**RFQ23-5994**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) 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 |
| **Experience:** the bidder must demonstrate at least 3 years' experience in the field mentioned in Part 3.e and must provide details of two reference clients in this field | **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]* |
| **Personnel:** insert details of the personnel/sub-contractors required  | **Details about personnel/sub-contractors** |
| Manager’s experience: | *[insert details about manager’s experience]* |
| Consultants’ experience: | *[insert details about consultants’ experience]* |
| Technical Requirement 1 |
| Minimum qualification of degree in sociology, economics, archaeology, library and information management, human rights, law, traditional knowledge, environmental/marine science, communication, journalism or other relevant fields.  | *[Bidder’s answer]* |
| Technical Requirement 2 |
| Minimum of three (3) years’ experience in research and delivering quality written reports. | *[Bidder’s answer]* |
| Technical Requirement 3 |
| Minimum of three (3) years of demonstrated experience in conducting stakeholder engagement, interviews and community consultations. | *[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]* |

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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 EUR.

|  |  |
| --- | --- |
| Particulars | Amount (EUR) |
| Professional fees | Day rate: EUR  |
| Other expenses (please specify) |  |
| TOTAL |  |

​ ​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 will not cover separate lines for overheads/running costs, contingencies… 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). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

Any Travel under this contract will be organised by SPC and include semi flexible economy airfares and accommodation.

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]*​  |