***[SPC Reference number]***

### TECHNICAL PROPOSAL SUBMISSION FORM – GOODS

##### **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.]*

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Response by bidder** |
| Registered Name (**include certificate of registration**):  |   |
| Physical Address:  |   |
| Postal Address:  |   |
| Telephone Contact:  |   |
| Email:  |   |
| Contact Person: |  |
| Position of Contact Person: |  |
| Contacts of two referees/references: (Attach additional details considered as relevant) | Contact 1: Name:OrganisationAddressTelephone number:EmailContact 2: Name:OrganisationAddressTelephone number:Email |
| Overall Experience of Company and Demostrated Results, A copy of Business Registration, Contact details for 2 Referees and 2 example of past supply contracts to other Pacific Island Countries similar to this RFQ. |  |
| **Laboratory Equipments**- Minimum warranty period of 3 months from the date of delivery.- Item features to be displayed on manuals and guidelines as to provide instruction for usage. |  |
| **Planning Approach**Proposal to include timeframe for the delivery of items in stock and shipment |  |
| **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]* |