# Part 5: Proposal Submission Forms

### BIDDER’S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The RFP/RFQ documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
* Neither the lodgement of the RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ documents is stated to be applicable;
* Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the RFP/RFQ documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the Bidder’s representative: *[insert name of the representative]*Title: *[insert title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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### 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:** Previous experience in similar work |
| *[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  |
| Relevant educational background of the consultants   | *[Bidder’s answer]* |
| Describe professional experience in evaluation, leading and participating in independent reviews and project designing and development | *[Bidder’s answer]* |
|  Demonstrate understanding and experience in evaluation methods and processes with proven skills and experience in reviews and project design and development. | *[Bidder’s answer]* |
| Demonstrate analytical skills, well-developed team skills, experience in gathering and interpreting data and information and writing constructive reports  | *[Bidder’s answer]* |
| Describe the understanding of the Australian aid program quality reporting system and Australia’s approach to gender equality | *[Bidder’s answer]* |
| Demonstrated knowledge and experience in evaluating and designing projects addressing gender equality economic development, organic farming, and multi-stakeholder partnerships.  | *[Bidder’s answer]* |
| Demonstrate strong written and oral skills, particularly in a Pacific cross-cultural setting (provide examples or reports/videos if possible) | *[Bidder’s answer]* |
| Demonstrate understanding of the BPWP country’s social and political context | *[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]* |

###  BIDDER’S FINANCIAL PROPOSAL

 The contract schedule of payment will be based on milestones achieved. Please provide a daily rate for your professional fees and total professional fees.

|  |  |  |
| --- | --- | --- |
| Services description | Lump sum Price *[Currency]* | Total Amount [Insert currency] |
| Professional Fees  | Daily Rate  | *[total amount]* |
| Total Professional Fees *- [Insert total days Bidding for]* | Total lump sum | *[total amount]* |

The consultant is required to provide any 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 prior approval from Project manager before it is incurred. Please include these costs here:

|  |
| --- |
| Other costs |
| Item description | Total Amount [Insert currency] |
| *[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** [Insert currency] |  |

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]* |