# PART 5 TECHNICAL AND FINANCIAL PROPOSAL SUBMISSION FORMS

### TECHNICAL PROPOSAL SUBMISSION FORM

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

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) 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 | | | |
| Name: | | |  |
| Physical Address: | | |  |
| Postal Address: | | |  |
| Telephone Contact: | | |  |
| Email: | | |  |
| Two contacts of referees or references. Attach additional details considered as relevant | | |  |
| Mandatory | | |  |
| Attach latest CV with the proposal | | |  |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Experience :** : Minimum 10 years generalist HR experience with at least 5 years’ experience in Organisational Design or Organisational Change Management | **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]* | |
| **Personnel:** *[insert details of the personnel/su-contractors required ]* | **Details about personnel/sub-contractors** | | |
| Manager’s experience (if required for this work): | *[insert details about manager’s experience]* | |
| Consultants’ experience: | *[insert details about consultants’ experience]* | |
| Qualifications | | | |
| Degree in Human Resources, Organisational Design or Change management (or a related field | | | *[Bidder’s answer]* |
| **Experience and Other technical Competencies** | | | |
| Experience in organisational design, restructuring, and job design (including job descriptions) | | | *[Bidder’s answer]* |
| Job evaluation knowledge would be useful but not mandatory*.* Experience with Strategic Pay-SP10 Framework would be an advantage. | | | *[Bidder’s answer]* |
| Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. Experience in developing job descriptions for technical or laboratory-based work would be advantageous | | | *[Bidder’s answer]* |
| Method of approach and ability to meet the timelines in the TOR | | | *[Bidder’s answer]* |

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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]* |

##### **BIDDER’S FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Services description | Lump sum Price [Currency] | Total quantity | Total Amount Put local [currency] |
| Professional Fees (Daily rate) | *[unit price]* | *[quantity]* | *[total amount]* |
| Other related costs (if applicable)- Please specify cost. | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Cost inclusive of all taxes (state the currency bidding in)** | | | *[Total 1]* |

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]* |