**RFQ 23-5631**

**PART 5: SUBMISSION FORMS**

**5.1. Technical Submission Form  
  
PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**• **Provide CVs of all personnel’s being proposed for this work.**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| **Technical requirement 1:** Qualifications or certification in media, communications, journalism or film production, and Knowledge in Media, Communications and Film Production. |  |
| **Technical requirement 2:** Experience in administering and reviewing activities concerned with events/publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities. |  |
| **Technical requirement 3:** Experience in events and logistics management. |  |
| **Technical requirement 4:** Experience working with international non-governmental membership-based organisations. |  |

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**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*)

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to:

**RFQ23-5631 Pacific Human Rights Film Festival 2023.**

1. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |  |
| --- | --- |
| **Particulars** | **Amount**  **(Put your own local currency here)** |
| Professional Fees (Hourly/Daily/Monthly rate- Specify)  ***Note:***  *\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.*  *\* Travel (airfare, accommodation, Meals & Incidentals) will be arranged by SPC, according to its Travel Policy.* |  |
| **Total Financial offer (inclusive of all taxes)** |  |