**RFQ 23-6021**

**PART 5: SUBMISSION FORMS**

 **5.1. Technical Submission Form

PART A – Background**

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|  | **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.**

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| **CRITERIA**  | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (10%):** A degree in the field of gender and women studies, human rights, social sciences or related field is required. |  |
| **Technical requirement 2 (20%):** 7 years or more work experience in social development programmes in the Pacific region, particularly in advancing gender equality and women’s empowerment, and an understanding how this links to other sectoral work. Knowledge of the unique context of Micronesia, Pacific SIDS and members of SPC in the region is important. |  |
| **Technical requirement 3 (30%):** 7 years or more experience in programme design, research, synthesis including M&E and learning. Application of gender and other people-centred considerations in the context of gender equality and women’s empowerment programming in these processes is important(provide examples of previous work). |  |
| **Technical requirement 4 (20%):** Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work). |  |
| **Technical requirement 5 (20%):** Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work. |  |

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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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**5.2. Financial Undertaking Form**

**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: **RFQ23-6021 - Technical Assistance to design the Micronesian Gender Equality Framework.**
3. 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 (USD)** |
| ***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.* |
| **Milestone 1**Submission and Approval of agreed workplan with dates. | 20% |  |
| **Milestone 2**Submission and Approval of Progress report on the tasks in the agreed workplan. | 20% |  |
| **Milestone 3**Submission and Approval of draft of the Micronesian Gender Equality Framework. | 30% |  |
| **Milestone 4**Finalisation of the Micronesian Gender Equality Framework and completion of tasks. | 20% |  |
| **Milestone 5**Submission and Approval of Report on completion of tasks and deliverables in the agreed workplan. | 10% |  |
| **Total Financial offer (inclusive of all taxes)** | **100%** |  |

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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]* |