# Part 5: PROPSOAL SUBMISSION FORMS

### TECHNICAL PROPOSAL SUBMISSION FORM

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

*The Technical Proposal Submission Form is a table that includes the technical criteria 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Referees** | **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]* | | |
| **Mandatory – CV** | Please provide CV of all key personnel proposed | | | |
| Technical Requirements | | | |
| **A**dvanced university degree to MSc. or Ph. D. level *or* equivalent | | *[Bidder’s answer]* |
| At least 10 years of relevant experience in training in subject areas of coconut, conservation genetics and breeding | | *[Bidder’s answer]* |
| Ability to prepare and deliver clear instructions and and methodology during training activities | | *[Bidder’s answer]* |
| Experience in working in the Asia-Pacific region is preferred | | *[Bidder’s answer]* |
| Demonstrated experience in conducting field-based training and assessments in the coconut sector | | *[Bidder’s answer]* |
| Experience and understanding of standard coconut descriptors | | *[Bidder’s answer]* |
| Experience and understanding of database management required for coconut conservation and breeding in the Pacific region | | *[Bidder’s answer]* |
| Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits | | *[Bidder’s answer]* |
| Demonstrated experience in in situ conservation and farmer participatory training | | *[Bidder’s answer]* |
| Proven ability to produce high quality comprehensible reports and provide sound, practical recommendations | | *[Bidder’s answer]* |
| Excellent command of English and good writing skills**.** | | *[Bidder’s answer]* |
| Availability on the dates specified for the training/workshop | | *[Bidder’s answer]* |

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

### BIDDER’S FINANCIAL PROPOSAL

|  |  |  |
| --- | --- | --- |
| Services description | Lump sum Price *[Currency]* | Total Amount [Put currency here] |
| **Professional Fees** | Daily Rate | *[total amount]* |
| Professional Fees | Monthly Rate | *[total amount]* |
| Total Professional Fees | Total lump sum | *[total amount]* |

The consultant is required to provide any additional costs (if not already included in the consultancy fee) in the financial proposal payable by SPC. This will be reimbursed by the SPC upon submission of receipts. Please include these costs here:

|  |  |  |
| --- | --- | --- |
| Other costs | | |
| Item description | Total Amount [Put your local currency here] | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| *[Item description]* | *[total amount]* | |
| **Total Other costs** | | *[Total]* |

|  |  |
| --- | --- |
| Total Professional Fees |  |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

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]* |