# **ANNEX 2: Proposal submission form**

Please fill in the yellow sections when submitting your offer.

|  |  |
| --- | --- |
| Submitted by (the name of the tendering company): |  |
| *Contact Person:*   * Name: * Position: * Phone: * Email: |  |

Price schedule (Price and currency to be inserted by tenderer):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description of services** | **Qty** | **Currency:** |  |
| **Unit Price** | **Total Price** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ….. |  |  |  |  |
| **Total price to be used as an evaluation price FCA:** | | | |  |

1. ELIGIBILITY REQUIREMENTS:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Means of verification and required documentation** | **Attached** Please ✔ tick if applicable |
| 1 | Company registration certificate | Submit a copy of the valid registration certificate. | ☐ |
| 2 | Demonstrated experience in conducting research/evaluations and assessments within the humanitarian sector, especially in challenging environments, with a particular emphasis on psychosocial support (PSS) and education interventions. | Provide at least one sample of a research, evaluation, or assessment report from previous work. | ☐ |
| 3 | Annex 2 (Proposal submission form) | To be filled carefully and submitted | ☐ |

1. Tenderer information

|  |  |
| --- | --- |
| **Tenderer information** | |
| Tenderer legal name: |  |
| Street name and no. |  |
| City |  |
| Postal code |  |
| Country of registration: |  |
|  |  |
| Phone no.: |  |
| Fax. no.: |  |
| E-Mail: |  |
| website: |  |
|  |  |
| Director (Name) |  |

|  |  |
| --- | --- |
| **General tenderer information** | |
| Nature of business – please enclose complete product information in English. |  |
| Brief history and description of the company: |  |
| Year of Establishment |  |
| Number of full-time employees |  |
| Licensing Authority |  |
| Licence number (VAT no./TAX I.D.) |  |
| Does your company have a written statement of its environmental policy? |  |
| Please state in which languages technical documents are available: |  |
| Working language: |  |

|  |  |
| --- | --- |
| **Subsidiaries, Associates and/or Overseas Representative of the tenderer** | |
| Countries with registered office: |  |
| Countries with representation (agent): |  |
| List of International quality assurance certification held by your company: |  |
| List of local and national quality assurance certification held by your company |  |
| International trade / professional organisations of which your company is a member: |  |
| Local trade / professional organisations of which your company is a member: |  |

After having read your letter of Invitation to Tender no. <insert tender no.> for supply of <insert contract title> dated <insert issue date>; on behalf of my company/business, we hereby;

* Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Service contracts –with annexes.
* Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all supplies and services at the price offered and deliver and provide the same to the designated points within the delivery time stated above.
* We hereby certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
* We hereby certify and attest that none of the below listed exclusion grounds are applicable:
  + - * 1. participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA ( 1 );
        2. corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union ( 2 ) and Article 2(1) of Council Framework Decision 2003/568/JHA ( 3 ) as well as corruption as defined in the national law of the contracting authority or the economic operator;
        3. fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests ( 4 );
        4. terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA ( 5 ) respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;
        5. money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council ( 6 );
        6. child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council
        7. the tenderer is in breach of its obligations relating to the payment of taxes or social security contributions and where this has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of the contracting authority.
* We further certify and attest that we, and/or our affiliates,
* comply with the UN *Convention on the Rights of the Child* - UNGA Doc A/RES/44/25 (12 December 1989) with Annex
* have not made or will not make use of forced or compulsory labor as described in the *Forced Labor Convention* and in *the Abolition of Forced Labor Convention 105* of the International Labor Organization.
* respect and uphold basic social rights and working conditions for our employees.
* are not engaged in any development, sale or manufacture of anti-personnel mines and/or cluster bombs or components utilized in the manufacture of anti-personnel mines and/or cluster bombs.
* comply with articles 13. Child Labour and Forced Labour, 14. Mines, 15. “Anti-money laundering and combating the financing of terrorism” and 17. Corrupt Practices of the General Terms and Conditions for Service Contracts.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

* Our company/business has the following **nationality** [ insert ], as evidenced in the enclosed Company Registration Certificate.
* We certify that the goods have the **origin** stated above.
* In the event the contract is awarded to us, we request that payments under the contract be made to the following **account:** [insert all necessary references].
* Our tender is valid for a period of <insert no> days after the closing date in accordance with instructions to tenders.

Signature & stamp:

Signed by:

|  |  |
| --- | --- |
| **The Tenderer** | **:** |
| Name of the company | **:** |
| Address | **:** |
| Telephone no. | **:** |
| Fax no. | **:** |
| E-mail: | **:** |
| Name of contact person | **:** |
| Date: | **:** |

**NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”**

1. Technical proposal:

This section is critical to demonstrate your understanding of the project and how you intend to execute it. Please provide detailed information on the following:

**Criteria 1: Skills, Experience, and Track Record of the Consultant/Company**

* **Detailed Explanation**: Provide a comprehensive explanation of your previous experience relevant to this project. Highlight key outcomes and any challenges overcome.
* **Project Summaries**: Include summaries of similar projects you have completed in the humanitarian and development sector, particularly those focused on Education support.
* **Supporting Documents**: Attach samples or reports (**at least one** and up to three reports) from these projects as evidence of your expertise. Ensure that the reports include details on the humanitarian sector and education activities if applicable.

**Criteria 2: Familiarity with the Context, Geographical Region, and/or Culture of the Target Population**

* **Relevant Experience**: Describe your experience working in the target region or similar contexts within the last 3 years.
* **Project Examples**: Provide details of specific projects conducted in the target region, highlighting any relevant cultural or geographical understanding gained.

**Criteria 3: Proposed Sample Size**

* **Sample Size Definition**: Define the sample size you propose for this assessment.
* **Justification**: Justify your choice of sample size with relevant data or experience, explaining how it meets the assessment objectives and represents the target population.
* **Confidence Level**: Indicate the confidence level used in your calculation: 99%, 95%, or 90%.
* **Fixed Percentages**: Note that the margin of error is fixed at 5% and the population proportion is 50%. Ensure your sample size accommodates these fixed percentages and represents all relevant target categories, locations, and other factors.

**Criteria 4: Proposed Methodology**

* **Approach**: Describe the overall approach and strategy you will use to achieve the assessment objectives. Include how you will integrate both qualitative and quantitative data to ensure a comprehensive assessment.
* **Techniques and Tools**: List and explain the specific techniques, tools, you will employ, such as Key Informant Interviews (KIIs), Questionnaires, and Focus Group Discussions (FGDs). and technologies, such as KOBO toolbox or any other tool.
* **Data Triangulation**: Explain how you will incorporate the data triangulation principle, using multiple data sources, methods, or perspectives to validate findings and enhance the credibility of the results.

**Criteria 5: Period of implementation and timetable**

Use the table below to outline a detailed timeline, divided into weekly phases. *marking each week with an asterisk (\*)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *by weeks (after the contract is signed)* | | | | | | | | | | |
| Week | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Inception and Planning, desk reviews | **\*** |  |  |  |  |  |  |  |  |  |
| Development of Methodology, Questionnaire, and Data Management Tools |  |  |  |  |  |  |  |  |  |  |
| Piloting survey and report |  |  |  |  |  |  |  |  |  |  |
| Field Works (data collection and entry) |  |  |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |  |  |
| Submission of Draft Report |  |  |  |  |  |  |  |  |  |  |
| Submission of Final Report |  |  |  |  |  |  |  |  |  |  |
| Workshop and Presentation |  |  |  |  |  |  |  |  |  |  |

**Criteria 6: Team Composition**

* **Key Personnel**: List the key team members who will be involved in the assessment. Include their roles, qualifications, and relevant experience.
* **Organizational Chart**: Provide an organizational chart or team structure that shows reporting lines and responsibilities.

**Criteria 7: Financial offer and Preferable Payment conditions:**

* Financial offer
* Provide a detailed payment schedule, including milestones and associated deliverables.
* Specify any payment terms, such as advance payments, interim payments, and final payments.