**HAND-IN-HAND FOR INTERNATIONAL TALENTS PROJECT**  
**APPLICATION FORM FOR RECRUITMENT AGENCIES**

**SECTION 1: GENERAL INFORMATION**

**1.1 Agency Details**

* Legal Name of Agency:
* Business Address:
* City:
* Country:
* Contact Person:
* Designation:
* Email Address:
* Phone Number:

**1.2 Registration Details**

* DMW Accreditation Number:
* SEC Registration Number:
* BIR Certificate of Registration Number:
* Business Permit Number (LGU):
* Date of Issue (MM/DD/YYYY):

*(Attach copies of certificates and permits)*

**SECTION 2: EXPERIENCE & EXPERTISE (35%)**

**2.1 Track Record in International Recruitment (10%)**

* Number of years in international recruitment:
* Number of workers placed internationally:
* Brief description of past international recruitment experience:

**2.2 Industry-Specific Expertise (8%)**

* Specialization in skilled labor recruitment:
* Key sectors served:

**2.3 Knowledge of Germany’s Immigration and Labor Laws (7%)**

* Has the agency placed workers in Germany before? (Yes/No):
* Provide a brief description of the agency’s recruitment activities for Germany

**2.4 List of Top 3 Clients (5%)**

* Client 1:
* Client 2:
* Client 3:

**2.5 Complaint Resolution Mechanism (5%)**

* Does the agency have a grievance resolution policy? (Yes/No)
* Describe the process:

**SECTION 3: COST OF SERVICES (40%)**

**3.1 Cost Breakdown of Recruitment Fees and Other Costs (25%)**

* Provide a detailed breakdown of fees per candidate (including visa processing, medical examinations, and other relevant fees)

**3.2 Sample Contract or Fee Schedule (15%)**

* Attach a sample contract or provide a summary of the proposed fee structure.

**SECTION 4: OPERATIONAL CAPACITY (10%)**

**4.1 Agency Structure (3%)**

* Attach an organizational chart.

**4.2 Number of Staff/Recruitment Officers (2%)**

* Total number of recruitment officers:

**4.3 Recruitment Process & Timeline (3%)**

* Describe the recruitment process and estimated timeline for candidate placement:

**4.4 Post-Placement Services (2%)**

* Describe post-placement monitoring and support provided to workers:

**SECTION 5: FINANCIAL STABILITY (15%)**

**5.1 Financial Statement for the Last 3 Years (15%)**

* Attach audited financial statements for the past three years.

**SECTION 6: DECLARATION & AUTHORIZATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that any false statement or omission may result in disqualification from the bidding process.

Signature:   
Date:

**SUBMISSION INSTRUCTIONS**

* You can attach additional supporting documents as you see necessary.
* Completed application forms and supporting documents must be submitted via email to **judy.uri@gpcci.org** and **kristina.silan@gpcci.org**.
* Deadline for submission: **March 7, 2025, at 11:59 PM.**
* For any questions and/or questions, please contact [Kristina.silan@gpcci.org](mailto:Kristina.silan@gpcci.org)

Thank you!