**ANNEX II**

**Technical Proposal Submission Form**

**COORDINATE AND FACILITATE THE PREPARATION FOR AND HOSTING OF THE REGIONAL YOUNG LEADERS DIALOGUE**

**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 – Evaluation Criteria**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER**  |
| Experience in coordinating events – event management and organizing  |  |
| Experience in working with multiple stakeholders across different sectors and countries |  |
| Experience in similar undertaking at regional level |  |
| Cost and time frame  |  |

**ANNEX III**

**Financial Proposal Submission Form**

***Request for Quotation***

**COORDINATE AND FACILITATE THE PREPARATION FOR AND HOSTING OF THE REGIONAL YOUNG LEADERS DIALOGUE**

|  |  |
| --- | --- |
| **Particulars** | **Amount (FJD)** |
| Fees (daily rate or per month) |  |
| Travel related costs (if any) |  |
| Costs stipulated in country of Consultancy |  |
| Any other costs |  |
| Total financial offer (inclusive of all taxes) |  |