**RFQ 23-5833**

**PART 5: SUBMISSION FORMS**

 **5.1. Technical Submission Form

PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**• **Provide CVs of all personnel’s being proposed for this work.**

|  |  |
| --- | --- |
| **CRITERIA**  | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (40%)** Quality of the technical bid captures the intent and purpose of this consultancy and adhere with the indicative timelines. |  |
| **Technical requirement 2 (20%):** Extensive experience in facilitating, moderating (large groups) employing various participatory techniques and tools in drawing inputs from multi-disciplinary teams and cultural backgrounds. |  |
| **Technical requirement 3 (30%):** Strong analytical and listening skills applied to a **complex program** and multi-dimensional scope and can demonstrate strong problem-solving skills**.** |  |
| **Technical requirement 4 (10%):** Ability to clearly and effectively communicate among diverse audiences*.* |  |

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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]* |

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**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*)

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: ***RFQ23-5833 Facilitation and Documentation of the HRSD Annual Planning Workshop.***
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |  |
| --- | --- |
| **Particulars** | **Amount** **(Put your own local currency here)** |
| Professional Fees (Daily)**OR** |  |
| **Milestone 1**Building on the technical proposal, an approach paper/workshop design outlining in detail the facilitation flow of the entire 4-day workshop. Once this is cleared by HRSD, the consultant can submit the first invoice as indicated here. |  |
| **Milestone 2****Workshop Report:** The draft workshop report should be submitted not later than 10th of November 2023. Once the report is approved the consultant will be notified to send the **Final invoice.** |  |
| **Total Financial offer (inclusive of all taxes)** |  |

***Note:***

*\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.*

*\* Travel (airfare, accommodation, Meals & Incidentals) if required will be arranged separately by SPC, according to its Travel Policy.*

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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]* |