# **Annex 3: Proposal Submission Form - Technical Proposal**

**RFP 06/2024 – IT infrastructure services and maintenance**

In order to simplify the evaluation process and obtain maximum comparability, KCSF requires that all responses to the RFP be organized in the manner and format below.

|  |  |
| --- | --- |
|  | Name(s) and address(es) of legal entity or entities submitting this proposal |
| Name of Tenderer: | [Insert Name of Tenderer] |
| Consortium Members | [Insert Name of Consortium Members if applicable] |
| Regis. No./Unique No. |  |

CONTACT PERSON

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone |  |
| e-mail |  |

1. **Understanding of the ToR’s and Service Approach**

*Describe your understanding of the work to be performed, and your firm’s/NGOs/group of expert’s ability and approach to perform the work within the time frame provided.*

1. **Methodology, planning and tools for providing of the required services**

*A description should be provided of the methodologies and tools that will be used to undertake tasks defined for the call. Describe areas of specialist knowledge related to this contract. Provide List of activities and implementation plan in the section below.*

1. **System of quality control to guarantee quality of services and adherence to deadlines**

*Presentation of methods and systems intended to control the quality of the services, and to ensure that they are provided within agreed deadlines and budgets.*

1. **Team Qualification**

*(Identify the specific partners and managers who will be assigned to this engagement if you are successful in your bid.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Surname | Position | Experience in Years | Profession | Responsibilities on this bid: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Experience on providing similar services**

*(Please fill in the table below and summarize the main projects related to this contract carried out over the past 3 years. The number of project references to be provided must not exceed 5 for the entire bid. Include a list of the relevant non-profit clients that the firm has served within the past three years and provide the any references as annexes.*

|  |  |  |
| --- | --- | --- |
| Ref no (maximum 5) | Type of Service |  |
| Name of Client or entity | Place | Dates (start/end) | Type and scope of services provided | No of staff provided |
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