RFP reference no: **PSP/IT/2020/005 Development and Promotion of Fundraising and Humanitarian Emergency Campaigns addressed to Sport world**

Name of Bidder: [to be inserted by bidder]

Date: [to be inserted by bidder]

**TECHNICAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Reference** | **If NO or NA provide comment** |
| **Have you thoroughly read the instructions/information of the below documents?** | | | |
| RFP cover page | YES  NO |  |  |
| Terms of Reference | YES  NO | Annex A |  |
| UNHCR General Terms and Conditions | YES  NO | Annex D |  |
| UNHCR Vendor Registration Form | YES  NO | Annex C |  |
| **Do you accept UNHCR General Terms and Conditions?** | YES  NO | Annex D |  |
| **Have you submitted the following documents?** |  |  |  |
| RFP Checklist Form (this form) | YES  NO  NA | Annex E |  |
| Your technical offer | YES  NO  NA | Based on Annex A |  |
| Your company profile/ description | YES  NO  NA | RFP cover page |  |
| Registration certificate | YES  NO  NA | RFP cover page |  |
| Last audit report and/ or Balance Sheet | YES  NO  NA | RFP cover page |  |
| List of main clients | YES  NO  NA | RFP cover page |  |
| Three (3) references with contact details that we may contact from your client list | YES  NO  NA | RFP cover page |  |
| Evidence of similar and successfully completed projects and/ or currently underway (multichannel and/or SMS campaign, innovative project | YES  NO  NA | RFP cover page |  |
| **Have you taken note of the query deadline to submit your questions about the services required and tendering procedure (2nd September 2020 h 23:59 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the email address to send your queries (**[**celi@unhcr.org**](mailto:celi@unhcr.org) **)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the bid submission deadline (17/09/2020 h 23:59 CET)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the platform where to submit your offer (**[**http://etenderbox.unhcr.org**](http://etenderbox.unhcr.org)**)?** | YES  NO | RFP cover page |  |
| **Have you taken note of the modalities to register and submit the documentation on the etenderbox platform** | YES  NO | Annexes F and G |  |
| **Have you taken notice of the language of submission (ie English or Italian)?** | YES  NO | RFP cover page |  |

**FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Reference** | **If NO provide comment** |
| Financial Proposal Form is duly completed | YES  NO | Annex B |  |
| Financial Proposal Form is to be submitted separately than Technical Offer, by uploading Annex B on <http://etenderbox.unhcr.org> | YES  NO | Annex B |  |
| Have you taken notice of the currency of submission (ie EUR)? | YES  NO | Annex B |  |
| Have you taken notice that prices are to be submitted excluding VAT? | YES  NO | Annex B |  |