

3. Preparation of Proposal

- 3.1 Firms are requested to submit a technical and a financial proposal. Your proposal shall be written in English.

Technical Proposal

- 3.2 Firms are expected to examine all terms and instructions included in the documents. Failure to provide all requested information will be at your own risk and may result in rejection of your bid.
- 3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following;
- I. The estimated budget for the assignment should be substantially in accordance with the work load.
 - II. The estimated man days for the assignment are stated in the Data Sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man days which firms/individuals consider necessary to undertake the assignment.
- 3.4 The Technical Proposal must provide the following information, using, but not limited to, the formats attached in Annexure-1;
- i. A brief description of the Consultant's Organization and outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;
 - ii. Any comments/suggestion on the TOR, and a description of the methodology which the Consultants propose to execute the services, illustrated with bar charts of activities.
 - iii. The composition of the proposed staff team, the task which would be assigned to each and their timing;
 - iv. C.V. recently signed by the proposed key professional staff or an authorised manager in the home office.
- 3.5 The Technical Proposal must not reflect any financial information.

