**RFQ 23-5828**

TECHNICAL OFFER SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

|  |  |  |  |
| --- | --- | --- | --- |
| Technical requirements | | | |
| *Assessment criteria* | | *Bidder’s response* | |
| **Experience and dedicated staff/sub-contractors** | | | |
| **Experience:** evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary. | **Experience :** | | |
| *Provide details of required experience* | | |
| **Three referees’ contact details** | | |
| 1. *Client Name: Indicate client’s name* | | |
| Contact name: | | *Indicate the contact’s name* |
| Contact details: | | *Indicate the contact’s details* |
| Contract amount: | | *Indicate the contract amount* |
| 1. *Client Name: Indicate client’s name* | | |
| Contact name: | | *Contact name:* |
| Contact details: | | *Contact details:* |
| Contract amount: | | *Contract amount:* |
| 1. *Client Name: Indicate client’s name* | | |
| Contact name: | | *Contact name:* |
| Contact details: | | *Contact details:* |
| Contract amount: | | Contract amount: |
| ***Technical requirement 1*** | | | |
| Experience in communicating with media and on social media | | *Bidder’s response* | |
| ***Technical requirement 2*** | | | |
| Eexperience in health communication and health promotion | | *Bidder’s response* | |
| ***Technical requirement 3*** | | | |
| Experience in delivering webinars | | *Bidder’s response* | |
| ***Technical requirement 4*** | | | |
| In-depth knowledge of the Pacific region and NCD issues | | *Bidder’s response* | |

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| **For the Bidder:** *Insert company name here* |
| Signature:  Name of the representative: *Insert representative’s name here*  Position: *Insert representative’s position here* |
| Date: *Click or tap here to enter a date* |

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BIDDER'S FINANCIAL OFFER – SERVICES

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

|  |  |
| --- | --- |
| Description of services | Amount Euro |
| Professional fees (specify if daily or lumpsum) | *Unit price* |
| Travel lump sum (if required) | *Unit price* |
| Other (specify) |  |
| **TOTAL** |  |

Professional fees: staff salaries, consultants’ fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and their rates and prices.

|  |
| --- |
| **For the Bidder:** *Insert company name here* |
| Signature:  Name of the representative: *Insert representative’s name here*  Position: *Insert representative’s position here* |
| Date: *Click or tap here to enter a date* |