RFP reference no: **PSP/IT/2024/009 RFP for the provision of Creative Services for Direct Mailing**

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

Date: [to be inserted by company]

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| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Please refer to the following document for details** | **Provide comments, 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 27th September 2024)? | YES  NO | RFP Cover Letter |  |
| The submission modality (etenderbox) | YES  NO | Annex F and G |  |
| The submission deadline (Monday 14th October 2024) | YES  NO | RFP Cover Letter |  |
| The quotation to be without VAT and quoted in EUR | YES  NO | RFP Cover Letter |  |
| The submission language (English or Italian) | 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 |  |
| The estimated scenario indicated in section 2.3 of Annex A | YES  NO | Annex A and B |  |
| Annexes from H to L as useful documents for proposal development | YES  NO | Annexes H-L |  |
|  |  |  |  |
| **Have you submitted the following documentation?** | | |  |
| The company registration certificate (Visura camerale or chamber of Commerce certificate) | YES  NO | Annex A |  |
| A brief company description/presentation | YES  NO | Annex A |  |
| Last Balance sheet and / or Audit Report | 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 |  |
| List of main clients, including no-profit organizations, with a minimum of 3 references from the no-profit sector | YES  NO | Annex A |  |
| Max 5 (five) short CVs of the core staff dedicated to UNHCR projects | YES  NO | Annex A |  |
| Creative proposals, target strategy and copywriting for the different segments (section 2.1.1, 2.1.2, 2.1.3) | YES  NO | Annex A |  |
| Examples and/or best cases of psast DM campaigns addressed to different segments (section 2.1.4) | YES  NO | Annex A |  |
| Strategic services that may be provided, if any (section 2.1.5) | YES  NO | Annex A |  |
| Timeline, indicating tasks and deadlines for service completion (artwork delivery), from the reception of the brief sent by PSP Italy | 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 |  |
| Financial Offer form (to be submitted separated from the rest of the technical documents) | YES  NO | Annex B |  |