RFP reference no: **PSP/IT/2021/007 Production of the Premium Acquisition MailPack and related services**

Name of Bidder: [to be inserted by bidder]

Date: [to be inserted by bidder]

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TECHNICAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Reference** | **If NO or NA provide comment** |
| **Have you thoroughly read the instructions/information of the below documents?** | | | |
| RFP cover page | YES  NO |  |  |
| Terms of Reference | YES  NO | Annex A |  |
| UNHCR General Terms and Conditions | YES  NO | Annex D |  |
| UNHCR Special Data Protection conditions | YES  NO | Annex H |  |
| UNHCR Vendor Registartion Form | YES  NO | Annex C |  |
| **Do you accept UNHCR General Terms and Conditions?** | YES  NO | Annex D |  |
| **Have you submitted the following documents?** |  |  |  |
| Your technical offer **documentation listed in Section 4 of the Annex A, including Emergency Plan** | YES  NO  NA | Based on Annex A |  |
| Your company profile | YES  NO  NA | RFP cover page |  |
| Registration certificate | YES  NO  NA | RFP cover page |  |
| Last audit report and/ or Balance Sheet | YES  NO  NA | RFP cover page |  |
| List of main clients | YES  NO  NA | RFP cover page |  |
| Three (3) references that we may contact from your client list | YES  NO  NA | RFP cover page |  |
| List of successful similar projects carried out and experience in the sector. | YES  NO  NA | RFP cover page |  |
| A description of your organization’s capacity to provide the service | YES  NO  NA | RFP cover page |  |
| **Have you taken note of the query deadline to submit your questions and/or requests for clarifications (17/01/2022 h. 23:59 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the email address to send your queries (**[**celi@unhcr.org**](mailto:celi@unhcr.org)**)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the bid submission deadline (24/01/2022 h. 23:59 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the postal address where to deliver your samples (UNHCR, Via Leopardi 24, 00185 Roma)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the samples submission deadline (24/01/2022 h. 17:00 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the instructions for the bid submission on the e-tender box (**[**http://etenderbox.unhcr.org**](http://etenderbox.unhcr.org)**)?** | YES  NO | RFP cover page + Annex F and Annex G |  |
| **Have you taken notice of the language of submission (English or English and Italian)?** | YES  NO | RFP cover page |  |

**FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| Financial Proposal Form is duly completed | YES  NO | Annex B |  |
| Financial Proposal Form is submitted in a separate email | YES  NO | Annex B |  |
| Have you taken notice of the currency of submission? | YES  NO | Annex B |  |
| Have you taken notice that prices are to be submitted excluding VAT? | YES  NO | Annex B |  |