**Annex IV
TECHNICAL PROPOSAL SUBMISSION FORM**

***Request for Proposal (RFP): RFP 20/104***

**PART A – Background**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Contact details for two referees. Attach additional details as applicable. |  |

**PART B – Qualifications**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| An advanced university degree (Masters) related to monitoring and evaluation, economics, disaster risk management or related field |  |

**PART C – Knowledge / Experience / Proposed Approach**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Demonstrated experience in printing of high stakes/ national/ regional examination papers.set |  |
| Evidence of past projects undertaken in the last three (3) years demonstrating consistency in meeting complex and tight deadlines |  |
| Capacity to produce technically specified outputs including but not limited to: individualized sticky labels from a text file provided; print and collate from front and the reverse direction from the back in a single booklet, print in languages other than English, including those requiring specific character sets from a font provided, appropriate technology and capacity to ensure high print quality in black and white and full colour for both large and small quantity print runs |  |
| Evidence of appropriate levels of security in place to handle handling, printing and shipping of confidential/secured documents: ie, confidentiality and security training for staff, supervision of all processes, 24 hour secured premises, secure transfer and transport of originals, proofs and products, secure disposal of waste materials, etc |  |
| Evidence of ability to provide regular and urgent updates and feedback on the progress of work or any issues arising. |  |

 **ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

***Request for Proposal (RFP): RFP20/104***

**Part A: Declaration**

1. The undersigned contractor proposes 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 professional services FOR THE Mid Term Review of the Pacific Islands Emergency Management Alliance (PIEMA) Project.
3. Contractor agrees to complete the services at the following price (VIP):

|  |  |
| --- | --- |
| **Particulars** | **Amount (FJD)** |
| Fees (daily rate for each consultant) |  |
| Travel related costs ( local travel) |  |
| Costs stipulated in country of consultancy (e.g. consultations) |  |
| Any other costs |  |
| **Total financial offer (inclusive of all taxes)** |  |

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Print name and sign Date

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