**RFQ22-4848-PRO**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

**Annex 1**

**Technical Proposal Submission Form**

***[RFQ22-4848-PRO]***

**PART A – Organisational Background**

|  |  |
| --- | --- |
| **Criteria** | **Response by bidder** |
| Registered Name (**include certificate of registration**): |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Contact Person: |  |
| Position of Contact Person: |  |
| Contacts of two referees/references: (Attach additional details considered as relevant) | Contact 1:  Name:  Organisation  Address  Telephone number:  Email  Contact 2:  Name:  Organisation  Address  Telephone number:  Email |

**PART B – Evaluation Criteria**

| **Criteria** | **Response by bidder confirming expertise, experience, and technical skills to provide services to SPC** |
| --- | --- |
| Tertiary degree in a relevant field such as business administration, commerce, environmental resource management, climate change. |  |
| Minimum 5 years’ experience in the coordination and delivery of climate change projects or activities and demonstrated experience with complex projects, evidenced by CV. |  |
| Minimum 2 years’ experience working with or within Fiji government agencies, evidenced by 2 examples. | Example 1: Provide details  Example 2: Provide details |
| advanced computer skills in Microsoft Word and Excel. |  |
| Excellent oral and written communications skills. Demonstrated ability to articulate and communicate complex issues and positions to senior administrators and community beneficiaries alike, evidenced by 2 examples. Fluency in English (written and verbal). |  |

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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]* |