**RFQ 23-5652**

**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%):** Minimum of a bachelor’s degree in social science, Development, Economics or a relevant field. |  |
| **Technical requirement 2 (35%):** Minimum of 5 years’ experience in providing operational and administrative support to youth networks, particularly in Pacific countries and territories. |  |
| **Technical requirement 3 (15%):** Evidence of engagement or work with the youth sector and awareness of key issues facing youth in the Pacific region. |  |
| **Technical requirement 4 (10%):** Evidence of strong communication and report writing skills and experience managing project including stakeholder management, and reporting (activity plans, budgets and financial reports). |  |

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**5.2. Financial Submission 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.

I confirm that I have examined all the RFQ documents to: **RFQ23-5652 –** **Consultancy to support the Pacific Youth Council.**

1. I agree to complete the services for the price stated in the remuneration.

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

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| --- | --- | --- |
| **Particulars** |  | **Amount (FJD)** |
| ***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.* | | |
| Signing of contract by the successful bidder. | - | Not applicable |
| **Milestone 1**   * Submission and Approval of Monthly Progress report; and * Meetings and events Coordination - Submission of meeting reports/ minutes and representation. | 16 February  2024 | 20% |
| **Milestone 2**   * Submission and Approval of Monthly Progress report; and * Development of Annual Work Plan. | 16 March | 10% |
| **Milestone 3**   * Submission and Approval of Monthly Progress and Quarterly reports; also * Submission of financial and operational reports. | 16 April | 10% |
| **Milestone 4**  Submission and Approval of Monthly Progress report. | 16 May | 5% |
| **Milestone 5**  Submission and Approval of Monthly Progress report. | 16 June | 5% |
| **Milestone 6**  Submission and Approval of Monthly Progress and Quarterly reports. | 16 July | 10% |
| **Milestone 7**  Submission and Approval of Monthly Progress report. | 16 August | 5% |
| **Milestone 8**  Submission and Approval of Monthly Progress report. | 16 September | 5% |
| **Milestone 9**  Submission and Approval of Monthly Progress and  Quarterly reports. | 16 October | 10% |
| **Milestone 10**  Submission and Approval of Monthly Progress report. | 16 November | 5% |
| **Milestone 11**  Submission and Approval of Monthly Progress report. | 16 December | 5% |
| **Milestone 12**  Submission and Approval of Monthly Progress and Quarterly reports. | 16 January 2025 | 10% |
| **TOTAL** |  | **100%** |

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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]* |