# Part 5: PROPOSAL SUBMISSION FORMS

## Section 1 - Technical Submission Form- Consultancy – POLFN communications support - Tonga

**PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name:  |  |
| Physical Address:  |  |
| Postal Address:  |  |
| Telephone Contact:  |  |
| Email:  |  |
| Two contacts of referees or references. Attach additional details considered as relevant  |  |
| Attach latest CV with the proposal  |  |

**PART B – Evaluation Criteria**

|  **CRITERIA** | **RESPONSE BY BIDDER** |
| --- | --- |
| Degree or advance degree in the relevant field(s) related to communications, agriculture, development, public sector, or policy development |  |
| Minimum 3 years’ experience in coordinating project deliveries and conducting stakeholder consultations |  |
| Understanding of the agricultural and organic sector`s in the focal country |  |
| Experience in covering/facilitating events and workshops and gathering feedback |  |
| Experience in working with multiple stakeholders in the focal country |  |
| Computer skills especially in use of Microsoft office with some skills in setting up database |  |
| Photography and video editing skills |  |
| Good writing and storytelling skills |  |

## Section 2 – Financial Submission Form

In the 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.

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.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

|  |  |
| --- | --- |
| **Particulars** | **Amount TOP**  |
| **Total Professional fees** Bidders to specify daily rate as well. |  |
| **Any Other Related Costs** (Please Specify the cost being quoted. This is reimbursable based on actuals) **Note:** * + 1. SPC will arrange airfare/boat fare and pay daily subsistence allowance which covers meals, incidentals and accommodation for any travels as and when required.
		2. SPC does not insure consultants for their travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable **thus any such costs arising from this consultancy must be factored into the financial proposal.**
 |  |
|  **Total Financial offer** (inclusive of all taxes) |  |

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

|  |
| --- |
| **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]* |