**ANNEX II**

**Technical Proposal Submission Form**

**CONSULTANCY TO PREPARE A COMMUNICATIONS PLAN TO SUPPORT THE INTERGRATED MANAGEMENT OF THE SOASOA WATERSHED AREA, LABASA, FIJI.**

# PART A – Background

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

#  PART B – Qualifications

|  |  |
| --- | --- |
| **CRITERIA**  | **RESPONSE BY BIDDER**  |
| Tertiary qualifications in an area such as communications or a related field. |   |

# PART C – Knowledge / Experience

|  |  |
| --- | --- |
| **CRITERIA**  | **RESPONSE BY BIDDER**  |
| At least five years’ work experience in the field of communications; experience in climate change and watershed management would be an advantage.  |   |
| Portfolio of at least 3 communications assignments in the Pacific Islands which you have been involved in comparable in scope to this consultancy, and clearly identifying your specific role in these assignments.  |   |
| Summary of unique technical approach, skills and experience that Consultant/Firm will bring to this RFQ (max 750 words) |  |

**ANNEX III**

**Financial Proposal Submission Form**

*Request for Quotation*

**CONSULTANCY TO PREPARE A COMMUNICATIONS PLAN TO SUPPORT THE INTERGRATED MANAGEMENT OF THE SOASOA WATERSHED AREA, LABASA, FIJI.**

# 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 RFQ documents to provide technical services to support SPC’s preparation of a communications plan to support the integrated management of the Soasoa Watershed area, Labasa, Fiji.

1. Contractors agree to complete the services for the following price (VIP):

|  |  |
| --- | --- |
| **Particulars**  | **Amount (EURO)**  |
| Fees (daily rate)  |   |
| Communication related costs  |   |
| Any other costs (provide description)  |   |
| Total financial offer (inclusive of all taxes)  |   |

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Print name and sign Date

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