# Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

**PART A – Background**

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| --- | --- |
|  | RESPONSE BY BIDDER |
| Name |  |
| Physical Address |  |
| Postal Address |  |
| Telephone Contact |  |
| Email |  |

**PART B – Technical evaluation criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Competency Requirements* | | | *Response by Bidder* |
| **Experience:** Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of three contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary. | **Details for two 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]* | |
| 1. Technical Requirement 1 | | | |
| Appropriate qualification (law degree with masters level being desirable) and level of experience in legal and policy analyses and review (15 years of experience) | | | *[Bidder’s answer]* |
| 1. Technical Requirement 2 | | | |
| Demonstrated knowledge of international ocean law including UNCLOS | | | *[Bidder’s answer]* |
| 1. Technical Requirement 3 | | | |
| Understanding of the regional framework regarding Ocean governance and management | | | *[Bidder’s answer]* |
| 1. Technical Requirement 4 | | | |
| Demonstrated experience in Pacific Island countries, knowledge of the PNG legal systembeing an asset | | | *[Bidder’s answer]* |

**PART C – Financial proposal**

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.   
The format shown below should be used in preparing the price schedule.   
All prices in the proposal must be presented in **EUR.**

|  |  |
| --- | --- |
| Particulars | Amount (EUR) |
| Professional fees | Day rate: EUR |
| Total financial offer  (exclusive of taxes) | Maximum total fee (max 42 days): EUR |

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team. i.e. 50% full time, full-time, etc.).

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​SPC will not cover separate lines for visas, overheads/running costs,etcIf these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services. ​

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Travel and accommodation will be organised by SPC

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.

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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]*​ |