***Annex III***

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: 19/071*

RFP **« RFP19-071 »**

Procurement Unit

Email: procurement@spc.int

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services as per requirements and all other items described or mentioned or reasonably to be inferred from the Terms of Reference provided for the sum as ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The Request for Proposal documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
* Neither the lodgment of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
* Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.
* **The SPC general conditions of contract are not negotiable.**

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Date this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 2019.

|  |  |
| --- | --- |
| **Name:****Signature:** |  |

***Annex IV***

**TECHNICAL PROPOSAL SUBMISSION FORM**

**PART A – Background**

**PART A1**

|  |  |
| --- | --- |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| Two contacts of referees /references of past similar projects conducted. Attach additional details as applicable. | 1. |
| 2. |
| Legal registration of firm if applicable (attach documentation) |  |

**PART A2 – Experience and ability related to the required services**

|  |  |
| --- | --- |
| **Selection Criteria, Competency Requirements** | **Responses By Bidder Confirming Expertise, Experience, Ability, Technical Skills And Resources To Provide Professional Services To SPC (please provide documentation to support your proposal)** |
| **Qualifications**: Tertiary level qualifications in information technology, communications, environmental science, public policy, public administration or other relevant field |  |
| **Experience:** Experience in developing and implementing KM systems and tools |  |
| **Experience:** Experience in developing and writing organizational policies, strategies, guidelines and protocols – particularly with respect to KM, IT and communications |  |
| **Experience:** Experience in delivery and using content management systems |  |
| **Experience:** Experience in developing, updating and managing websites |  |
| **Experience:** Experience in building, using and maintaining large databases |  |
| **Experience:** Exceptional interpersonal skills, with the ability to work collaboratively |  |
| **Experience:** Exceptional organisational and coordination skills |  |
| **Experience:** Strong analytical skills and knowledge of research process and methodologies (including data management and data standards) |  |
| **Experience:** Ability to deliver training activities and develop the capacity of staff (e.g. formal and informal training, coaching and mentoring) |  |
| **Registration:** Registered and recognised vendor with at least 2 customers references |  |