**RFQ23-5023-PRO**

### PROPOSAL SUBMISSION FORM – SERVICES

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

The Proposal Submission Form is a table that includes the technical and financial criteria on which bidders will be scored and allows the bidder to respond o them. This table is then used by the technical evaluation committee to score the proposals received.

|  |  |  |
| --- | --- | --- |
| Technical Requirements | | |
| *Evaluation criteria* | *Response by Bidder* | |
| Experience and specified personnel/sub-contractors | | |
| **Experience:** | **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]* |
| **Personnel:** | **Details about personnel/sub-contractors** | |
|  | Manager’s experience: | *[insert details about manager’s experience]* |
|  | Consultants’ experience: | *[insert details about consultants’ experience]* |
| Technical Requirement 1 | | |
| At least 5 years of experience in the energy sector planning, policy development, energy data analysis and forecasting | *[Bidder’s answer]* | |
| Technical Requirement 2 | | |
| Tertiary qualification in energy, sustainable development, climate change or related field or comparable work experience. | *[Bidder’s answer]* | |
| Technical Requirement 3 | | |
| Experiences in the planning and delivery of multi- stakeholder work environments and consultation process. | *[Bidder’s answer]* | |
| Technical Requirement 4 | | |
| Excellent communication (written and oral) skills including fluency in English language and facilitation skills | *[Bidder’s answer]* | |
| Financial Requirement 1 | | |
| Professional Fees (must be inclusive of operating costs) | *[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]* |