**PART 5: SUBMISSION FORMS**

**5.1 - TECHNICAL PROPOSAL SUBMISSION FORM**

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| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| **Experience and references** | | | |
| **Experience:** | **Details for three references:** | | |
| * Client’s name: *[insert name of client 1]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| * Client’s name: *[insert name of client 2]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| * Client’s name: *[insert name of client 3]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| **Technical Requirement 1** | | | |
| Demonstrated experience 5 years in the area of climate change adaptation, stakeholder consultations, project development and project implementation. | | | *[Bidder’s answer]* |
| **Technical Requirement** 2 | | | |
| Specific experience in gender, environmental and social safeguards and impact assessment is desirable. | | | *[Bidder’s answer]* |
| **Technical Requirement 3** | | | |
| A solid knowledge of the institutional context in the target country is mandatory as well as a strong network within the target area of the project. | | | *[Bidder’s answer]* *[Bidder’s answer]* |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

**RFQ22-4333**

**5.2**

**FINANCIAL PROPOSAL SUMBISSION FORM**

**INSTRUCTIONS TO BIDDERS**

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.