**ANNEX II**

**Technical Proposal Submission Form**

**SPC HRSD Divisional Website Revamp**

**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 – Qualifications**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Qualifications or certification in proposed software |  |

**PART C – Knowledge / Experience**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Knowledge and experience of Drupal 8 |  |
| Experience building live websites in the last two years (please provide links to websites) |  |
| Experience working with international intergovernmental membership based organisations |  |

**ANNEX III**

**Financial Proposal Submission Form**

***Request for Quotation***

**SPC HRSD Divisional Website Revision**

**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 RFP documents to provide technical services to support SPC HRSD’s Division.
3. Contractors agree to complete the services for the following price (VIP) per hour:

|  |  |
| --- | --- |
| **Particulars** | **Amount (EUR)** |
| VIP per hour |  |
| Number of expected hours: |  |
| Any other costs |  |
| **Total financial offer (inclusive of all taxes)** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and sign Date

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