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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:** |  |
| **Pre-selection criteria (pass or fail):** | 1. **Locally based and registered**: Does your proposal include two trade licenses/business registration certificate, one for each emirate, Abu Dhabi, and Dubai:  |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **If not, please explain** | | Registration certificate for Abu Dhabi |  |  | | Registration certificate for Dubai |  |  | |
| 1. **General liability and financial soundness**: Does your proposal include a certificate of good standing from your company's bank and the list of the products the bank is prepared to extend to the consumers (i.e., personal loans, auto loans, mortgages, credit cards etc.) to confirm financial stability:  |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **If not, please explain** | | Bank certificate |  |  | | List of the products of the bank |  |  | |
| **1. Company qualification**  (1) Service provision experience in recruitment, on-boarding services, and personnel management on the UAE market, based on the number of projects:   * Please describe the number of similar and successfully completed projects. * Please describe the number of projects currently underway. * Any relevant experience working with UN and/or NGOs should be included.   (2) Service provision experience in recruitment, on-boarding services and personnel management in the UAE market, based on number of clients:   * Please list the number of current and previous clients. * Please provide three references (reference letter (*to be attached separately*), email address, contact person, phone number) from your current/previous clients to be contacted.  |  |  |  | | --- | --- | --- | | **Client** | **Contact Name** | **Contact Email** | |  |  |  | |  |  |  | |  |  |  | | |
| **2. Proposed services:**  (1) Please describe your company`s proposal to provide the services required under recruitment and on-boarding services detailed in Annex A section 2.1. Outlining your company`s experience and strategy to fulfil requirements; please outline ability/capacity to provide timely hiring services. Please include references on how you comply with UAE labour law benefits and costs will be evaluated.  (*Please attach any documentation that you might deem relevant to demonstrate your approach, compliance and ability*).  (2) Please describe your company`s proposal to provide the services required under specialized services personnel management detailed in Annex A section 2.2. Outlining your company`s experience and strategy to fulfil requirements. Please include your company policy, Code of Conduct and the terms of conditions related the requested services (*to be attached separately*).  (3) Please describe your company`s approach to reporting in response to Annex A section 2.3:  Please confirm that you have *attached the following separately* to your proposal:   |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **If not, please explain** | | One (1) sample report on outcomes from recruitment sources and response rates |  |  | | One (1) monthly salary report upon payroll completion |  |  | | One (1) sample of staff retention report |  |  |   **3 Personnel qualification:**  Please descried your company’s approach to account management and dedicated customer service proposed for UNHCR. Please provide a description of each team member’s role within your firm proposed to carry out the services. (*Short CV (max half page) of the key personnel assigned to UNHCR account should be attached separately.*) | |