

Request for Proposal (RFP)

Drafting of a Privacy Policy

Background Information

The American Chamber of Commerce in Myanmar (AMCHAM) was established on October 31, 2013. To date, more than 130 companies employing over 10,000 Myanmar nationals have joined the Chamber. These companies represent a diverse collection of industries and nationalities, with a common goal to expand American business and promote the highest business standards in Myanmar. AMCHAM was registered with the Myanmar Directorate of Investment and Company Administration (DICA) in September 2017 under registration number 115666037. We are a not-for-profit organization.

Mission

The mission of AMCHAM is to promote and connect American business in Myanmar by encouraging local partnerships and upholding the highest business standards.

Objectives

The objectives of AMCHAM are to:

- Promote U.S. business investment in Myanmar;
- Provide a unified voice for American business;
- Encourage American business to collaborate with companies in Myanmar;
- Communicate opportunities and realities on the ground for businesses interested in the Myanmar market; and
- Facilitate capacity development by sharing best practices and encouraging corporate social responsibility.

Purpose of the RFP

AMCHAM is soliciting quotes and proposals from qualified individuals and firms (Offerors) to draft a comprehensive privacy policy that inform its members and the public about the use of their electronic data and information within AMCHAM (Policy). AMCHAM intends to consider Offerors who possess the professional and administrative capabilities to provide the scope of services detailed below.

Scope of Work (SOW)

Drafting a Policy for AMCHAM in relation to its treatment of customer/client data including, but not limited to, the information collected, stored, and utilized on the AMCHAM website; management software; and Microsoft 365.

The Policy will outline guidelines for storing customer/client data and will be drafted taking into consideration 1) applicable Myanmar laws, 2) applicable foreign laws such as the European Union General Data Protection Regulation, and 3) general international standards regarding privacy.

The selected Offeror will also provide legal advice to AMCHAM throughout the process with recommendations regarding the drafting and implementation of the Policy.

Proposal Format

Prospective offerors are invited to submit proposals in the following format:

- a. *Cover note/letter* containing the official name of Offeror, contact information, name of primary contact person and a “statement of interest” in providing services to AMCHAM;
- b. *Background* providing a brief description of the Offeror as well as qualifications and experience in regard to the SOW;
- c. *Proposal & quote* specifying the steps required to meet the SOW and a statement of quality assurance for the services provided;
- d. *Cost* outlining the Offeror’s fees and charges for completing all the services; and

- e. *References* containing at least two companies but no more than four companies with whom you have worked with recently on similar matters.

Proposal Questions

Offerors can reach out to the Executive Director at service@amchammyanmar.com for all questions related to this RFP.

Proposal Submission

Proposals must be submitted to service@amchammyanmar.com by COB March 28, 2022.

Proposal Evaluation

AMCHAM will evaluate all proposals and will choose the Offeror based on its ability to meet the overall expectations; fees; references; experience, and other information requested in the RFP.

Timeline

RFP Sent to Offerors and Public	March 17
Deadline	March 28
Internal Review	
Notification of selection	April 13
Commence work	On/about April 18

Confidentially

The Offeror agrees that information concerning AMCHAM's business, marketing, director information, clients, transactions, business plans, and human resources information is considered confidential information. The Offeror agrees not to disclose AMCHAM's confidential information.