# RFQ 23-5006-PRO

# Part 5: Technical and Financial Proposal Form

### TECHNICAL PROPOSAL SUBMISSION FORM

##### **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]* |
| **Mandatory – CV** | Please provide CV of all key personnel proposed | |
| Technical Requirements | | |
| A Postgraduate Degree in Agriculture or Science or Social Science subjects | | *[Bidder’s answer]* |
| Ability to analyse and interpret quantitative and qualitative data | | *[Bidder’s answer]* |
| Advanced computer skills in applications such as Microsoft Word and Excel | | *[Bidder’s answer]* |
| Excellent oral and written communications skills and demonstrated ability to articulate and communicate complex issues | | *[Bidder’s answer]* |
| Sound coordination, administrative, networking, and collaborative skills. | | *[Bidder’s answer]* |
| **Experience** | |  |
| Previous work experience in the Pacific with client references | | *[Bidder’s answer]* |
| Experience and skills in technical writing or publication of reports | | *[Bidder’s answer]* |
| Proposed Methodology/Approach/Plan/Proposal- e.g., plan showing detail sampling methods, project implementation plan in line with the Project | | *[Bidder’s answer]* |
| Proven ability to meet deadlines | |  |

|  |
| --- |
| **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]* |

### BIDDER’S FINANCIAL PROPOSAL

|  |  |  |
| --- | --- | --- |
| Services description | Rate | Total Amount [Put Currency here] |
| **Professional Fees** | Daily Rate | *[total amount]* |
| Professional Fees | Monthly Rate | *[total amount]* |
| Total Professional Fees | Total lump sum | *[total amount]* |

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 [Put Currency Here] | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| **Total Other costs** | | *[Total]* |

|  |  |
| --- | --- |
| Total Professional Fees |  |
| 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]* |