**Annex 2**

**TECHNICAL AND FINANCIAL PROPOSAL - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their Proposal along with Annex 3 - Proposal Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFP reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

***Bidders are required to submit:*** *One Envelope with* ***SEPARATE*** *Technical and Financial Proposals, clearly labeled as Technical Proposal and Financial Proposal - with bidder’s name, address and the RFP reference number; The Financial Proposal doesn’t have to be password locked. However, there must not be any prices in Technical Proposal.*

1. **TECHNICAL PROPOSAL**

Bidders are required to submit the following:

1. A brief description, including ownership details, date, and place of incorporation of the firm/company, objectives of the firm/company, partnerships, qualifications, certificates, etc.;
2. Details to demonstrate years of experience with similar services/work and in working with relevant multi-lateral development funds, international organizations, governmental entities/ministries, and familiarity with their operations; If possible, please provide Statement of Satisfactory Performance from your current and past clients.
3. A brief methodology, approach and implementation plan; and proposed timeline to deliver services ordered.
4. Proposed team composition and CVs of key personnels for this project.
5. **FINANCIAL PROPOSAL**

For the purpose of financial evaluation, Bidders will submit a fixed-term lump sum amount for the provision of the deliverable examples stated in Table B and shall be in line with your technical Proposal. The proposed lump-sum amount should include all costs of preparing and delivering the Services. All daily staff rates shall be based on an eight-hour working day.

**Currency of Proposal: US DOLLARS**

**Summary of Costs**

1. **Financial Proposal (unit fixed rates)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**2 | **Position**3 | **Staff hourly Rate (USD)** | **Staff daily Rate (USD)** |
|  | **Staff 1 (e.g., Team/Project Leader)** |  |  |
|  | **Staff 2 (e.g., Art Specialist)** |  |  |
|  | **Staff 3 (e.g., Senior Graphic Designer)** |  |  |
|  | **Staff 4 (e.g., Junior Graphic Designer)** |  |  |
|  | **Staff 5 (e.g., Translators)** |  |  |
|  |  |  |  |
|  |  |  |  |

1 Above table shall be filled in for the same Professional and Support Staff listed in Technical Proposal.

2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff, team assistant, etc.).

3 Positions of the Professional Staff shall coincide with the ones indicated in Technical Proposal.

1. **Breakdown of Fees and Expenses per Deliverable Examples (for evaluation purposes)**

| SN | Examples of Deliverables | | Staff Required  (name and position) | | | Staff input  (in hours) | Unit Rate [[1]](#footnote-1) USD | Total Cost in USD |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | * **Evaluation report layout – 3 rounds of design** * x 100 pages, A4 format * Existing template with IEU branding system and colors * x 20 charts/maps * x 20 tables * Print + web ready files | | Staff 1… | | |  |  |  |
| Staff 2 ... | | |  |  |  |
| Staff 3… | | |  |  |  |
| Subtotal | | | | | | | |  |
| 2 | * **Evidence review reports/learning papers layout – 3 rounds of design** * x 100 pages, A4 format * Existing template with IEU branding system and colors * x 10 charts/maps * x 20 tables * Print + web ready files | | Staff 1… | | |  |  |  |
| Staff 2 ... | | |  |  |  |
| Staff 3… | | |  |  |  |
| Subtotal | | | | | | | |  |
| 3 | | * **Corporate Annual Report – 3 rounds of design** * x 20-pages, A4 format * New design/ template to be developed (also with IEU team photos and mission photos to be provided by the IEU) * x 5 charts/maps + project/stock photos + X 5 tables * Print + web ready files | | Staff 1… |  | |  |  |
| Staff 2 ... |  | |  |  |
| Staff 3… |  | |  |  |
| 4 | | * **Corporate event poster – 3 rounds of design** * x 1-page, A4 format * 3 new designs/ templates to be developed first by the firm; upon selection of the best design by the IEU, there can be 3 rounds of design adjustment with that design selected. * English, French and Spanish versions (to be confirmed by the IEU at a later stage) * IEU can provide project/stock photos that can be used for the poster design * Print + web ready files | |  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| **Subtotal** | | | | | | | |  |
| **Total Cost of Financial Proposal** | | | | | | | | **USD** |

Indicate the total costs, net of local taxes, to be paid by the GCF/IEU.

***\*Financial comparison of bids shall be made based on Table B.***

***\*Unit Rates are fixed and shall not be amended.***

***\*Staff inputs for these above three scenarios are indicative and shall become bases for staff input calculations in given Work Orders under the signed Long-Term Agreement.***

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFP.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Name and Signature of Bidder’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3 - Company Profile Form**

*(Submit as part of Technical Proposal)*

Please respond to all questions.

* 1. Company Details - Vendor’s Name

|  |
| --- |
| Name: |

* 1. General Information

|  |  |  |
| --- | --- | --- |
| Primary contact for sales/client services |  | |
| Address |  | |
|  |  | |
|  | Postal Code: Country: | |
| Telephone: | | Fax: |
| E-mail: | | Web site: |
| Parent company, if any |  | |
| Subsidiaries, Associates, and/or Overseas Rep(s), if any |  | |
| Year established |  | |
| Registration Number |  | |
| Type of organization | Public enterprise ( )  Private company ( )  Organization sponsored (assisted by Government) ( )  Other (please specify): ….. ( ) | |
| Type of Business | Manufacturer ( )  Retailer ( )  Authorized Agent ( )  Consulting Company ( )  Other (please specify): ….. ( ) | |
| Summary of main business activities |  | |
| No. of employees  (by location) |  | |
| Staff turnover rate |  | |
| In-house working language (s) |  | |
| Bank Name:  Bank Address:  Account Holder:  Account Number:  IBAN:  SWIFT: |  | |

* 1. Prior experience with international organizations

|  |
| --- |
| List contracts with international organizations in the last three years  BRIEFLY list recent contracts that used relevant tools, technologies, and techniques:  Attach additional sheets if necessary. |
| 1 |
| 2 |
| 3 |

* 1. Environmental Policy

|  |
| --- |
| Does your company have a written statement of its environmental policy?  YES ( ) Please attach copy NO ( ) |

* 1. Contract disputes

|  |
| --- |
| List any disputes your company has been involved in over the last three years |
|  |
|  |

* 1. References

|  |
| --- |
| List suitable reference projects and contacts.  What options would there be for a site visit to a referenced project and/or the vendor's site? |
| 1 |
| 2 |
| 3 |

* 1. Partners

|  |
| --- |
| If this is a part bid, list relevant recent experience of working with partners. Are there already formal or informal preferred partnership agreements in place? |
| 1 |
| 2 |
| 3 |

* 1. Conflict of interest

|  |
| --- |
| Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated |
| 1 |
| 2 |

* 1. Certification

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 4**

**RFP – Proposal Form**

The Proposal Form must be completed, signed and returned to GCF. Proposals must be made in accordance with the instructions contained in this request.

The undersigned, having read the terms and conditions of Proposal No. GCF RFP/\_\_\_\_\_\_\_\_\_\_\_\_\_\_ set out in the attached document, hereby Proposals to provide the services and related goods (if applicable) specified in the RFP at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, \_\_\_\_\_\_\_\_\_\_\_\_(Name of Authorized Signing Official)\_\_\_\_\_\_\_\_\_\_\_\_, certify that I am \_\_\_\_\_\_(Position/Title)\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_(Legal Name of Company)\_\_\_\_\_\_\_\_\_\_\_; that by signing this RFP bid for and on behalf of \_\_\_\_\_\_\_\_\_\_(Legal Name of Company)\_\_\_\_\_\_\_\_\_\_\_ I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name: |  | Title/Position |
|  |  |  |
| Signature: |  | Date: |

***Provide the name and contact information for the primary contact from your company for this Proposal:***

|  |  |  |
| --- | --- | --- |
| Name: |  | Title/Position: |
| Mailing Address *(No., Street, City, Province, Zip code, Country):* | | |
|  | | |
| Tel. No.: |  | Fax No.: |
| E-mail Address: |  |  |
| Proposal valid until: (Date) |  | Must be at least ninety (90) days from closing date |

Currency of Proposal: USD (exclusive of taxes): Yes/No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GCF Payment terms: 30 days, after receipt and acceptance of deliverables and invoices; Accepted (Yes/No): \_\_\_\_\_

1. Amounts must coincide with the ones indicated above in Table A. [↑](#footnote-ref-1)