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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:** |  |
| **Documentation required to fulfil the pre-selection criteria (pass or fail): please note that your company must be compliant with all the listed criteria hereunder otherwise your technical proposal will be disqualified from further evaluation.** | |
| **1.**  **Eligibility to do business** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Indicate file name, or explain if not submitted** | | Copy of business registration certificate\* |  |  | | Vendor registration form (Annex C)\* |  |  |   ***\**** *Note: in case your company is an approved service provider to UNHCR, i.e., have valid vendor profile and has received purchase orders before, there is no need to submit the certificate and vendor registration form, unless there is any change to process. Please clearly indicate this information.*  **Please confirm the address of the proposed account management team (core team):** |
| **2.**  **PCI - DSS compliance to protect cardholder data** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed (please select ONE option)** | **Proof submitted** | | Availability of PCI DSS certificate: Level 1; requiring a report on compliance (ROC) and requires an Attestation of Compliance (AOC) |  | <please indicate the file name here> | | Availability of PCI DSS certificate: Level 2, 3 or 4; requiring a self-assessment questionnaire (SAQ) |  | <please indicate the file name here> | | On-going process to adopt such protocol to be completed withing 1 year of submission date |  |  | |
| **3.**  **Security certification** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed (please select ONE option)** | **Proof submitted** | | Availability of ISO 27001 certification |  | <please indicate the file name here> | | Availability of any other relevant security certifications, including the scope of the certification and the certifying body |  | <please indicate the file name here> | | On-going process to adopt such protocol to be completed withing 1 year of submission date |  |  | |
| **The following section lists all requirements for technical scoring; only bidders that will score equal or above 42 points (of the 70 points) will be considered for financial evaluation.** | |
| **4.**  **Campaign services as per section 2.1 of Annex A:**  **Provide details hereunder and evidence on how your company will provide the services listed under section 2.1. Your proposal must be tailored as per service need listed under section 2.1 to prove compliance. General company profile will not be accepted.**  **5. Transaction Security Measures:**  **Please attach documentation and/or information hereunder of your company cybersecurity measures, including but not limited to firewalls, intrusion detection systems, and regular security audits; confirm that your proposed platform has implemented measures for detecting and responding to fraud or any other unauthorized transactions.**  **6.**  **Reporting and analysis as per section 2.2 of Annex A: Provide evidence hereunder on reporting and analysis capabilities as per section 2.2. Your proposal must be tailored as per service need listed under section 2.2 to prove compliance. General company profile will not be accepted.**  **Please submit at least one (1) weekly campaign result report.**  **7.**  **Account management as per section 2.3 of Annex A ToR:**  **Please provide information on the experience of the dedicated account manager assigned to UHCR to ensure the best possible customer support service.**  **Please described your account management support, emphasizing security practices, for immediate response to any security concerns or breaches.** | |