**Instruction and Template for**

**PROPOSAL Submission**

Consultancy Title:

PR No. PR….

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A**: Instruction for Proposal Development
2. **Section B**: Proposal Development Form
3. **Section C**: Essential Evaluation Questions

# **Section A: Instruction for Proposal Development**

**Please READ and FOLLOW the instructions before completing the proposal form**

1. A proposal will not be considered for review if:

* It is received after the deadline
* It is not sealed properly (NA in case of email proposals)
* There are any missing documents mentioned in the ToR
* Information submitted by the company is found to be false
* It is incomplete

2. A proposal should have three (3) separate envelops (NA in case of email proposals):

* 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
* 2nd for technical proposal
* 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** *(laha chhap).*

1. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.

1. Shortlisted bidder/s may be invited to deliver a 15-30 minute presentation to the Procurement Committee on their technical proposal.

# **Section B: Proposal Development Form**

1. **Organization Information (NA in case of individual consultant)**

Name of the organization : …………………………………….

Address : …………………………………….

District/State : …………………………………….

Country : …………………………………….

Phone number : …………………………………….

E-mail : …………………………………….

Website : …………………………………….

1. **Details of contact person**

Name : ……………………………………….

Position : …………………………………….

Phone Number : …………………… (Landline) ……………………. (Mobile)

E-mail : …………………………………

1. **Major topics and sub-topics for proposal development**

**1. Organization Background (NA in case of individual consultant)**

1.1 Work experience.

1.2 Existing and current human resource and organization organogram.

**2. Signatory and Proposed Consultants Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Full Name (Avoid abbreviations)** | **Date of birth (dd/mm/yyyy AD)** | **Designation** | **Academic Qualification** |
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**3. Please provide your understanding of ToR and proposed modality / approach to conduct this assignment.**

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1. **Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)**

# **Section C: Essential Evaluation Questions**

**ESSENTIAL CRITERIA (Exclusion if not met)**

In order to qualify as a bidder you must be able to answer ‘Yes’ against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

| ***Item*** | **Question** | **Bidder Response** | |
| --- | --- | --- | --- |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The bidder agrees to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP?   * Save the Children’s Terms and Conditions of Purchase * Save the Children’s Child Safeguarding policy * Save the Children’s Anti-Bribery and Corruption policy * Save the Children Human Trafficking and Modern Slavery policy * Protection from Sexual Exploitation and Abuse Policy * Anti-Harassment, Intimidation & Bullying Policy * IAPG Code of Conduct * Global Fund Code of Conduct for Suppliers * The Data Protection Policy | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). | **Yes / No** | **Comments** |
|  |  |
| This includes the Bidder submitting the following requirements (where applicable): -          Legitimate business address -          Tax registration number & certificate -          Business registration certificate -          Trading license | **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Up to date Firm/Company Registration Certificate*** |  |
| ***Copy of Business Registration Certificate*** |  |
| ***Copy of PAN Certificate Registration IN VAT*** |  |
| ***TAX CLEARANCE CERTIFICATE FY 2077/78*** |  |
| ***5*** | **ELIGIBILITY DECLARATION:** A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings, and has not been punished for a profession or business related offense. | **Yes / No** | **Comments / Attachments** |
|  |  |

**Section D: Sustainability and Capacity Questions**

| ***Item*** | **Question** | **Bidder Response** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| ***1*** | **REFERENCES** | **Client Name** | | **Contact Details (Name & Email)** | | **Assignment Title** |
| Bidder shares at least three (3) examples of their experience in supplying products similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years. (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children) |  | |  | |  |
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| ***2*** | **SUSTAINABILITY (5%)** | **Bidder Response** | | | | **Attachment(s)** |
| **Workforce Diversity:** Please advise on the total number of employees in your organization as per the shared column. | **Total Number of Employees** | **Male** | **Female** | **Employees from Marginalized community** |  |
|  |  |  |  |  |
| **SUSTAINABILITY (5%)** | **Bidder Response** | | | | **Attachment(s)** |
| **Sustainable Business Practice:** Please advise on your organization’s processes and procedure (if in place), aimed at improving sustainability. For the specific action, sustainability can be viewed as continuation of the program even after the end of the contract. (e.g. paperless offices, green technology in offices, policies, training programmes, community outreach programmes etc). |  | | | |  |
| ***3*** | **CAPACITY** | **Bidder Response** | | | | **Attachment(s)** |
| ORGANIZATIONAL EXPERIENCE: | **No of Years (Experience)** | **No of similar projects completed** | **Name(s) of latest project completed** | | **This could be documentary evidence of your stated experience.** |
| Experience of developing impact videos/ motion graphic/ animation video/ creatives and communications collateral on social issues with relevant sample of previous animation work. |  |  |  | |  |
| ***3*** | **CAPACITY** | **Bidder Response** | | | | **Attachment(s)** |
| TEAM COMPOSITION: | **Are your team members stationed at project sites or will you be mobilizing them as per need?** | | **No of employees/team members in technical roles (videographers)** | **Total Number of team members** | **CVs** |
| Please advise on your team composition in terms of technical human resources and geographical coverage. |  | |  |  |  |