RFP reference no: **PSP/IT/2024/012 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Have you taken note of :** | **Yes/No** | **If no, please provide comments** |
| The email address where to send any questions or requests for clarifications ([celi@unhcr.org](mailto:celi@unhcr.org) )? | YES  NO |  |
| The deadline for questions or request for clarifications 22 January 2025? | YES  NO |  |
| The submission modality (<http://etenderbox.unhcr.org>)? | YES  NO |  |
| The submission deadline (FRIDAY 31 January 2025) | YES  NO |  |
| The quotation to be without VAT and quoted in EUR | YES  NO |  |
| The submission language (English or English and Italian). Company’s qualifications are accepted in Italian. Campaign’s materials, creatives, pay-off and copywriting should be in Italian. | YES  NO |  |
| The list of documents to submit as per section 4 of Annex A | YES  NO |  |
| Separation of technical documents from financial documents in the submission | YES  NO |  |
| Financial Proposal Form (Annex B) to be filled-in | YES  NO |  |
| Currency of the Prices (EUR) | YES  NO |  |
| Prices are to be submitted excluding VAT | YES  NO |  |
| Offers validity for at least 120 days | YES  NO |  |
|  |  |  |
| **Have you submitted the following documents?** | **Yes/No/NA** | **If no or NA, please provide comments** |
| Your company profile | YES  NO  NA |  |
| Registration certificate | YES  NO  NA |  |
| Last audit report and/ or Balance Sheet | YES  NO  NA |  |
| DURC and Self certification that contracts are in line with the Italian law | YES  NO  NA |  |
| List of main clients | YES  NO  NA |  |
| Three (3) references that we may contact from your client list | YES  NO  NA |  |
| At least 2 examples of successful similar projects carried out and experience in the sector. | YES  NO  NA |  |
| A description of your organization’s capacity to provide the service as per section 4.2 of Annex A, including:   * One creative proposal for a Premium Acquisition MailPack, developed in all its parts; * Emergency Plan; * Details on profiled lists; * Campaign Analysis and reporting; * Timeline. | YES  NO  NA |  |
| Acnowledgement of Annex D | YES  NO  NA |  |
| Acnowledgement of Annex E | YES  NO  NA |  |
| Annex C duly filled-in and signed (for new suppliers) | YES  NO  NA |  |