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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:** |  |
| **Content and documentation to facilitate weighted technical evaluation.** The overall evaluation is based on a 100 points scale. The **Technical** **offer** will be evaluated using inter alia the following criteria and percentage distribution; **60% (i.e., max 60 points)** from the total score | |
| 1. **Company Qualifications**   Please provide a list of your projects/clients form the past 5 years. The corresponding service provision must be for individual contractor’s contract management, payroll service and group health insurance.    The scores will be allocated for the numbers of projects/clients in total.   |  |  |  | | --- | --- | --- | | Client name | Contact for reference | Duration | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  |  * **Proposed Services**   **Compliance with all the services required under Section 2 Annex A – TOR (25 points)**  Please outline the following to have a comprehensive description outlining your capability to provide the services under section 2, in your offer please include:     * Administration with managing profile registration * Efficiency on onboarding/issuing contracts. * Handling of employee resignation process * Compliance with local labour laws, health insurance and local mandatory benefits and contributions * Accuracy and timeliness of payslip processing for employees * Ability to handle different invoicing in a timely manner as listed in section 2. * Handling of employee health insurance including providing necessary notifications and health insurance reports * Handling of payroll reports and F2F fundraiser retention report.   **Reporting Capabilities (5 points)**  Please outline in your technical proposal the following:   * types of reports provided * customizations options for reports * frequency of reporting and your ability to integrate data into your reporting   To support your proposal, please include with your offer reporting samples.    The scores will be allocated for quality of proposed reports. | |
| 1. **Personnel qualifications (10)**   UNHCR requires a designated account manager to handle day to day interactions. Please provide a short CV (max half page) of the account manager assigned to UNHCR account.    The scores will be allocated for the average number of years` of experience of the account manager dedicated to UNHCR account.    *Please note that without the CV, 0 point will be given*. | |