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| **Request for proposal for establishing frame agreement for staff administration services for UNHCR Malaysia Private Sector Partnerships Unit** | |
| **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.** | |
| **Locally based and licensed to do business in Malaysia** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **CVR number** | | Company registration certificate | ​​☐​ |  | | Vendor Registration Form **(Annex H)**\* | ☐​ |  | |
| **Personal data protection Policy** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | Your company must have such policy in place, align with the Personal Data Protection Act (PDPA) 2010. Please attach the certificate to your technical proposal. | ​​☐​ |  | |
| **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 E)**.  *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.* | ​​☐​ |  | |
| **Acceptance of UNHCR general terms and conditions** | |  |  |  | | --- | --- | --- | | **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 Supplier Code of Conduct** | |  |  |  | | --- | --- | --- | | **Requirement** | **Confirmed** | **Comments (if any)** | | Please acknowledge UN Suppliers Code of Conduct (**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 submit* ***Annex H UNHCR vendor Registration Form*** *unless important company information needs to get updated. Compliance with the rest of the pre-selection criteria remain unchanged.*