**ANNEX II**

**Technical Proposal Submission Form (Form A)**

**Request for Quotation- Consultancy *for* Temporary PGRA Assistant- Electronic Workflow and Reporting**

**PART A – Background**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees /references. Attach additional details if applicable. |  |

**PART B – Qualifications (please provide your CV)**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Diploma level qualification in ICT related fields. |  |
| Three (3) years’ experience in performing similar duties |  |

**PART C – Knowledge / Experience**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Experience in working for large or an international organisation |  |
| Experience in working in ICT related roles and providing support to Procurement or finance team. |  |
| Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling web-based management systems |  |
| Excellent communication skills required with strong client orientation |  |
| Able to set clear performance goals and standards and execute responsibilities accordingly |  |

**ANNEX II**

**Financial Proposal Submission Form (Form B)**

**Request for Quotation- Consultancy *for* Temporary PGRA Assistant- Electronic Workflow and Reporting**

**Part A: Declaration**

1. The undersigned consultant propose and agrees if this proposal is accepted, to enter into an agreement with SPC, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, consultant represents that; he/she has examined all the RFQ documents to provide procurement services to CIDP Programme
3. Contractors agree to complete the services for the following price (VIP) :

|  |  |
| --- | --- |
| **Particulars** | **Amount (EURO)** |
| Fees (daily rate or per month) |  |
| Travel related costs (if any) |  |
| Costs stipulated in country of Consultancy |  |
| Any other costs |  |
| Total financial offer (inclusive of all taxes) |  |

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Print name and sign Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_