**RFP 24-6218**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

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| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| **Experience and specified personnel/sub-contractors** | | | |
| References: | **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]* | |
| 1. Client’s name: *[insert name of client 3]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| Personnel: | **Details about personnel/sub-contractors** | | |
| Manager’s experience: | *[insert details about manager’s experience]* | |
| Sub-contractor’s experience: | *[insert details about sub-contractors experience]* | |
| **Technical requirement 1: Bidder’s qualification, capacity and experience** | | | |
| * 1. Organization history / Reliability / Industry Standing | | | *[Bidder’s answer]* |
| * 1. General Organizational Capability which is likely to affect implementation: management structure, financial stability, capacity, management controls, extent to which any work would be subcontracted. | | | *[Bidder’s answer]* |
| * 1. Relevance of specialized knowledge and experience on similar engagements done in the region/country | | | *[Bidder’s answer]* |
| * 1. Quality assurance procedures and risk mitigation measures/SOPs and SOPs on confidential parcel management | | | *[Bidder’s answer]* |
| **Section 2. Proposed Methodology, Approach, and Implementation Plan** | | | |
| **2.1**. Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | | | *[Bidder’s answer]* |
| **2.2**. Details on how the different service elements shall be picked-up, organized, controlled, and delivered. | | | *[Bidder’s answer]* |
| 2.3. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement. | | | *[Bidder’s answer]* |
| **Section 3. Management Structure and Key Personnel** | | | |
| 3.1. Composition and structure of the team proposed. | | | *[Bidder’s answer]* |
| * 1. Qualifications of key personnel proposed.   Key Account Manager; General Experience, Specific Experience relevant to the assignment, regional experience, Language Qualifications | | | *[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]* |