**RFQ 23-5819**

**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 (10%):** At least 2 to 5 years of experience in event management including organising of similar national and multi-country events*.* |  |
| **Technical requirement 2 (20%):** Experience working in FSM. |  |
| **Technical requirement 3 (50%):** Excellent planning, organisational, coordination, and communication skills and ability to work within a diverse environment. To provide examples to demonstrate experience and quality delivery. |  |
| **Technical requirement 4 (10%):** Familiarity with concepts associated with child protection, safeguarding, human rights, gender equality, social inclusion, and culture*.* |  |
| **Other (10%):** Ability to work independently and to apply creative problem-solving skills. |  |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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**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:

**RFQ23-5819 FSM National Women’s Conference Administrative Assistant.**

1. 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) if required will be arranged separately by SPC, according to its Travel Policy.* | |
| Milestone 1 – 10%  Approved event management plan and individual workplan, budget and run sheet. |  |
| Milestone 2 – 50%   * Venue confirmed including all venue conference arrangements. * Approved participants list developed. * Invitation letters sent to participants, with a minimum 50% participants’ flights and accommodation booked. * Invites to speakers sent with a minimum 50% confirmed for flights and accommodation. * Approved conference attendance register. * A minimum 50% of conference logistical vendor arrangement confirmed with Purchase orders. |  |
| Milestone 3 – 40%   * Finalised financial report * End of assignment report |  |
| **Total Financial offer (inclusive of all taxes)** |  |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert title of the representative]* |
| Date: *[Click or tap to enter a date]* |