### 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 4) 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* |
| Mandatory Requirements  |
| 1. Consultants CV
 |  |
| 1. Completed Technical and Financial Proposal Submission forms
 |  |
| 1. Draft work plan
 |  |
| 1. Covering letter including skills and competencies
 |  |
| **Technical requirement 1:** |  |
| In depth understanding of gender issues in the FSM | *[Bidder’s answer]* |
| **Technical requirement 2:** |
| Previous experience providing gender support for projects and awareness raising is essential | *[Bidder’s answer]* |
| **Technical requirement 3:** |
| Ability to communicate/converse in a local language at State level | *[Bidder’s answer]* |
| **Technical requirement 4:** |
| Established networks with Municipal governments, State governments, Non-Governmental Organizations, and other stakeholders  | *[Bidder’s answer]* |
| **Technical requirement 5:** |
| Bachelor’s Degree in development, geography, development, conservation, management, and/or 5 years of relevant experience | *[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]* |

### BIDDER’S 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 USD.

|  |  |
| --- | --- |
| Particulars | Amount (USD) |
| Professional fees | Daily rate:  |
| Total professional fees (lumpsum) |  |
| Other expenses (please specify) |  |
| TOTAL [State Currency]  |  |

​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 consultant’s 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.

The Contractor’s duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

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, considering 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: ​** |
| ​​Signature: ​​ Name of the representative: ​ Title:  |
| Date: *[Click or tap to enter a date]* |