**RFQ 23-6020**

**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 (30%):** A qualification or relevant industry/sector experience. |  |
| **Technical requirement 2 (30%):** At least 7-10 years’ experience in the education sector designing student content/support materials and delivering lessons with educational institutions, international organisations, inter-governmental bodies and/or NGOs. |  |
| **Technical requirement 3 (20%):** Knowledge and experience of using participatory approaches and innovative techniques in the design and delivery of customised, practical training packages (in the Pacific is desirable); Proven experience designing learning materials. |  |
| **Technical requirement 4 (10%):** Access to, and experience in using, a broad range of student-centred, participatory and experiential teaching methods for engaging students in the delivery of tailored workplace-based training*.* |  |
| **Other requirements (10%):** Excellent multicultural communication skills as well as fluency in English and, ideally Solomon Islands pidgin and knowledge of Pacific Island communities, culture and educational contexts (specific knowledge and experience in Solomon Islands is desirable). |  |

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

**RFQ 23-6020**

**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:

**RFQ23-6020 - Technical Assistance in the development and delivery of Work Readiness Training .**

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 (SBD)** |
| 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) if required will be arranged separately by SPC, according to its Travel Policy.* | | |
| Signing of contract by the successful bidder. | N/A |  |
| **Milestone 1**  Submit and Approval of draft lesson outlines and accompanying resources and monitoring and evaluation tools for Solomon Islands. | 20% |  |
| **Milestone 2**  Delivery of first one-week work readiness training package. | 30% |  |
| **Milestone 3**  Delivery of second block of work readiness training package. | 30% |  |
| **Milestone 4**  Submit and Approval of MEL report provided at end of consultancy. | 20% |  |
| **Total Financial offer (inclusive of all taxes)** | **100%** |  |

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