TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

**INSTRUCTIONS TO BIDDERS**

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| --- | --- |
| Technical Requirements | |
| *Evaluation criteria* | *Response by Bidder* |
| **Technical requirement 1:** | |
| Experience in working with countries in the Pacific as a microbiologist and familiarity in the Pacific region’s Microbiology service and the standard used for microbiology testing, the shortfalls and planned corrective measures. | *[Bidder’s answer]* |
| **Technical requirement 2:** | |
| Familiarity with Fiji Microbiology service and the standard used for microbiology testing, shortfalls and planned corrective measures | *[Bidder’s answer]* |
| **Technical requirement 3:** | |
| Experience in performing whole genome sequencing and the use of WGS results to determine epidemiology of the disease | *[Bidder’s answer]* |
| **Technical requirement 4:** | |
| Ability to interpret WGS bioinformatics reports and defining phylogenetic trees of an organism | *[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 24-6301**

BIDDER’S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders’ local currency.

|  |  |
| --- | --- |
| Particulars | Amount (STATE CURRENCY) |
| Professional Fee (lumsum, Inclusive of all related charges) |  |
| Others (Specify) |  |
| TOTAL [Insert Currency] |  |

​Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

Other expenses: if any, that are directly related to the delivery of the services will be reimbursable based on actuals (receipts and other supporting documents will be required). Such expenses will need prior approval before it is incurred and paid.

SPC does not provide or reimburse insurance for consultant’s travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor’s duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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, considering 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.

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| --- |
| **For the Bidder: ​** |
| ​​Signature:  ​​  Name of the representative: ​  Title: |