# **RFQ 24-6204 Project Tittle: Information and Knowledge Management Specialist/Curator on Ocean Culture and Traditional Knowledge**

# Part 5: PROPOSAL SUBMISSION FORMS

# BIDDER’S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
* The statements, opinions, projections, forecasts, or other information contained in the Request for Proposal documents may change;
* The RFP/RFQ documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
* Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
* Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded based on the Technical and Financial Components proposed.

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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]* |

**RFQ 24-6176**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 4) 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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Technical Requirements | | | | |
| *Evaluation criteria* | | | | *Response by Bidder* |
| References | | | | |
| **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/sub-contractors required] | | **Details about personnel/sub-contractors** | | |
| Leads Consultant/Manager’s experience: | *[insert details about manager’s experience]* | |
| Consultants’ experience (if applicable & add more personnels if necessary: | *[insert details about consultants’ experience]* | |
| **Technical requirement 1:** | | | | |
| Appropriate qualification (master’s degree in library and information sciences or knowledge management discipline | | | | *[Bidder’s answer]* |
| **Technical requirement 2:** | | | | |
| Five to 10 years’ experience in information knowledge management and five to 10 years’ experience working with Pacific regional or national online repositories. | | | | *[Bidder’s answer]* |
| **Technical requirement 3:** | | | | |
| Excellent knowledge of the Pacific Islands region, including in the area of culture, traditional knowledge and marine biodiversity with proven experience in data, information and knowledge management, particularly in the context of cultural heritage and indigenous knowledge. | | | | *[Bidder’s answer]* |
| **Technical requirement 4:** | | | | |
| Strong skills in developing ontologies, taxonomies, and controlled vocabularies, with familiarity with relevant metadata standards and digital archiving systems with demonstrated experience in training individuals and teams in information knowledge management | | | | *[Bidder’s answer]* |
| **Technical requirement 5:** | | | | |
| Technical requirement 5: Demonstrated experience in community engagement and ethical handling of sensitive cultural information with demonstrated skills in communication and working as part of a team as well as individually. | | | | *[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]* |

**RFQ 24-6204**

### BIDDER’S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders’ local currency.

|  |  |
| --- | --- |
| Particulars | Amount (EURO) |
| Professional fees | Daily rate: |
| Total professional fees (lumpsum) |  |
| Other expenses (please specify) |  |
| TOTAL [State Currency] |  |

​Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies… If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services. ​

SPC does not provide or reimburse insurance for consultant’s travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor’s duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, considering of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

|  |
| --- |
| **For the Bidder: ​** |
| ​​Signature:  ​​  Name of the representative: ​  Title: |