**RFQ 22 - 4726**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

*[Insert instructions for bidders to better understand SPC's requirements for their technical proposal.*

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.*

*The table below is an example of a format that can be modified. In all cases, the Technical Proposal Form should be based on the evaluation matrix and SPC statement of needs.]*

|  |
| --- |
| Technical Requirements |
| *Evaluation criteria* | *Response by Bidder* |
| Experience and specified personnel/sub-contractors |
| **Experience:** *[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]* | **Experience:** |
| *[insert details of relevant experience]* |
| **Details for three references:** |
| 1. 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]* |
| 1. 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]* |
| 1. 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]* |
| **Personnel:** *[insert details of the personnel/su-contractors required ]* | **Details about personnel/sub-contractors** |
| Manager’s experience: | *[insert details about manager’s experience]* |
| Consultants’ experience: | *[insert details about consultants’ experience]* |
| Technical requirement - Diploma: |
| University degree in statistics, mathematics, IT or other related discipline. | *[Bidder’s answer]* |
| Technical requirement: |
| Minimum of 5 years of demonstrated experience in data and metadata management in the field of statistics, data science or IT. | *[Bidder’s answer]* |
| Technical requirement:  |
| Broad statistical experience, particularly in general statistical concepts, data collection and analysis techniques and metadata-driven approaches.  | *[Bidder’s answer]* |
| Technical requirement: |
| Computer literacy, in particular as it relates to data processing (e.g. Python). | *[Bidder’s answer]* |
| Technical requirement: |
| Demonstrated experience using and implementing SDMX metadata standards. |  |
| Technical requirement: |
| Demonstrated understanding of the ToRs and the required outputs |  |

|  |
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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]* |