**Quotation** if applicable, identify the quote #

Date

Bidder name

Bidder contact information

**RE: RFQ 22-5072**

To:

The Pacific Community (SPC)

Private Mail Bag

Suva, Fiji

|  |  |  |
| --- | --- | --- |
| **Description** | **Unit cost** | **Total cost (TOP)** |
| Technology/connectivity needs  (Identify any required equipment, internet costs) | n/a | Insert value |
| Co-facilitation, conceptualisation and documentation  (13 days’ work as per the RFQ Scope of Work) | Daily rate | Insert value |
| Local transport – workshop co-facilitation  (Provide detail of mode of transport, distance to be covered and any safety considerations) | n/a | Insert value |
| Local transport – participation in dialogue sessions (online)  (Provide detail of mode of transport, distance to be covered and any safety considerations) | n/a | Insert value |
| Local transport – sourcing cultural information for the final concept of the work  (Provide detail of mode of transport, distance to be covered and any safety considerations – adding any detail about how cultural information would be sourced) | n/a | Insert value |
| Creative output production – making the final work in the chosen art form  (Number of days’ work required) | Daily rate | Insert value |
| Creative output materials  (Identify any required resources to ensure the output can be featured in a multimedia campaign – such as paints, recording spoken word or dance, raw materials for weaving or pattern making) | n/a | Insert value |
| Any other costs | Unit cost or rate | Insert value |
| Tax  (Identify any details to ensure clarity) |  | Insert value |
| Administration |  | Insert value |
| Total |  | Insert total |