**ANNEX II**

**Technical Proposal Submission Form (Form A)**

***Request for Quotation* Consultant – Communication strategy and plan**

**PART A – Background**

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

**PART B – Knowledge / Experience**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Good experience and knowledge of developing communications strategy and plan |  |
| Knowledge and experience with a broad range of stakeholders |  |
| An understanding of Information and Knowledge Management and principles of Open Data |  |
| Experience in communication in the Pacific Development Context, including consideration of gender, culture and youth. |  |
| Effective writing and excellent communication skills |  |

**ANNEX II**

**Financial Proposal Submission Form (Form B)**

***Request for Quotation* Consultant – Communications strategy and plan**

**Part A: Declaration**

1. The undersigned consultant proposes and agrees if this proposal is accepted, to enter into an agreement with SPC, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, consultant represents that; he/she has examined all the RFQ documents to provide procurement services to Pacific Data Hub (PDH) Programme.
3. All prices must be inclusive of all relevant taxes.

|  |  |
| --- | --- |
| **Particulars** | **Amount (EURO, NZD, AUD, 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 relevant taxes) |  |

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Print name and sign Date

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