**RFQ 23-5010**

# Part 5: PROPSOAL SUBMISSION FORMS

### TECHNICAL PROPOSAL SUBMISSION FORM

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

*The Technical Proposal Submission Form is a table that includes the technical criteria 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Referees** | **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]* | | |
| **Mandatory – CV** | Please provide CV of all key personnel proposed | | | |
| Technical Requirements | | | |
| Degree or advance degree in the relevant field(s) related to agriculture, development, public sector, or policy development | | *[Bidder’s answer]* |
| Minimum 3 years’ experience in coordinating project deliveries and conducting stakeholder consultations | | *[Bidder’s answer]* |
| Understanding of agricultural sector especially in the country | | *[Bidder’s answer]* |
| Experience in facilitating consultation meetings, workshops and gathering feedback | | *[Bidder’s answer]* |
| Experience in working with multiple stakeholders, especially in the country | | *[Bidder’s answer]* |
| Computer skills especially in use of Microsoft office with some skills in setting up database | | *[Bidder’s answer]* |
| Experience and understanding of database management required for coconut conservation and breeding in the Pacific region | | *[Bidder’s answer]* |
| Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits | | *[Bidder’s answer]* |
| Demonstrated experience in in situ conservation and farmer participatory training | | *[Bidder’s answer]* |
| Proven ability to produce high quality comprehensible reports and provide sound, practical recommendations | | *[Bidder’s answer]* |
| Good reporting skills | | *[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]* |

### BIDDER’S FINANCIAL PROPOSAL

The contract schedule of payment will be based on milestones achieved on a monthly basis. Please provide a daily or monthly rate for your professional fees and total professional fees. with an estimated travel budget

|  |  |  |
| --- | --- | --- |
| Services description | Lump sum Price *[Currency]* | Total Amount [TOP] |
| **Professional Fees** | Daily Rate | *[total amount]* |
| Professional Fees | Monthly Rate | *[total amount]* |
| Total Professional Fees | Total lump sum | *[total amount]* |

The consultant is required to provide any additional costs including in country travel costs, perdiems and any other related costs in the financial proposal submission form (if not already included in the consultancy fee) payable by SPC solely. This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require approval from Project manager before it is incurred. Please include these costs here:

|  |  |  |
| --- | --- | --- |
| Other costs | | |
| Item description | Total Amount [TOP] | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| **Total Other costs** | | *[Total]* |

|  |  |
| --- | --- |
| Total Professional Fees |  |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL IN TOP** |  |

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]* |