**RFQ 23-5652**

### **SUBMISSION FORMS**

### PART 5.1: TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| Background | | | |
| Name: | |  | |
| Physical Address: | |  | |
| Postal Address: | |  | |
| Telephone Contact: | |  | |
| Email: | |  | |
|  | | | |
| 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]* |
| Technical Requirement 1 | | | |
| Minimum of a bachelor’s degree in social science, Development, Economics or a relevant field. | | | *[Bidder’s answer]* |
| Technical Requirement 2 | | | |
| Minimum of 5 years’ experience in providing operational and administrative support to youth networks, particularly in Pacific countries and territories | | | *[Bidder’s answer]* |
| **Technical requirement 3:** | | | |
| Evidence of engagement or work with the youth sector and awareness of key issues facing youth in the Pacific region. | | | *[Bidder’s answer]* |
| **Technical requirement 4:** | | |  |
| Evidence of strong communication and report writing skills and experience managing project including stakeholder management, and reporting (activity plans, budgets and financial reports). | | | *[Bidder’s answer]* |
| **Other**: *[other requirements]* | | | |
| Detailed Response to Skills and Qualifications under Section D, that is not mentioned under technical requirements 1-4 above. | | | *[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]* |

**RFQ 23-5652**

### PART 5.2: FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

All costs indicated on the Financial Proposal should be **inclusive** of all costs with applicable taxes, **excluding** travel which will be organised directly by SPC - HRSD in accordance with SPC Travel Policy.

The format shown below should be used in preparing the price schedule.   
All prices in the proposal must be presented in **FJD.**

|  |  |
| --- | --- |
| **RFQ23-5652 Pacific Youth Council Consultancy** | |
| Services description | **FJD** |
| Professional fees (lump sum) |  |

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

SPC is not responsible for any arrangements or payments related to visas, taxes, duties or separate lines for overheads/running costs or contingencies for which the **consultant** may be liable. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultants’ travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire).

The Contractor’s duty station is **Suva, Fiji** and if there are any site visits, travel costs will be covered by SPC.

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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]* |