**RFQ 22-4751**

# Part 5: PROPOSAL SUBMISSION FORMS

**Section 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  |  |
| Attach latest CV with the proposal  |  |

**PART B – Evaluation Criteria**

|  **CRITERIA** | **RESPONSE BY BIDDER** |
| --- | --- |
| Degree in Human Resources, Organisational Design or Change management (or a related field) |  |
| Minimum 10 years generalist HR experience with at least 5 years’ experience inOrganisational Design or Organisational Change Management |  |
| Experience in organisational design, restructuring, and job design (including job descriptions.  ) |  |
| Job evaluation knowledge would be useful but not mandatory*.* Experience with Strategic Pay-SP10 Framework would be an advantage. |  |
| Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. Experience in developing job descriptions for technical or laboratory-based work would be advantageous |  |

**Section 2 – Financial Submission Form**

In the financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant.

No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

|  |  |
| --- | --- |
| **Particulars** | **Amount [state local currency]** |
| **Total Professional fees** Bidders to specify daily rate as well (Hourly/Daily). |  |
| **Any Other Related Costs** (Please Specify the cost being quoted. This is reimbursable based on actuals)  |  |
|  **Total Financial offer** (inclusive of all taxes) |  |

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, taking into account 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.

|  |
| --- |
| **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]* |