**RFQ24-6136**

**PART 5: SUBMISSION FORMS**

### PART 5.1: TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Background** | | | |
| Name: | |  | |
| Physical Address: | |  | |
| Postal Address: | |  | |
| Telephone Contact: | |  | |
| Email: | |  | |
| **Technical Requirements** | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Experience:** | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for t**wo **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]* |
| Technical Requirement 1 | | | |
| Minimum qualification of at least 5 years’ experience in multimedia communications, production or equivalent**.** | | | *[Bidder’s answer]* |
| Technical Requirement 2 | | | |
| Demonstrated proficiency in the development of edited videos. | | | *[Bidder’s answer]* |
| **Technical requirement 3** | | | |
| Familiarity with concepts associated with human rights, gender equality, social inclusion, and culture (from a development perspective). | | | *[Bidder’s answer]* |
| **Other**: *[other requirements]* | | | |
| Interest in sharing knowledge and expertise, ability to work independently and in a timely manner. Also experience working in the Pacific. | | | *[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]* | | | | |

**RFQ 24-6136**

**5.2. Financial Undertaking Form**

**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: **RFQ24-6136 Video Technical Production Skills.**
3. I agree to complete the services for the price stated in the remuneration.

The format shown below should be used in preparing the price schedule.   
All prices in the proposal must be presented in **FJD.** I agree to complete the services for the following price (VIP):

|  |  |  |
| --- | --- | --- |
| **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.* | | |
| Workplan – due 29 February  Video 1 completed\* | 20 |  |
| Updated workplan – due 15 May  Videos 2-5 completed\* | 30 |  |
| Updated workplan – due 15 August  Videos 5-6 completed\* | 20 |  |
| Videos 7-10 completed\*   * Due 30 November | 30 |  |
| **Total Financial offer (inclusive of all taxes)** | **100%** |  |