**RFQ-TL22-018 Exporters Guide web development**

**Service Provider Response Form**

(To be completed in full and returned on or before the Closing Date and Time specified in the RFQ)

**Service Provider Details**

|  |  |
| --- | --- |
| Service Provider Name |  |
| Service Provider ABN / Company Number / Registration Number |  |
| Country of Registration |  |
| Service Provider Address |  |
| Service Provider Representative Name and Title |  |
| Service Provider Representative Email |  |
| Service Provider Representative Phone |  |

**Response to Mandatory Criteria**

For this Response to be considered for assessment, the Service Provider must indicate their response to the mandatory items below.

|  |  |
| --- | --- |
|  | **Service Provider Response** |
| 1a. Do you have an existing Child Protection Policy and Code of Conduct? |  |
| 1b. If you answered **No** to question **1a**, are you willing to sign on to Palladium’s Policy and Code? |  |
| 2a. Do you have an existing Policy or Standard to Prevent Sexual Abuse and Harassment? |  |
| 2b. If you answered **No** to question **2a**, are you willing, are you willing to sign on to Palladium’s Policy or Standard to Prevent Sexual Abuse and Harassment? |  |
| 3a. Do you have an existing Occupational Health and Safety Policy? |  |
| 3b. If you answered **No** to question **3a,** are you willingto sign on to Palladium’s Occupational Health and Safety Policy? |  |
| 4. Do you the necessary registration and permits to legally operate in Timor-Leste? |  |

**Response to the Technical Evaluation Criteria (60% of Total Score)**

Please provide your responses to the criteria in the space provided below. MDF, in its sole discretion, may exclude responses in excess of the maximum word limit from the technical assessment.

| **Criteria** | **Service Provider Response** |
| --- | --- |
| **A. Capability and experience providing similar services as required in this RFQ (40%)**  - Describe your capability to deliver the requirements in this RFQ  - Provide links for up to three relevant examples of website you have previously developed. | Maximum of 1,000 words |
| **B. Proposed approach to implementing the assignment (35%)**  - describe your proposed approach for the development of the digital or web version of the Exporter’s Guide. | Maximum of 800 words |
| **C. Qualifications and experience of key personnel (25%)**  - describe the key skills, experience and qualifications of your proposed key person(s) who will undertake the assignment. | Maximum of 800 words |

**Financial Proposal**

| **Item #** | **Item** | **Price in USD (exc. GST)** | **GST in USD (if applicable)** | **Total Price in USD (including applicable GST)** | **Service Provider notes if any** |
| --- | --- | --- | --- | --- | --- |
| 1 | All-inclusive price to deliver the entire requirements as specified in this RFQ |  |  |  |  |

**Service Provider Insurance Details**

(Please indicate your current level of cover if any for each insurance type)

|  |  |
| --- | --- |
| **Insurance** | **Level of Cover** |
| Public Liability |  |
| Professional Indemnity |  |

**References**

(Please provide details of up to three referees we may contact in relation to your submission. We will not contact referees without first getting confirmation from you.)

|  |  |
| --- | --- |
| **Referee Name, Position Title and Organisation** | **Contact Details** |
|  |  |
|  |  |
|  |  |

**Declaration:**

I declare that I/we agree with the Terms and Conditions of the Request for Quote and that the information provided in this response form is accurate and correct.

**Insert Name and Signature**

Insert Position Title of Supplier Representative

Date: