RFQ23-5048

### TECHNICAL 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.]*

**Annex 1**

**Technical Proposal Submission Form**

***[RFQ]***

**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** |
| --- | --- |
| Undergraduate degree in an area such as climate change adaptation, natural resource management, or related field; and a post-graduate qualification in climate change. |  |
| At least 5 years professional experience in, climate change adaptation, natural resource management or related field in the Pacific Island countries. |  |
| Minimum 2 examples of completed drafting assignments similar to this RFQ and clearly indicating the Bidder’s input to the examples, either as the lead or key drafting partner. | Example 1: Provide details  Example 2: Provide details |
| Excellent compilation, analytical and writing skills in English; excellent computer skills across necessary applications. |  |
| Excellent interpersonal skills in the multi-cultural environment of the Pacific Island countries |  |

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