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| **RFP-25-013-NETHERLANDS-PSP REQUEST FOR PROPOSAL**  **FOR THE PROVISION OF FACE-TO-FACE DONOR ACQUISITION SERVICES IN THE NETHERLANDS** | |
| **COMPANY NAME:** |  |
| **DATE:** |  |
| **ACCOUNT MANAGER (name & email):** |  |
| **Documentation/information required to fulfil the pre-selection criteria (pass or fail) is listed hereunder. Please note that your company must be compliant with all the listed criteria hereunder otherwise your technical proposal will be disqualified from further evaluation.** | |
| **Eligible to provide service in the Netherlands** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | Copy of Certificate of Business Registration/ Certificate of Incorporation is sent\* | ​​☐​ |  | | Vendor registration form filled out and submitted\* | ☐​ |  |   *\* In case your company is a registered (PO supplier) to UNHCR Netherlands, i.e., you have already received purchase orders, there is no need to re-send the above documents unless some changes are to be implemented on your current profile (address, bank account etc.). Please add the necessary comments to your technical offer. Compliance with the rest of the pre-selection criteria is still mandatory.* |
| **Compliance with UNHCR general terms and conditions for provision of service** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and acknowledged UNHCR general terms and conditions (Annex D) in its entirety. | ​​☐​ |  | |
| **Compliance with** **UN code of conduct** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | I herewith confirm to have read and acknowledged UN code of conduct (Annex E) in its entirety. | ​​☐​ |  | |
| **Acknowledgement of Supplementary Agreement on protection of personal data, including UNHCR special data protection conditions.** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | I herewith confirm acknowledgement of Supplementary Agreement on protection of personal data, including UNHCR special data protection conditions (Annex F).  *This agreement will be tailored made and signed with the selected company, as part of the frame agreement during the contract establishment phase. At this stage, we only request for acknowledgement.* | ​​☐​ |  | |
| **Minimum capacity of donor acquisition per annum** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | Our company has the capacity and capability to recruit a minimum of 1500 new donor per year. At least one reference letter or contact information from current/previous clients is added. UNHCR may contact this client to get confirmation on the past year 2024 or 2023 performance in this regard. | ​​☐​ |  | | Reference letter or contact detail is confirmed here. | ☐​ |  | |