**RFQ 24-6216**

### ANNEX I - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

**INSTRUCTIONS TO BIDDERS**

Your technical proposal shall include the following:

* [The Conflict-of-Interest Declaration form](https://purl.org/spc/digilib/doc/voist) completed and signed
* Technical proposal submission form (Annex I) completed and signed including a proposed workplan/methodology and timeframe
* Cover letter
* Curriculum Vitae and sample of previous work

Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Experience:** Relevant experience in assignments of the proposed nature: Data systems, data sharing or system interoperability | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for three references:** | | |
| 1. Organisation name: | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract (if applicable): | *[insert value of contract]* | |
| 1. Organisation name: | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract (if applicable): | *[insert value of contract]* | |
| 1. Organisation name: | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract (if applicable): | *[insert value of contract]* | |
| Academic requirement: | | | |
| An internationally recognised firm, with minimum Tier 2 ranking. Relevant academic qualification and more than 10 years’ experience working in a relevant field of Audit, Accounting or related work. Fluency in written English. | | | *[Bidder’s answer]* |
| Technical requirement 1: | | | |
| Demonstrated experience in in accounting and auditing of development projects, especially donor-funded operations. | | | *[Bidder’s answer]* |
| Technical requirement 2: | | | |
| Sound knowledge and experience in auditing clients comparable to the Pacific Community in organization status and size. | | | *[Bidder’s answer]* |
| Technical requirement 3: | | | |
| Demonstrated project and time management skills and the ability to meet deadlines. | | | *[Bidder’s answer]* |

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