**RFQ 23-5415**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

**INSTRUCTIONS TO BIDDERS**

Your technical proposal shall include the following:

* [The Conflict-of-Interest Declaration form](https://purl.org/spc/digilib/doc/voist) completed and signed
* Technical proposal submission form (Annex I) completed and signed including a proposed timeframe
* Cover letter
* Curriculum Vitae

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| **Experience and specified personnel/sub-contractors** | | | |
| **Experience:** | **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:** | **Details about personnel/sub-contractors** | | |
|  | Manager’s experience: | *[insert details about manager’s experience]* | |
|  | Consultants’ experience: | *[insert details about consultants’ experience]* | |
| **Academic qualification:** | | | |
| A degree in public health, statistics, demography, economics, or equivalent, preferably at the post-graduate level. | | | *[Bidder’s answer]* |
| **Technical requirement 1:** | | | |
| Experience in implementation of activities of the proposed nature. Demonstrable experience in the area of mortality and causes of death. Work experience in the Pacific Region will be an advantage | | | *[Bidder’s answer]* |
| **Technical requirement 2:** | | | |
| Demonstrated experience in working with partners such as BAG partners and with CRVS national agencies and project team. Familiarity in working with SDD environment is an advantage. Good project and time management skills and the ability to meet deadlines are essential. | | | *[Bidder’s answer]* |
| **Technical requirement 3:** | | | |
| Sound knowledge of civil registration and vital statistics systems and understanding of UN guidelines on the same. | | | *[Bidder’s answer]* |
| **Technical requirement 4:** | | | |
| Demonstrated experience in building capacity in the analysis of health and administrative data and preparation of analysis products. | | | *[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]* |