22-4509

 **PART 5 – 5.1 - TECHNICAL PROPOSAL SUBMISSION FORM**

**INSTRUCTIONS TO BIDDERS**

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| Technical Requirements |
| *Evaluation criteria* | *Response by Bidder* |
| **Experience and references** |
| **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]* |
| **Technical Requirement 1** |
| A bachelor’s degree in social studies, development, public administration, management, finance studies with at least 2 years of work experience in an area relevant to national and international climate change policy and financing mechanism. Experience with the GCF is an asset.  | *[Bidder’s answer]* |
| **Technical Requirement 2** |
| Demonstrate ability to coordinate and drive communication with the Fund and manage operational activities. | *[Bidder’s answer]* |
| **Technical Requirement 3** |
| Be familiar with the relevant institutions and stakeholders in the climate change domain in FSM – including potential candidates for implementing entities/intermediaries and the private sector and multilateral finance.  | *[Bidder’s answer]* |
| **Technical Requirement 4** |
| Be well organized, able to work independently, skilled at handling multiple tasks, able to meet deadlines and work in stressful situations**.** | *[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]* |

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**PART 5 – 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.

**BIDDER’S FINANCIAL PROPOSAL**

|  |
| --- |
| *Costs* |
| Services description | Lump sum Price USD | Total quantity | Total Amount USD |
| Professional Fees (Hourly/Daily/Monthly rate– *specify*) | *[unit price]* | *[quantity]* | *[total amount]* |
| Any other related costs specify (operating, management and any administrative cost – Reimbursable based on actuals | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total**  | *[Total 1]* |

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.

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