Annex 3: Technical Offer Form

|  |
| --- |
| TECHNICAL OFFER FORMAT  INSERT TITLE OF THE SERVICES |

Note: Technical Offers not submitted in this format may be rejected. The financial Offer should be included in separate envelope.

|  |  |
| --- | --- |
| Name of Proposing Organization / Firm: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

Subcontractors:

|  |  |
| --- | --- |
| Name of Subcontractor 1 / Firm: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

|  |  |
| --- | --- |
| Name of Subcontractor 2 / Firm: |  |
| Country of Registration: |  |
| Name of Contact Person for this Offer: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

|  |
| --- |
| ***SECTION 1: APPROACH AND IMPLEMENTATION PLAN*** |
| This section should demonstrate the Participant’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.  1.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.  1.2. Implementation Timelines: The Participant shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.  1.3 Subcontracting: Please explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  1.4. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.  1.5 Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the Contracting Authority, including a reporting schedule.  1.6 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any. |
| *SECTION 2 - EXPERTISE OF NATURAL OR LEGAL PERSON OR ENTITY* |
| *This section should fully explain the Participant’s resources in terms of personnel and facilities necessary for the implementation of this project.*  2.1 Brief Description of Participant: Provide a brief description of the Participant submitting the Offer, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.  2.2 Financial Capacity: Provide the latest Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.  2.3. Track Record and Experiences: Provide the following information regarding corporate experience. Participants are required to have a record of minimum 3 projects over the last 10 years of comparable nature and degree of complexity which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Name of project* | *Client* | *Contract Value* | *Period of activity* | *Types of activities undertaken* | *Status or Date Completed* | *References Contact Details (Name, Phone, Email)* | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

|  |
| --- |
|  |
| *SECTION 3: PERSONNEL / TEAM COMPOSITION – EXPERT /MANAGEMENT* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.  3.2 Staff Time Allocation:  Using the Table 1 provided in pages 7-9 of the present call indicate the names of the experts per area of expertise and the actual number of man-days allocated per expert for each of the areas of expertise. (Note: This *table is crucial, and no substitution of expert will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the Contracting Authority. If substitution is unavoidable it will be with a person who, in the opinion of the Contracting Authority project manager, is at least as experienced as the person being replaced, and subject to the approval of the Contracting Authority. No increase in costs will be considered as a result of any substitution.)*  Also indicate the experts that will be used for each of the tasks listed in the ToR and provide a break-down of planned person-days per task and expert under each task.  3.3 Qualifications of Experts. Provide the CVs of Experts. CVs should demonstrate qualifications in areas of expertise as indicated in Table 1 at page 8 of the present call relevant to the Scope of Services. Please use the format below for each one of the proposed experts:   |  |  |  |  | | --- | --- | --- | --- | | Name: | |  | | | Position for this Contract: | |  | | | Nationality: | |  | | | Contact information: | |  | | | Countries of Work Experience: | |  | | | Language Skills: | |  | | | Educational and other Qualifications: | |  | | | **Summary of Experience:** Highlight experience in the region and on similar projects. | | | | | Relevant Experience (From most recent): | | | | | Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | | Job Title and Activities undertaken/Description of actual role performed: | | e.g. June 2014-January 2015 |  | |  | | Etc. |  | |  | | Etc. |  | |  | | **References no.1** (please list the required number of references as stated in the TOR): | Name  Designation  Organization  Contact Information – Address; Phone; Email; etc. | | | | **Reference no.2** | Name  Designation  Organization  Contact Information – Address; Phone; Email; etc. | | | | **Reference no.3** | Name  Designation  Organization  Contact Information – Address; Phone; Email; etc. | | | | Declaration:  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | | Date: ....................................................................  Signature: ……………………………………………..  To be completed and signed by the Participant (including each partner in a consortium/group). | | | | |