**RFQ 22 - 4760**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

*[Insert instructions for bidders to better understand SPC's requirements for their technical proposal.*

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.*

*The table below is an example of a format that can be modified. In all cases, the Technical Proposal Form should be based on the evaluation matrix and SPC statement of needs.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Experience:** *[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]* | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for three 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]* | |
| 1. Client’s name: *[insert name of client 3]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| **Personnel:** *[insert details of the personnel/su-contractors required ]* | **Details about personnel/sub-contractors** | | |
| Manager’s experience: | *[insert details about manager’s experience]* | |
| Consultants’ experience: | *[insert details about consultants’ experience]* | |
| Technical requirement - Diploma: | | | |
| A relevant tertiary degree or post graduate qualification (MEL, Social Science, Economics, Statistics, or related discipline) and professional background with at least 10 years of previous experience in conducting programmatic evaluations, facilitation, case studies and/or data collation. | | | *[Bidder’s answer]* |
| Technical requirement: | | | |
| Strong understanding and familiarity of the assignment, and identification of appropriate methodologies for meeting the requirements of the Scope of Services and specific deliverables expected throughout the assignment including workplan. | | | *[Bidder’s answer]* |
| Technical requirement: | | | |
| Demonstrated more than 7 years knowledge and experience working in the Pacific region and with Pacific Island countries and institutions, on statistics, open data, data portals, and systems development or knowledge management. | | | *[Bidder’s answer]* |
| Technical requirement: | | | |
| Demonstrated leadership and strategic thinking skills, active listening, proactive learning, and time management skills, with excellent English language written skills, and facilitation skills | | | *[Bidder’s answer]* |
| Technical requirement: | | | |
| Cost and ability to deliver within the timeframe (*Quality, Utility and Timeliness of Deliverables:* the evaluation should be delivered on time, to agreed quality standards. | | | *[Bidder’s answer]* |
| Technical requirement: | | | |
| *Gender, equity and social inclusion:* The process and outputs clearly demonstrate how gender and other elements of social inclusion interact with programme activities and outcomes. | | | *[Bidder’s answer]* |

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| --- |
| **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]* |