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| **ANNEX VI****TECHNICAL PROPOSAL SUBMISSION FORM***Request for Proposal (RFP) no: RFP21-112* |

* + 1. **Background**

**4.1** Contact

|  |  |
| --- | --- |
| **Name** |  |
| **Physical address** |  |
| **Mailing address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

**4.2** 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**

|  |  |
| --- | --- |
| **Geographical list showing where work has been conducted in the past three years** |  |
| **Previous experience working with other international organizations** |  |
| **Previous experience in working with organisations such as SPC** |  |

**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:** |  |
| **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 & 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).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Position** | **Name** | **Qualifications** | **Years of****experience in****current position** |
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|  |  |  |  |  |
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* + 1. **Competency requirements**

**4.1** Technical requirements

| **Work area sought**  | **Are you bidding on this area?****YES / NO** | **Years of experience in this work area**  | **Please elaborate** |
| --- | --- | --- | --- |
| Enterprise Content Management software design and development  |  |  |  |
| Information Management services |  |  |  |
| SharePoint Online |  |  |  |
| Document and Records Management |  |  |  |
| Digitisation of physical records |  |  |  |
| Data Migration |  |  |  |
| Enterprise Change Management |  |  |  |
| Quality Assurance |  |  |  |
| Iterative/Agile delivery |  |  |  |

**4.1** Non-technical requirements

|  |  |
| --- | --- |
| **Corporate history, culture, structure and business expertise** | **Please elaborate** |
| Internationally registered and recognised services provider related to ECM |  |
| Having sound financial statements over the last 3 years |  |
| Demonstrated experience, ability and confidence in delivering services and support to large clients across multiple sites and locations |  |
| Current structure, facilities and service culture demonstrate capacity to propose and deliver a solution that meets SPC’s requirements |  |
| Demonstrated corporate values and culture of environmental responsibility and sustainability |  |

* + 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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