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| **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):** | |
| **1. Pre-qualification criteria: your company must be registered and eligible to do business in China** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | Company registration certificate |  |  | | Vendor registration form to be filled out and submitted |  |  |   *In case your company is a PO supplier, i.e., has valid vendor profile in UNHCR ERP system, there is no need to send the above document unless important company information needs to get updated. Compliance with the rest of the pre-selection criteria remain unchanged.*  **To be eligible to participate at this bidding, your company must have a local office in China and your company must be authorized to work / do business in China. It is required to be able to speak fluent Mandarin to ensure effective day-to-day work.** |
| **2. Pre-qualification criteria:** y**our company must have the capacity and capability to provide services as listed in section 2.1 under Terms of reference.** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Explain if not submitted** | | Hereby confirmed, that our company has capacity and capability to provide the full set of services listed under terms of reference Annex A section 2.1. |  |  | |
| **3. Pre-qualification criteria: acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR General Conditions of Contract for the Provision of Services (**Annex C**). |  |  | |
| **5. Pre-qualification criteria: acknowledgement of the UNHCR Special Data Protection Conditions** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | Acknowledge the Supplementary Agreement on protection of personal data, including UNHCR special data protection conditions, in its entirety. Please:   * add your company name * representant name * date * signature   to the last page of **Annex D** and send along with your proposal. This agreement will be tailored made and signed with the selected company, as part of the frame agreement |  |  | |
| **6. Your company must not have been sanctioned by an UN agencies** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm that our company has not been sanctioned by an UN agencies in the past. |  |  | |
| **6.**  **Experience in long-term relationship-building with Ultra HNWIs and philanthropists in China. Please use the list below to detail the project experience and description:**   |  |  |  | | --- | --- | --- | | Project Description | Client | Location | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  |   **7.**  **Experience in wealth management in China (performing against market average)**  Please submit ***one case study*** demonstrating your company`s previous work on local financial regulations, investment trends, and charitable giving behaviors.  Please outline past engagements demonstrating relationship depth and duration, evidence of an existing network of Ultra HNWIs in China.    **8.**  **Experience in event management**   * Your company must have experience in hosting large scale events with a demonstration of successful track record in engaging national/provincial level foundations, relevant government stakeholders and/or Ultra HNWIs and professional experience of at least 3 years.  |  |  |  | | --- | --- | --- | | Event Description | Client | Location | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  |   Provide ***one detailed portfolio*** of series event plan, published works with national/provincial level foundations, relevant government stakeholders and Ultra HNWIs in China.  **9.**  **List of opportunity events for UNHCR**  Your company must be able to offer speaking opportunities for UNHCR in relevant events/forums organized and/or co-organized by your company.  please ***list below at least 3 events*** the events that you could provide speaking opportunities for UNHCR and give a brief introduction of the events.   |  |  |  | | --- | --- | --- | | Event Description | Forum/Company organization | Location | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  | | |
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