

RFP/HCR/JOR/2019/25

BID DOCUMENT CHECKLIST

This checklist is meant to assist you in determining that all steps were taken to fully complete the proposal, please tick the appropriate boxes.

First Envelope (Technical Proposal)

No.	Requirement	Tick where appropriate
01	Valid copy of registration Certificate as a Recruiting & Payroll Service provider from the relevant authorities in Jordan.	<input type="checkbox"/>
02	Valid copy of registration certificate from Chamber of Commerce.	<input type="checkbox"/>
03	Valid copy Permit from Ministry of Labour to deliver recruitment and payroll.	<input type="checkbox"/>
04	The bidder should not include the financial proposal with the technical proposal.	<input type="checkbox"/>
05	Relevance of company Profile and Reliability (core business, qualification, years in business, submitted).	<input type="checkbox"/>
06	Relevant experience in recruiting and payroll services for the last three (3) years.	<input type="checkbox"/>
07	Relevant clients with similar requirement of business minimum of 3 clients in Jordan.	<input type="checkbox"/>
08	Relevant clients with similar requirement of business minimum of 2 clients in other countries.	<input type="checkbox"/>
09	The service provider should submit number of relevant of experience with UN Agencies, International Organisations, Embassies and Multinational Corporation, minimum of 3 references.	<input type="checkbox"/>
10	Provide relevant sample documents of market research your company have previously accomplished in job recruitment with qualification of the personnel recruited.	<input type="checkbox"/>
11	Provide relevant sample documents of analysis of your market research for recruitment.	<input type="checkbox"/>
12	Provide a sample of payroll services your company have managed for already recruited personnel for UN Organizations, Government and Non-Governmental organizations, Embassies or private corporate companies.	<input type="checkbox"/>
13	Provide all contractual and/or employment procedures of the workforce, including but not limited to payroll processing, social security, taxes, financial and other entitlements, as well as initial employment and termination within the framework of the respective regulations of Jordan your company accomplished.	<input type="checkbox"/>
14	Provide a sample of vacancies advertisement your company have conducted for recruitment services and a full comprehensive selection process for the positions identified, on relevant project you have accomplished.	<input type="checkbox"/>
14	Provide a sample list of successful individuals your company contracted within the Three (3) years.	<input type="checkbox"/>
15	Provide a sample copy obtained work permits for non-Jordanian citizen's your company recruited.	<input type="checkbox"/>

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

16	Provide minimum of three (3) years of professional experience in monitoring, data management and reporting.	<input type="checkbox"/>
17	Provide documents of two senior representatives for communication and reporting purposes with proven English skills.	<input type="checkbox"/>
18	Provide copy of the two representatives with minimum bachelor's degree in business administration, Finance or Human Resource Management.	<input type="checkbox"/>
19	Provide a description of your organization's understanding of the requirement – i.e. description of capacity, method and approach.	<input type="checkbox"/>
20	Provide order fulfilment capacity responses time between order and delivery.	<input type="checkbox"/>
21	The services provider should provide delivery capacity for the requested services deliverable in a time line for any location required in Jordan.	<input type="checkbox"/>
22	The service provider should submit list of dedicated staff for the required recruitment & payroll services.	<input type="checkbox"/>
23	The service provider should dully sign and submit UNHCR Vendor Registration form. <i>If your company already registered, please mention on the registration form that your company is registered with UNHCR.</i>	<input type="checkbox"/>
24	The service provider should dully sign and submit UNHCR General Conditions for goods and services.	<input type="checkbox"/>
25	The service provider should dully sign and submit UN Supplier Code of Conduct.	<input type="checkbox"/>
26	Provide a copy of Audit Financial Statement for the last two (2) years from a certified Audit Bureau .	<input type="checkbox"/>
27	Provide evidence of financial records and accounts for all transaction pertaining or material relevant to projects your company performed for UN Agencies or International organization(s), Embassies, Multinational corporation, minimum 3 records.	<input type="checkbox"/>

Second Envelope (Financial Proposal)

01	Financial Proposal containing price schedules	<input type="checkbox"/>
02	Bank details dully filled, if not registered with UNHCR	<input type="checkbox"/>

**This form needs to be submitted. It provides you for assuring compliance with all required documentation.*

PREPARED BY: _____

Title: _____

Date: _____

Company name: _____

Company Stamp