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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** | |
| **Request for quotation for fundraising data analysis support services for UNHCR PSP Europe Regional** | |
| **COMPANY NAME:** |  |
| **Please note that general company profile will NOT be accepted. The evaluation will be based on a pass/failure (Yes or No) method. Your proposal must compliant with all the below listed criteria to be considered as compliant.** | |
| **1.UNHCR general terms and conditions for service provision (Annex D).** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and accept UNHCR general terms and conditions (Annex D) in its entirety. |  |  | |
| **2.UN Supplier Code of Conduct (Annex E).** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and accept UN Supplier Code of Conduct (Annex E) in its entirety. |  |  | |
| **3.UNHCR Supplementary Agreement on protection of personal data (Annex F).** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and acknowledged UNHCR Supplementary Agreement on protection of personal data (Annex F). *This agreement will be discussed and adjusted to the project requirements with the winner company.* |  |  | |
| **4.Relevant experience in data analysis projects** | Your company must demonstrate at least two (2) data analysis projects carried out or are currently underway. Please list hereunder these projects with their start & end date. |
| **5.Number of clients in the non-profit sector** | Your company must have at least three (3) clients, previous and current, in the non-profit landscape. Please list hereunder these clients. |
| **6.Experience with CRM database** | Your company must demonstrate experience in working on the CRM (Customer Relationship Management) system. Please describe hereunder at least one project focusing on CRM. |
| **7.Experience in data visualization** | Your company must demonstrate experience in Power BI, Tableau, Qlikview and QlikSense. Please describe hereunder at least one project using Power BI, Tableau, Qlikview and QlikSense. |
| **8.Experience using quantitative data analysis software** | Your company must demonstrate experience in Excel proficiency required, Microsoft SQL, Visual Basic, R or Python. Please describe hereunder at least one project using Microsoft SQL, Visual Basic, R or Python. |
| **NEW VENDOR REGISTRATION**  ***In case your company has been already registered as vendor in UNHCR ERP, i.e., received purchase order; the below documents are not needed unless there is any change to be implemented in the vendor profile.*** | |
| **1. VAT Number Certification/Registration** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comment (if any)** | | VAT Number Certification/Registration (Legal Document, PDF format) has been submitted. |  |  | |
| **2.**  **Bank Account Statement** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Comment (if any)** | | Bank Account Statement submitted, showing clearly: Bank Account Number and Name, Date, Swift code, IBAN code, and issued recently in the last two (02) months (PDF format). No need to disclose statements figures/balances, you can blind them. Letters issued by the supplier with the bank account details are NOT acceptable.  Bank Account Name shall match the legal entity name.  Electronic Bank Account Statements issued by the bank’s website are acceptable.  Letters issued from the Bank are NOT acceptable. |  |  | |
| **3.**  **Vendor registration form** | |  |  |  | | --- | --- | --- | | **Requirement** | **Submitted** | **Indicate file name, or explain if not submitted** | | Copy of business registration certificate\* |  |  | | Vendor registration form to be filled out and submitted (Annex I) \* |  |  |   *\* In case your company has been already registered as vendor in UNHCR ERP, i.e., received purchase order; the above document is not needed unless there is any change to be implemented in the vendor profile. Please mark corresponding information on this form.* *Compliance with the rest of the pre-selection criteria is still mandatory.* |