|  |  |
| --- | --- |
| **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-qualification criteria: your company must have a local operation in Philippines and your company must be authorized to work/do business.** | |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Explain if not submitted** | | Company registration certificate |  |  |   *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.*  **Locally based** (please state the location of your office in Malaysia): |
| **2. Pre-qualification criteria:** y**our company must have the capacity and capability to provide services as listed under Terms of reference** | |  |  |  | | --- | --- | --- | | **Document** | **Confirmed** | **Explain if not submitted** | | Hereby confirmed, that our company has capacity and capability to provide the full set of services listed under terms of reference Annex A section 2. |  |  | |
| **3. Pre-qualification criteria: please list all your on-going and/or completed projects and clients for F2F donor Acquisition in charity sector, focusing on regular donor recruitment in Philippines.**   |  |  |  | | --- | --- | --- | | Project Description | Client | Location | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | *Add or remove rows as required* |  |  | | |
| **4. Pre-qualification criteria: acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR general terms and conditions in its entirety. (Annex C). |  |  | |
| **5. Pre-qualification criteria: acknowledgement of the UNHCR Special Data Protection Conditions** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm the acceptance of UNHCR the Supplementary Agreement on protection of personal data, including UNHCR special data protection conditions, in its entirety. (Annex D). |  |  | |
| **6. Your company must not have been sanctioned by an UN agencies** | |  |  |  | | --- | --- | --- | | **Document** | **Accepted** | **If not, please explain** | | We hereby confirm that our company has not been sanctioned by an UN agencies in the past. |  |  | |
| **6. Pre-qualification criteria: Capacity and experience to acquire quality donors to achieve long-term commitment.**  Please provide projection for the upcoming 12-months in terms of expected gross donor number, average monthly donation, and corresponding attrition rates (pre-debit, 3-6-12 months basis); based on realistic capacity / availability, even if it is higher or lower than UNHCR requirements. The proposed figures must be supported by:   * evidence from past performances * strategy to achieve them. * market average (to check how your company is performing against market average)   Please provide information hereunder.  **7. Pre-qualification criteria: reporting capabilities**   * Please submit with your proposal the following sample:  |  |  |  | | --- | --- | --- | | **Report sample** | **Submitted** | **Explain if not submitted** | | One (1) sample weekly report on donor acquisition results |  |  | | One (1) sample monthly report on donor acquisition results |  |  | | One (1) channel & territory report |  |  |   **8. Pre-qualification criteria: fundraising team structure**  Describe current headcount volume for:   * Fundraisers * Team Leaders * City Coordinator * Coach   The minium accepted number are:   * 10 Fundraiders * 2 Team Leaders * 1 Site Coordinator * 1 Welcome Caller/Telemarketer | |
|  | |