# 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 4) 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. With this form bidders are also required to submit:*

* **A valid CV**
* **bio which outlines the Facilitators philosophy/approach/key experiences mandatory**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 5 years’ experience in facilitating workshops with broad range of stakeholders involving donors, private sector and governmental organisations. | **Experience:** Include an outline of the Facilitators philosophy/approach/key experiences | | |
|  | | |
| **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 (if applicable)** | | |
| Manager’s experience (if required for this work): | *[insert details about manager’s experience]* | |
| Consultants’ experience: | *[insert details about consultants’ experience]* | |
| Technical Requirements | | | |
| Demonstrate track record of designing effective workshops | | | *[Bidder’s answer]* |
| Explain your understanding of, and demonstrable experiences of, facilitation in complex stakeholder environments to support material development for projects such as business cases, roadmaps and the like | | | *[Bidder’s answer]* |
| Demonstrate track record of designing intensive and/or sprint workshops for philanthropic agencies, public sector and/or private sector agencies and ability to facilitate with a wide range of stakeholders including government, private sector and community actors | | | *[Bidder’s answer]* |
| Demonstrate experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation | | | *[Bidder’s answer]* |
| Demonstrate ability to capture and summarise workshop discussions, including diverse viewpoints and | | | *[Bidder’s answer]* |
| Demonstrate experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches | | | *[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]* |

##### **BIDDER’S FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Services description | Lump sum Price [Currency] | Total quantity | Total Amount Put local [currency] |
| Professional Fees (Specify daily rate) | *[unit price]* | *[quantity]* | *[total amount]* |
| Other related costs (if applicable) - Please specify cost (reimbursable based on actual acquittals). | *[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]* |