# Part 5: Technical and Financial Proposal Form

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

*The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Referees** | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for three references:** | | |
| 1. Client’s name: *[insert name of client 1]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| 1. Client’s name: *[insert name of client 2]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| 1. Client’s name: *[insert name of client 3]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| Technical Requirements | | | |
| High School Diploma or higher qualifications with a focus on agriculture, resource management, food security or related subjects | | | *[Bidder’s answer]* |
| At least five years experience in the agriculture sector in Palau, especially working with communities and/or women’s groups | | | *[Bidder’s answer]* |
| Have an understanding of organic agriculture principles including the work POGA is doing in Palau | | | *[Bidder’s answer]* |
| Proven track record of working with multiple stakeholders, including communities | | | *[Bidder’s answer]* |
| Good oral and written communication skills | | | *[Bidder’s answer]* |
| Computer skills in applications such as Microsoft Word and Excel. | | | *[Bidder’s answer]* |

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

**RFQ22/4694**

### FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

In their financial proposal, detail as much as possible the price requested in response to the technical specifications.

Good detail in their financial proposal helps SPC to score the proposals received.

The contract to be concluded with the selected bidder will mention all the costs incurred for the execution of the assignment entrusted to him/her. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted Inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ.

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

|  |  |  |
| --- | --- | --- |
| Services description | Lump sum Price *[Currency]* | Total Amount USD |
| **Professional Fees** | Daily Rate | *[total amount]* |
| Professional Fees | Monthly Rate | *[total amount]* |
| Total Professional Fees | Duration of contract | *[total amount]* |

This consultancy will require travel to project/farm sites in Palau (at least 5 days a month). The consultant is required to provide an estimated amount for travel and any additional costs (if not already included in the consultancy fee) in the financial proposal as additional cost payable by SPC. This will be reimbursed by the project upon submission of receipts. Please include these costs here

|  |  |  |
| --- | --- | --- |
| Other costs | | |
| Item description | Total Amount USD | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| **Total Other costs** | | *[Total]* |

|  |  |
| --- | --- |
| Total Professional Fees | *[total amount for the services (1+2+3)]* |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |