**Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM**

**PART A: ORGANISATIONAL AND OPERATIONAL BACKGROUND**

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| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| **Attach certificate with Kiribati’s maritime operations and Safety guidelines** |  |
| **Year Company established – attach business registration certificates:** |  |
| **Financial Standing – attach last 3 years audited financial statements:** |  |
| **Liability Insurance** |  |
| **Company to have completed at least three (3) projects providing similar chartering and stevedore services in Kiribati.** |  |

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| **2. ORGANISATIONAL EXPERIENCE: Examples of 3 projects for similar charters to this RFP** |
| **Example 1:** |
| **Example 2:** |
| **Example 3:** |

**3**. **TECHNICAL REQUIREMENTS:**

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| --- | --- | --- | --- |
| Evaluation Criteria | Response by bidder confirming expertise, experience, ability, technical skills, and resources to provide the services to SPC (Please provide documentation to support your response) | | |
| Handling, packaging, and stevedore of materials |  | | |
| Package 1: Vessel capacity/storage to transport 10 passengers, construction materials, plastic tanks and tools provided in attachment 1 |  | | |
| Package 1: The vessel provided for the services should be a ‘landing craft”. Include photos of the vessel. |  | | |
| Package 2: Vessel capacity/storage to transport 10 passengers and tools provided in attachment 1 |  | | |
| Package 2: provide photos of the vessel provided. |  | | |
| Risk/mitigation measures  *(Please prepare a risk matrix identifying the risks related to supply chain for this procurement and provide mitigating measures. Please ensure to identify all risks relating to the current COVID situation including border closures)* | **Risk** | **Risk Level (High/ Medium/Low)** | **Mitigating Measures** |
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| **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]* |