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| **ANNEX V**  **TECHNICAL PROPOSAL SUBMISSION FORM**  *Request for Proposal (RFP) no: RFP20-101* |

* + 1. **Background**
  1. Contact

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| --- | --- |
| **Registered name of the Organisation:**  **(Please provide registration document)** |  |
| **Year established:** |  |
| **Full Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone contact:** |  |
| **Email address:** |  |
| **Contact person:** |  |
| **Number of employees:** |  |
| **Proprietor’s/shareholder’s details:** |  |

* 1. Legal Registration

|  |  |  |
| --- | --- | --- |
| **Place of registration &**  **registration No.** | **Date of Incorporation** | **Directors’ names** |
|  |  |  |

**Please provide evidence of certification of compliance with legal obligations (insurance, work safety, accounting monitoring) when applicable.**

* + 1. **Previous experience**

**Reference 1:**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**Reference 2:**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

* + 1. **Partners and personnel**

List the consortium partners as well as qualifications and experience of key personnel proposed for administration and execution of the consultancy. (Curriculum vitae for personnel proposed for this consultancy should be submitted with the Proposal).

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| **Organisation** | **Position** | **Name** | **Qualifications** | **Years of**  **experience in**  **current position** |
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* + 1. **Work areas you are applying for**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Area Applied for** | **Are you bidding for this area?**  **YES/NO** | **Years of experience in this work area** | **Please detail relevant experience** | **Language(s): English, French or other Pacific country (specify)** |
| 1. Conceptualization and Design of Publishing Products. Please comment on the following areas:   * Developing design concepts * Problem solving * Adobe Creative Suite * Pre-press and eVersion processes * Communicating scientific and technical concepts * Client communication |  |  |  |  |
| 2. Desktop Publishing and Layout. Please comments on the following areas:   * Layout of documents * MS Office proficiency * Client communication |  |  |  |  |
| 3. Graphic Illustration and Design. Please comment on the following areas:   * Developing concepts * Problem solving * Client communication * Communicating scientific and technical ideas visually * Adobe Creative Suite * Infographics |  |  |  |  |

* + 1. **Certification**

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp (if any)

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