant experience in DM activities with the no-profit sector | YES  NO |  |
| You are able to print the packs as per technical features listed in section 3.1 of the RFQ cover letter. | YES  NO |  |
| The Company is able to guarantee the fulfilment and the delivery to the postal office (CMP) of the packs based on the indicated frequencies (weekly, twice a month and monthly). | YES  NO |  |
| You are able to guarantee the fulfilment based on the process description reported in section 3.2 and 3.3 “FOCUS ON FULFILMENT” of the RFQ | YES  NO |  |
| You are able to provide standard services for printing as described in section 3.4 of the RFQ | YES  NO |  |
| You are able to provide standard services for fulfillment as described in section 3.5 of the RFQ | YES  NO |  |
| You are able to provide the services as described under section 3.6 on the Resi service | YES  NO |  |
| Compliance with the GDPR and acknowledgement of the Supplementary Agreement on data protection? | YES  NO |  |