RFP reference no: **PSP/IT/2024/005 RFP for the provision of recruitment, payroll and management services of auxiliary personnel**

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

Date: [to be inserted by company]

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **You can refer to:** | **Provide comment, if any** |
| **Have you taken note of :** | | | |
| The email address where to send any questions or requests for clarifications ([celi@unhcr.org](mailto:celi@unhcr.org) )? | YES  NO | RFP Cover Letter |  |
| The deadline for questions or request for clarifications (Friday 26th of July 2024 h. 17:00 CET)? | YES  NO | RFP Cover Letter |  |
| The submission modality (<http://etenderbox.unhcr.org>) | YES  NO | Annex G and H |  |
| The submission deadline (**Friday** **30th of August 2024 h. 23:59 CET**) | YES  NO | RFP Cover Letter |  |
| The quotation to be without VAT and quoted in EUR | YES  NO | RFP Cover Letter |  |
| Separation of technical documents from financial documents in the submission | YES  NO | RFP Cover Letter |  |
| Offers validity for at least 120 days | YES  NO | RFP Cover Letter |  |
|  |  |  |  |
| **Have you submitted the following documentation?** | | |  |
| The company registration certificate (Visura camerale or chamber of Commerce certificate) | YES  NO | Annex A |  |
| A company description/presentation | YES  NO | Annex A |  |
| Last Balance sheet | YES  NO | Annex A |  |
| Self-certification that contracts are in line with the Italian law | YES  NO | Annex A |  |
| Documento unico di regolarità contributiva (DURC) | YES  NO | Annex A |  |
| Evidence of MyANPAL registration and authorisation to perform recruitment and contract management services in Italy; | YES  NO | Annex A |  |
| Valid Quality certificate, ethical certificate, code of conduct | YES  NO | Annex A |  |
| List of main clients, with a minimum of 3 references from the no-profit sector | YES  NO | Annex A |  |
| UNHCR Vendor form duly filled in and signed | YES  NO | Annex C |  |
| Do you acknowledge the UNHCR General Terms and Conditions? | YES  NO | Annex D |  |
| Do you acknowledge the UNHCR General Data Protection Conditions? | YES  NO | Annex E |  |
| Brief CVs of the account manager and core staff dedicated to UNHCR | YES  NO | Annex A |  |
| A description of the approach on how you intend to provide services in order to meet the requests listed in section 2.2 | YES  NO | Annex A |  |
| Description of contract type(s) and CCLN levels that your company use per each vacancy | YES  NO | Annex A |  |
| List of benefits that workforce will get for a full-time and a part-time contract; | YES  NO | Annex A |  |
| Description of the methodology and timeline of the recruitment process (from the reception of UNHCR request for a new personnel until the selection of the candidate and contract signature) | YES  NO | Annex A |  |
| Example of reports that may be provided to UNHCR. | YES  NO | Annex A |  |
| Financial Offer form (to be submitted separated from the rest of the technical documents) | YES  NO | Annex B |  |