**RFQ 24-6139**

### TECHNICAL and FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

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

*[Insert instructions for bidders to better understand SPC's requirements for their technical proposal.*

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) 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.*

*The table below is an example of a format that can be modified. In all cases, the Technical Proposal Form should be based on the evaluation matrix and SPC statement of needs.]*

|  |  |  |
| --- | --- | --- |
| Technical Requirements | | |
| *Evaluation criteria* | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | |
| **Experience:** *[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]* | **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]* |
| **Personnel:** *[insert details of the personnel/su-contractors required ]* | **Details about personnel/sub-contractors** | |
| Manager’s experience: | *[insert details about manager’s experience]* |
| Consultants’ experience: | *[insert details about consultants’ experience]* |
| Technical requirement - Diploma: | | |
| To hold an advanced relevant University Degree | | *[Bidder’s answer]* |
| Technical requirement: | | |
| Demonstrated Broad experience in rapporteuring conferences and meetings | | *[Bidder’s answer]* |
| Technical requirement: | | |
| Extensive experience in report writing skills with editing skills and ability to synthesize | | *[Bidder’s answer]* |
| Technical requirement: | | |
| Demonstrated understanding of the ToRs, and ability to meet deadlines | | *[Bidder’s answer]* |
| Good Knowledge of Statistics is desirable | | *[Bidder’s answer]* |
| Financial requirement: | | |
| Remuneration – hourly rate (all-inclusive of taxes)  Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment. | |  |

|  |
| --- |
| **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]* |