**RFQ23-5431**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

Bidder/s need to meet the mandatory requirement set in the RFQ and will be disqualified if these are not met.

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| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **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 works/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. Please attach CV(s) and any supporting information as necessary. | **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]* | |
| Requirement 1 | | | |
| Bachelor of Nursing with postgraduate or Master’s level in Education (Attach copies of the academic certificates) | | | *[Bidder’s answer]* |
| Requirement 2 | | | |
| Past practical IPC work experience working with Pacific Island Countries and Territories | | | *[Bidder’s answer]* |
| Requirement 3 | | | |
| Experience in delivery/facilitator of the FIPC course | | | *[Bidder’s answer]* |
| Requirement 4 | | | |
| Experience at least 5 years in IPC program implementation | | | *[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]* |

**PART C – Financial proposal RFQ23-5431**

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**.**

|  |  |
| --- | --- |
| Particulars | Amount (AUD) |
| Professional fees | Day rate: AUD |
| Total financial offer (max 50 hours)  (Inclusive of taxes) | Maximum total fee: AUD |

Professional fees: Staff salaries, consultant fees and any other professional costs.

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​SPC will not cover separate lines for overheads/running costs, contingencies…. ​ 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 consultant shall also provide his/her own workspace and computer for the duration of the  
assignment along with stable internet connection for zoom interactions when necessary.

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:  ​​  Name of the representative: ​*[insert name of the representative]***​**  Title: ​*[insert Title of the representative]***​** |
| Date: ​*[Click or tap to enter a date]*​ |