### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

Bidder/s need to meet the mandatory requirement set in the RFQ and will be disqualified if these are not met.

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| --- | --- | --- |
| Technical Requirements | | |
| *Evaluation criteria* | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | |
| **Experience:** | **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]* |
| Requirement 1 | | |
| Qualification - University degree in relevant field of work. | | *[Bidder’s answer]* |
| Requirement 2 | | |
| Work Experience – Significant experience in HIS (health information system) and more particularly in database and software development. Professional work experience in project development and management. Demonstrated experience consulting with multiple stakeholders, including project steering committees. | | *[Bidder’s answer]* |
| Technical requirement 3: | | |
| Experience with cross-cutting issues - Demonstrated expertise in disability and gender , knowledge of the Vanuatu National Disability Inclusive Development Policy 2018-2025. | | *[Bidder’s answer]* |
| Technical requirement 4: | |  |
| Skills and knowledge - demonstrated experience working in Vanuatu or other Pacific Island countries or territories. Understanding of national or Pacific level issues. Proven ability to work in a team. | | *[Bidder’s answer]* |
| Other: Language | | |
| Fluency in English, working knowledge of Bislama, excellent oral and written communication skills | | *[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]* |

### FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

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 |
| Travel expenses if applicable (lumpsum) |  |
| Other expenses (please specify) |  |
| TOTAL |  |

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

SPC will not cover separate lines for overheads/running costs, contingencies… If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services. ​

SPC does not provide or reimburse insurance for consultants’ travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

The Contractor’s duty station Vanuatu. A maximum amount for Travel costs for the workshops is to be included in the bid price or SPC will pay or reimburse semi flexible economy airfares and accommodation.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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.

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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]*​ |