Proposal Template

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| 1.0 Organisational Details | |
| 1.1 Name of the organisation submitting proposal |  |
| 1.2 Address |  |
| 1.3 Telephone Number |  |
| 1.4 Email address |  |
| 1.5 Website |  |
| 1.6 Company’s Registration Number |  |
| 1.7 VAT Registration Number |  |
| 1.8 Is your organisation: ( Please tick mark,whichever is applicable) | 1. Public Limited Company ( ) |
| 1. A limited Company ( ) |
| 1. A partnership ( ) |
| 1. A sole proprietor ( ) |
| 1. Other (please specify) ( ) |
| **2.0 Technical Approach- Maximum 1 page** | |
| 1. Highlight the detailed methodology on how the assignment will be conducted 2. Organisational capacity statement, include past experiences and activities related to the specifications listed in the TOR. List of 3-4 previous similar assignments undertaken within the last 3 years. Reference information must include the location, and brief description of work performed and outcome. 3. A clear and comprehensive proposed work plan, outlining the major activities, people responsible and time schedule for the period of assignment 4. Attach any relevant documents in favour of the previous relevant work (links, live or dummy dashboard) as applicable. | |
| **3.0 References** | |
| Please provide contact details of at least 2 clients’ references, which GNDR may contact (preferably organisations with similar requirements). Annex attachment | |
| **4.0 Environmental and Ethical practices** | |
| How do you ensure environment and ethical practices and/or social responsibility? | |
| **5.0 Subcontracting** | |
| If you intend to subcontract to deliver this service, please provide details | |
| **6.0 Applicant’s Capacity** | |
| Pls provide summary details on your capacity to deliver the service.   1. Briefly describe the team and its proposed personnel, indicating what role each individual will have; Indicate the Lead Consultant: provide a maximum of 5- 8 paragraphs highlighting related assignment completed, role in the completed assignment. Other team members’ (who will be involved in the assignment) 2-3 paragraphs highlighting related assignment completed and role 2. Detailed CVs of team members to be provided as an attachment. | |
| **7.0 Other Details** | |
| Submissions must be in English and typed single-spaced using Times New Roman font size 12, format with a complete set of appendices/attachments as applicable. The technical proposal should not exceed 7 pages. | |
| Submitted proposals must clearly demonstrate alignment with the format outlined above and with the appropriate level of details.GNDR retains the right to terminate this RFP or modify the requirements upon notification to the Offerors. | |