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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** | |
| **COMPANY NAME:** |  |
| **Documentation required to fulfil the pre-selection criteria (pass or fail):** | |
| **1. Pre-selection criteria (pass or fail): your company must be registered in the Thailand and licensed to provide staff administration services. To establish compliance please send your company registration certificate.** **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | Company registration certificate |  |  | | UNHCR Vendor registration form (Annex G) |  |  |   *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.* |
| **2. Pre-selection criteria (pass or fail): personal data protection policy**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | Personal data protection certificate and/or policy is to be uploaded this document along with this response form (via eTenderBox) |  |  | |
| **3. Pre-selection criteria (pass or fail): acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR General Conditions of Contract for the Provision of Services (Annex D). |  |  | |
| **4. Pre-selection criteria (pass or fail):**   **acknowledgement of the UNHCR Special Data Protection Conditions**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR Special Data Protection Conditions (Annex E). |  |  | |
| **5. Pre-selection criteria (pass or fail):**   **acknowledgement of UN Supplier Code of Conduct**  **MANDATORY TO FULFIL THIS REQURIEMENT** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UN Supplier Code of Conduct for the provision of services (Annex F). |  |  | |
| **Reporting samples to be provided:** | |
| **1. Media buying implementation, management and reporting (2.2)** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | one (1) sample campaign management summary report |  |  | | one (1) digital media buying billing and report. |  |  |   *Please note that without samples, 0 points will be given* |
| **Content and documentation to facilitate weighted technical evaluation:** | |
| **Service provision experience (client based)**  Service provision experience in digital media buying services.     * Please list the current and previous clients. * Please provide three references (reference letter, email address, contact person, phone number) from your current/previous clients to be contacted * Reference and background checks are part of the due diligence during the selection process and in case of negative feedback may lead to disqualification.     *Please note that without the list of clients, 0 point will be given.*   |  |  |  | | --- | --- | --- | | Client name | Contact for reference | Duration | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  |   **Compliance with the services required under digital media buying services (2.1)**  Comprehensive proposal presented including all services listed under point 2.1., outlining your company`s experience and strategy to fulfil requirements; please outline ability/capacity to provide timely hiring services.    Please include your company policy, Code of Conduct and the terms of conditions related the requested services.    *Please note that if you don`t add information about this section on Annex B, 0 point will be given*  **Compliance with the services required under media buying, implementation, management and reporting (2.2)**  Comprehensive proposal to be presented to demonstrate capacity and capability to provide services as listed under 2.2, including:   * one (1) sample campaign management summary report * one (1) digital media buying billing and report.   *Please note that without samples, 0 points will be given* | |
| **Staff qualifications, account management**  Experience of core people who will work on UNHCR project, including experience with similar projects.    Please include:  CV or bio of the people that will be assigned to UNHCR account (max half A4 page)    *Please note that without the CVs, 0 points will be given.* | |