# RFQ23-5433

# Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

**PART A – Background**

|  |  |
| --- | --- |
|  | RESPONSE BY BIDDER |
| Name |  |
| Physical Address |  |
| Postal Address |  |
| Telephone Contact |  |
| Email |  |

**PART B – Technical evaluation criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Competency Requirements* | | | *Response by Bidder* |
| **Experience:** Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of three contracts that demonstrate their track record in completing services similar to the ToR in Part 3 of this RFQ. The bidder should provide contact details of one referee for each of the contracts. The contracts should have been completed or substantially completed within the last 10 years. Please attach CV(s) and any supporting information as necessary. | **Details for two 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]* | |
| 1. Technical Requirement 1: experience | | | |
| 1. Number of similar past experiences / projects 2. Number of similar past projects completed 3. Number of years relevant work / years working with relevant government ministries 4. Detail of projects provided) | | | *[Bidder’s answer]* |
| 1. Technical Requirement 2 | | | |
| Proposed workplan addressing the following at the minimum:   1. Number of relevant Ministries / agencies to be contacted 2. Number of participants from relevant Ministries to be confirmed for attendance in training 3. Number of meetings with relevant Ministries | | | *[Bidder’s answer]* |
| 1. Technical Requirement 3 | | | |
| Experience organising and managing workshops | | | *[Bidder’s answer]* |

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**PART C – Financial proposal**

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.   
The format shown below should be used in preparing the price schedule.   
All prices in the proposal must be presented in **EUR.**

|  |  |
| --- | --- |
| Particulars | Amount (EUR) |
| Professional fees | Day rate: EUR |

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​SPC will not cover separate lines for overheads/running costs, contingencies… If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services. ​

SPC does not provide insurance for consultants 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.

The Contractors duty station is their home with travel to Nuku’alofa, for the workshop.

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]*​ |