##### **RFQ23-5445**

# Part 5: TECHNICAL AND FINANCIAL PROPOSAL FORMS

##### **PART A – Background**

|  |  |
| --- | --- |
|  | *Response by Bidder* |
| Name |  |
| Physical Address |  |
| Postal Address |  |
| Telephone Contact |  |
| Email |  |

##### **PART B – Technical Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Competency Requirements* | | | *Response by Bidder* |
|  | **Details for two references** | | |
| **Experience:** Evidence of the bidder’s relevant experience must be submitted. Bidders shall provide details of two 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. The contracts should have been completed or substantially completed within the last 8 years. Please attach CV(s) and any supporting information as necessary. | 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. **Technical Requirement 1** | | | |
| Demonstrated experience and proven track record of utilising science and collecting, analysing, and disseminating spatial data to advance sustainable ocean uses and conservation and participatory processes in the field of MSP, and marine protected area design and management | | | *[Bidder’s answer]* |
| 1. **Technical Requirement 2** | | | |
| Demonstrated knowledge of decision support tools and GIS tools to further MSP or natural resource management | | | *[Bidder’s answer]* |
| 1. **Technical Requirement 3** | | | |
| Experience with and significant knowledge of data integration across several disciplines including social, economic, fisheries, and environmental datasets | | | *[Bidder’s answer]* |
| 1. **Technical Requirement 4** | | | |
| Strong, effective communication skills in English for multiple audiences including simplifying and communicating complex scientific information to different target audiences both in writing and verbally | | | *[Bidder’s answer]* |
| 1. **Technical Requirement 5** | | | |
| Good knowledge of institutional and political landscape in Palau | | | *[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 **USD.**

|  |  |
| --- | --- |
| *Name of the consultancy* | |
| Description | Daily Fee[USD] |
| Professional fees\* | *[unit price]* |
| Other related cost (please specify must align to direct implementation of services) | *[unit price]* |
| **Total (MAX 60 Days)** | *[Total 1]* |

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies … If these apply, the costs are to be taken into account in the professional 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.

SPC does not anticipate covering any IT equipment for the duration of the assignment. The consultant is to ensure 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]*​ |