**PROPOSAL FORMAT**

**PR/DV/2021/05**

*Please provide information against each requirement.*

**Section 1 - Bidder’s general business details**

1. General information

|  |
| --- |
| Organisation Name:  |
| Contact Name: |
| Phone:  | Fax:  |
| Email:  |
| Principle Address: | **Registered Address:** | Payment Address: |
| Registration number:  | Tax number:  |
| Year of registration:  |

**Section 2: Bidder capacity**

1. Please provide details of PAST PERFORMANCE / CAPACITY STATEMENT:

General past performance:

List of evaluated projects:

Other consultancies that could be relevant to the assignment:

1. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the children (list of proposed key professional personnel)

***Please enclose CVs of relevant key personnel.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Job title | Role for Save the Children | Direct telephone number | Email address |
|  |  |  |  |  |
|  |  |  |  |  |

*\*Add columns as needed depending on the number of persons proposed to perform the assignment*

1. Please provide details ofat least2client references whichSave the Children may contact (preferably NGOs):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client Organisation | Contact | Phone no. | E-mail address | Details of contract |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 3: Technical proposal**

In this section, the Organisation/Agency should provide a comprehensive description of how it will provide the required Services in accordance with the Terms of Reference (TOR). Information provided must be sufficient to convey that the Organisation/Agency has an understanding of the challenges in performing the required Services and that it has an approach, methodology and work plan to overcome those challenges.

Technical Proposal should be divided into the following three (3) chapters:

1. Task details (purpose of the Task, objectives and key task questions, scope of the task)
2. Task design and Methodology,
3. Work Plan
4. **Task details**
	1. **Purpose of the task**
	2. **Objectives and key task questions**
	3. **Scope of the task**
	4. **Deliverables**
5. **Task design and Methodology**
	1. **Methodology**

The proposal must include a clear task design that will contain a description of the proposed task methodology, work schedule and other relevant components of the task. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

*Details are left for the task team to suggest.*

* 1. **Work Plan**

In this chapter, you should propose the main activities of the assignment, their content and duration and delivery dates of the reports (first draft and final report). The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

**Work and deliverables schedule/Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Responsibility | Deliverables  | No. of consultancy days | Proposed Time-Frame |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total number of consultancy days |  |  |  |

*\*Add columns as needed depending on the number of activities needed to perform the assignment*

**Section 3: Budget proposal**

Please indicate here the prices you are offering to Save the Children as part of this contract, including the currency. Provide a narrative clarification of each budget activity demonstrating how they relate to the proposed methodology and work plan. ***The budget headings and specific budget lines are obligatory within proposed budget*** *(e.g.* briefly describe the task-related activities to be performed on particular *budget heading* item and indicate the cost of each activity in *budget line).*

**IMPORTANT/MANDATORY:** Please fill out the form/specification *“Request for Quotation”* indicating your budget headings. Please refer to specification/form “Request for Quotation” (*Excel doc.*) for details of what must be included.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Days | Rate per day | Total |
| 1. (Budget heading)
 |  |  |  |
| 1.1. (Budget line) |  |  |  |
| 1.2. (Budget line) |  |  |  |
| ..... |  |  |  |
| 2. (Budget heading) |  |  |  |
| 2.1. (Budget line) |  |  |  |
| 2.2. (Budget line) |  |  |  |
| ...... |  |  |  |
| Subtotal  |  |  |  |
| GRAND TOTAL |  |  |  |

*\*Add budget/headings/budget lines/rows as needed depending on the number of activities needed to perform the assignment. VAT/TAX should be included in offer.*

 Subtotal **BAM**\_\_\_\_\_\_\_\_\_\_

 Travel related costs **BAM**\_\_\_\_\_\_\_\_\_\_

Other costs (specify) **BAM**\_\_\_\_\_\_\_\_\_\_

 TOTAL **BAM**\_\_\_\_\_\_\_\_\_\_

**Section 4: Confirmation of Bidder’s compliance**

The following documents and items are included in our bid (please tick the boxes):

[ ]  Section 1: Bidder’s general business details

[ ]  Section 2: Bidder capacity

[ ]  Section 3: Technical proposal

[ ]  Section 4: Budget proposal

[ ]  Section 5: Request for Quotation

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

|  |
| --- |
| **Acceptance by the Bidder:** …………………………………………………………………….Signature …………………………………………………………………….Name……………………………………………………………………..Job Title……………………………………………………………………..Organisation……………………………………………………………………...Date  |