**RFQ 23-5664**

**PART 5: SUBMISSION FORMS**

 **5.1. Technical Submission Form

PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**• **Provide CVs of all personnel’s being proposed for this work.**

|  |  |
| --- | --- |
| **CRITERIA**  | **RESPONSE BY BIDDER** |
| **Technical requirement 1:** At least 5 years of experience in event management including leading the coordination of similar regional and multi-country events. |  |
| **Technical requirement 2:** Ability to provide a Police Clearance Certificate as a requirement for working with young people under 18 years of age. |  |
| **Technical requirement 3:** Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment in Pacific contexts. |  |
| **Technical requirement 4:** Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture***.*** |  |
| **Technical requirement 5:** Ability to work independently and to apply creative problem-solving skills. |  |
|  |  |

**RFQ 23-5664**

**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*)

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ23-5664 Event Management Vendor for Pacific Women Lead (PWL) at SPC.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |  |
| --- | --- |
| **Particulars** | **Amount** **(Put your own local currency here)** |
| Professional Fees (Hourly/Daily/Monthly rate - Specify)***Note:****\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.*\* Travel (airfare, accommodation, Meals & Incidentals) will be arranged by SPC, according to its Travel Policy. |  |
| **Total Financial offer (inclusive of all taxes)** |  |