

PROVISSION OF RECRUTING AND PAYROLL SERVICES

RFP/HCR/JOR/2019/25

Financial Offer Form

Section (1)

Market Research Charges (onetime charges)				
S/N	Item Description	Quantities	Unit Price in JOD	Total Price in JOD
1	Market Research (Survey) Charges	1		

Note: The service provider should advertise vacancies for recruitment upon UNHCR request.

Section (2)

Recruitment Charges (onetime charges)				
S/N	Item Description	Quantities	Unit Price in JOD	Total Price in JOD
1	Recruiting Charges	1		

Note: The service provider should recruit upon UNHCR request for job required with comprehensive selection process for the positions identified by UNHCR. The selection process should be competitive, transparent and comprehensive to include both written and oral assessments.

Section (3)

Payroll Service Charges (recurring per month)				
S/N	Item Description	Quantities	Unit Price per month in JOD	Total Price per month in JOD
1	Payroll Service Charges	1		

Note: The Service provider should provide payroll services and is responsible for payroll processing according to Jordanian Labor Law. By calculating the **Net Salary** for each recruited personnel after deducting leave days where applicable and deduct the social security premium and income tax, benefits and recovery.

Section (4)

Data Management Service Charges (recurring per month)				
S/N	Item Description	Quantities	Unit Price per month in JOD	Total Price per month in JOD
1	Data Management Service Charges	1		

Note: The Service provider should keep a database of all applicants and provide a report to UNHCR. It should also maintain Master Details of recruited personnel and those receiving payments (address details, bank details and personal information etc.).

Section (5)

Reporting Service Charges (recurring per month)				
S/N	Item Description	Quantities	Unit Price per month in JOD	Total Price per month in JOD
1	Reporting Service Charges	1		

Note: The service Provider should provide a report of the data management to UNHCR. And shall be responsible for submitting documents as deliverables mentioned in the (Terms of Reference).

<i>Company Name:</i>
<i>Name of officer in charge:</i>
<i>E-mail address:</i>
<i>Mobile no.:</i>
<i>Offer Validity:</i>
<i>Offer Validity:</i>
<i>UNHCR General Rules and Regulation Acknowledgement</i>
<i>Signature & Date:</i>
Notes:
Company Seal: