**Annex III**

**Technical Proposal Submission Form**

*Request for Proposal (RFP) no: 17/024*

***Communications and Visibility Consultant:***

***Rural Access Roads and Associated Infrastructure (RARAI) Project, Improving Key Services to Agriculture (IKSA), Reforestation of the Degrading Foothills of the Sugar Belt & Fairtrade Associations Capacity Building and Farm Advisory Services Support***

***\***

**PART A – Background**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees /references. Attach additional details as applicable. |  |

**PART B – Qualifications**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Tertiary qualifications Communications, Journalism or other relevant fields |  |
| Post graduate studies in the relevant field |  |

**PART C – Knowledge / Experience**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Years of experience in communication and visibility purposes  Possess technical expertise to provide the required services |  |
| Proven track record in production of printed information materials including graphic design and layout, production of brochures, posters and other visibility materials  Proven experience in dealing with national and regional media organisations  Experience in communication and visibility of energy related projects  Proven skills in creative theming and graphic design |  |
| Suitability of assigned personnel for the required services – provide CVs  Excellent communication and analytical skills  Excellent skills in research and technical writing  Excellent command of written and spoken English, Fijian and Hindi. |  |

**Annex IV**

**Financial Proposal Submission Form**

*Request for Proposal (RFP) no: 17/024*

***Communications and Visibility Consultant:***

***Rural Access Roads and Associated Infrastructure (RARAI) Project, Improving Key Services to Agriculture (IKSA), Reforestation of the Degrading Foothills of the Sugar Belt & Fairtrade Associations Capacity Building and Farm Advisory Services Support***

**Part A: Declaration**

1. The undersigned contractor propose and agrees if this proposal is accepted, to enter into an agreement with the Owner, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, contractor represents that; he/she has examined all the RFP documents to provide technical services to support SPC’s implementation of the EU-funded Rural Access Roads and Associated Infrastructure (RARAI) Project, Improving Key Services to Agriculture (IKSA), Reforestation of the Degrading Foothills of the Sugar Belt & Fairtrade Associations Capacity Building and Farm Advisory Services Support Project.
3. Contractors agree to complete the services for the following price (VIP) per month:

Rate per month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Print name and sign Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_