**RFQ24-6523**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

To submit your technical proposal, please fill the submission form and provide a brief to outline the approach that is proposed to meet to scope of work. The declaration of conflict of interest and coy of your business registration are to be provided.

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| --- | --- | --- | --- | --- |
| Technical Requirements | | | | |
| Experience and specified personnel/sub-contractors | | | | |
| **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 REQUIREMENTS | | | | |
| **Approach tools and methodology proposed** | | | | *[Bidder’s answer]* |
| Years of experience in managing reviews, team leadership and project management | | | | *[Bidder’s answer]* |
| **Experience working in the Pacific Region** | | | | *[Bidder’s answer]* |
| **Experience in conducting reviews, related to fisheries and aquaculture, including analysis, reporting and dissemination of findings** | | | | *[Bidder’s answer]* |
| **Communication skills and ability to produce, edit, and deliver peer reviewed publications** | | | | *[Bidder’s answer]* |
| **Experience in successfully leading and/or collaborating and working with people from different ethnic, and cultural and educational backgrounds** | | | | *[Bidder’s answer]* |
| **Working knowledge of both SPC’s official languages (English and French) and/or ability to speak any of the Pacific Islands’ other languages** | | | | *[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]* |