

DRC to complete		Bidder to complete	
Specification (refer to the RFP invitation letter and the Terms of Reference)		Bidder's proposal	
Bidder Skills and Qualifications			
Profile	List and description of expected expertise (e.g. Similar project during the last 10 years)		
Key Personnel	List names, position, qualifications and relevant experience of each of the key personnel (including a CV/resume for each of the key personnel)	The key personnel that the bidder proposes to assign to the provision of the Services	
Reference	Name, contact detail and the description of work done		
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Deliverables	List and describe the expected outputs to be delivered (e.g. Plan, scope of work, manual, system, training...)	Implementation/quality management system proposals	
	Outline statement of proposed methods, set out how to provide the services and a description of how to obtain all requisite permits and other authorizations from the relevant authorities in relation to the Services	(Information can also be provided in Bidder's Technical Proposal)	
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Max. completion time required (days after contract signature):		Completion time offered (days after contract signature):	
Minimum bid validity period required:		Bid validity period offered:	
Additional comments to bidders:		Company Name:	
		Contact Person:	
		Address:	
		Email Address:	
		Signed by a duly authorized company representative:	
		Title:	
		Print Name:	
		Stamp of company	