**RFQ23-5073**

### CREATIVE PROPOSAL SUBMISSION FORM

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

This form is a table that includes the 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 proposals received.

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | *Response by Bidder* | |
| Specified personnel | | | |
| **Bidders are welcome to submit a group application** for up to 3 collaborating artists, on the provision that previous work has been done together. | **Experience:** | | |
| *For submissions of 2-3 bidders, insert details of previous work undertaken together* | | |
| **Details of bidding creatives** | | |
| 1. Bidder name: *[insert name of bidder 1]* | | |
| Date of birth: | | *[DD/MM/YYYY]* |
| Email contact: | | *[insert email details]* |
| Telephone contact: | | *[insert telephone contact number]* |
| 1. Bidder name: *[insert name of bidder 2]* | | |
| Date of birth: | | *[DD/MM/YYYY]* |
| Email contact: | | *[insert contact details]* |
| Telephone contact: | | *[insert value of contract]* |
| 1. Bidder name: *[insert name of bidder 3]* | | |
| Date of birth: | | *[DD/MM/YYYY]* |
| Email contact: | | *[insert email details]* |
| Telephone contact: | | *[insert telephone contact number]* |
| **Referee** to validate your submitted work and other details (i.e. teacher, mentor) | Name: | | *[insert name of referee]* |
| Connection: | | *[insert details about the referee’s connection with the bidder(s)]* |
| Email contact: | | *[insert email details]* |
| Telephone contact: | | *[insert telephone contact number]* |
| **Optional:** Preference will be given to young women artists seeking professional development opportunities (aged 18–24). | **Interest in professional development opportunities** | | |
| Learning goals (Bidder 1): | | *[insert details about what you aim to learn through this opportunity]* |
| Learning goals (Bidder 2) : | | *[insert details about what you aim to learn through this opportunity]* |
| Learning goals (Bidder 3): | | *[insert details about what you aim to learn through this opportunity]* |
| What interests you in this opportunity? | | | |
| *[insert a short paragraph, at least 150 words, on what interests you about this opportunity]* | | | |
| At least 1 years’ experience in the chosen art form, which may include self-led learning. | | | |
| How long have you been practicing the art form? | | *[Bidder’s answer]* | |
| Have you been formally taught, self-taught or a mixture of both? | | Formal  Self-taught  Both  *[Provide more information, as needed – especially if the situation of each bidder is different.]* | |
| What do you like about your chosen art form? | | *[Bidder’s answer]* | |
| Experience with youth groups, particularly adolescent girls. | | | |
| Have you participated in a youth group or youth group activity before? This may include church groups, sports clubs or school-based activities. | | Yes  No  *[Provide more information, as needed.]* | |
| If you have experience with youth groups, what did you learn? | | *[Bidder’s answer]* | |
| Experience conducting or facilitating workshops | | | |
| Do you have experience conducting or facilitating workshops? | | Yes  No  *[Provide more information, as needed.]* | |
| Have you attended workshops? | | *[Bidder’s answer]* | |
| Have you planned a workshop or workshop session before? | | *[Bidder’s answer]* | |
| What do you think makes a successful workshop? | | *[Bidder’s answer]* | |

|  |
| --- |
| **For the Bidder:** *[insert name of bidder 1]* |
| Signature:  Name of the representative: *[insert name of bidder 1]* |
| Date: *[Click or tap to enter a date]* |