**RFQ 23-5421**

# Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

**PART A – Background**

|  |  |
| --- | --- |
|  | RESPONSE BY BIDDER  |
| Name |   |
| Physical Address |   |
| Postal Address |   |
| Telephone Contact |   |
| Email |   |

**PART B – Technical evaluation criteria**

|  |
| --- |
| Technical Requirements |
| *Competency Requirements* | *Response by Bidder* |
| **Experience:** Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of three contracts that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary. | **Details for two 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]* |
| 1. **Technical Requirement 1**
 |
| Minimum of 10 years demonstrated experience in establishing and sustaining effective communities of practice and/or partnership brokering. Samples of work must be supplied by the consultant to assist with assessing this criteria, including CV’s of key personnel that will be engaged. | *[Bidder’s answer]* |
| 1. **Technical Requirement 2**
 |
| Demonstrated understanding of establishing and coordinating communities of practice in the Pacific. Inclusive of samples of work must be supplied by the consultant to assist with assessing this criteria, including CV’s of key personnel that will be engaged. | *[Bidder’s answer]* |
| 1. **Technical Requirement 3**
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| Knowledge in disaster risk management including experience in Pacific development programmes, including design, coordination and implementation of the frameworks | *[Bidder’s answer]* |
| 1. **Technical Requirement 4**
 |
| Demonstrated track record of delivering work across multiple settings on time and on budget. | *[Bidder’s answer]* |

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**PART C – Financial proposal**

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.
The format shown below should be used in preparing the price schedule.
All prices in the proposal must be presented in **FJD.**

|  |  |
| --- | --- |
| Particulars | Amount (FJD) |
| Professional fees | Day rate:FJD |
| Total financial offer (inclusive of taxes) | Maximum total fee : FJD |

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team. i.e. 50% full time, full-time, etc.).

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​SPC will not cover separate lines for visas, overheads/running costs, … If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services. ​

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.

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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]*​  |