**Tendering Form**

Tender Identifier: **SCMFR2301**

# Cover Page

| Name of applicant *(in case of corporate applicants, please provide your official corporate name)* |  | | |
| --- | --- | --- | --- |
| County of applicant *(headquarters/office for corporate applicants)* |  | | |
| List of countries in which the applicant delivers similar services. |  | | |
| Components you are applying to: | **Yes** | **No** | **Sub-budget (per component)** |
| 1. OCA |  |  | EUR [ ] |
| 1. Needs Assessment |  |  | EUR [ ] |
| 1. Coaching |  |  | EUR [ ] |
| 1. Training(s) |  |  | EUR [ ] |
| **Total budget** | | | **EUR [ ]** |

# Checklist

| **Nu.** | **Type** | **Category** | **Item** | **Yes** | **No** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Mandatory** | Eligibility | Has a proven relevant experience for at least Seven years. |  |  |
| 2 | Has a proven capacity to deliver the services using Arabic as the primary language. |  |  |
| 3 | CVs of the trainers/experts |  |  |
| 4 | Has a proven capacity to deliver the administrative documentation reports, bills, etc.) in English. |  |  |
| 5 | Profile | Has attached the official registration/attestation. |  |  |
| 6 | Has attached the tax registration (including tax identification number). |  |  |
| 7 | Has attached the bank account details. |  |  |
| 8 | Proposal | Has completed the tendering form. |  |  |
| 9 | Has attached a detailed budget in Excel (.docx) format. |  |  |
| 10 | Has attached a sample of an organisational capacity assessment (OCA) report. |  |  |
| 11 | Has attached a sample of a needs assessment report. |  |  |
| 12 | Has attached a sample of training documentation samples of means of verification. |  |  |
| 13 | Signature | Has signed the tendering form by the official representative. |  |  |
| 14 | **Optional** | | Has attached recommendation letters |  |  |

# Relevant Experience & Track Record

| Please describe your relevant experiences in technical areas you are applying to through this proposal *(400 words max)* |
| --- |
|  |

# Estimated Timeframe

| **Activity**  **Number** | **Description** | Detailed time frame- By months |
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**Note**: *You can adjust the chart to suit your planning module.*

# Budget

Please fill the [attached budget template](https://docs.google.com/spreadsheets/d/1AxjNe83dMxLJjp93Nc3lX44--IPyzi6a/edit#gid=1789425015) to demonstrate all projected costs (In Euro) as well as your approach to cost allocation. Both the division of total budget per individual component, and the clarification of adopted currency conversion rates (when applicable); are mandatory.

# Submission

Upon the completion of your application (we advise you to review the checklist before your submission), please submit your full tendering package by sending it via email to **Jobs@scm.ngo by June 15, 2023; 23:59.** Please make sure of stating the tender identifier [**SCMFR2301**] followed by the name of you (or your corporate) in the ‘Subject’ of your email(s). In case of large files, you can send several emails.

# Signature

I hereby declare that I am an official and legal signatory of the entity I am representing through this tendering form, and that the entity I am representing did not engage in any form or legally prohibited activities according to the applicable laws and regulations in the country(ies) it operated to. I also declare that all information delivered through this form and the annexed documents are valid and authentic.

**Name of signatory**

**Date & place of signature**

**Signature**

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**Stamp (if available)**