**RFQ23-5618**

### 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.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Experience:** *[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]* | **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]* | |
| 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/su-contractors required ]* | **Details about personnel/sub-contractors** | | |
| Manager’s experience: | *[insert details about manager’s experience]* | |
| Consultants’ experience: | *[insert details about consultants’ experience]* | |
| **Technical requirement 1: The service provider should possess the relevant skills and experience to prepare teachers and facilitators for the filming** | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| **Technical requirement 2: The service provider has the ability and expertise to provide samples of teaching videos to EQAP** | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| ***Technical requirement 3: The service provider provides assurance that quality videos will be produced for Literacy Intervention.*** | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| Technical requirement 4: The service provider is able to meet timelines provided by EQAP. | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |

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

# FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

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

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of tax in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| *[Name the first table (e.g. exploration mission, project team’s fees, implementation of phase 1, etc.) in accordance with the requirements developed in the technical proposal form)]* | | | |
| Services description | Lump sum Price *[Currency]* | Total quantity | Total Amount *[Currency]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Package 1** | | | *[Total 1]* |

|  |  |
| --- | --- |
| Total amount | *[total amount for the services (1+2+3)]* |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

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, taking into account 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:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |