

1.8. Late and Incomplete Proposals

Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

1.9. Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

1.10. Validity of Proposals

Proposals submitted in response to this RfP are to remain valid for a period of 60 calendar days from the RfP closing date.

1.11. Evaluation of Proposals

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

PART 4 INFORMATION TO BE PROVIDED BY PROPOSERS

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

Each of the following must be submitted as a separate document, and will be evaluated separately

4.1. Declaration

Please read and sign the Declaration and include this in your proposal.

4.2. Technical information Service Proposal not more than 5 pages

- Brief introduction to the Proposer's organization, its status and its work in Thailand;
- Brief summary of the Proposer's previous and ongoing collaboration with DNP Thailand;
- Summary of the Proposer's previous experience in delivering SMART training courses in Thailand and other countries;
- Description of the methodology approach to be used in the needs assessment;
- Detailed description of the proposed training course content;
- Detailed description of the proposed training methodologies;
- Brief summary of the proposed training venues, logistical arrangements and health and safety considerations;
- List of staff to be involved in the training programme and a summary of their relevant qualifications and experience;
- Proposer's full contact details, including the name and email address of the focal point for communications related to this project.

4.3. Financial Proposal

The following should be included in the financial proposal inclusive of taxes:

- Staff costs;
- Travel costs, accommodation, meals and DSA for training workshop participants;
- Travel costs, accommodation, meals and DSA for Proposer's staff;
- Other workshop logistical costs: venue hire, etc.;
- Production of training materials;
- Honoraria or other professional fees for experts and/or trainers;
- Management overhead: maximum 8%

4.4. Pricing information

Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in THB and USD

Rates and Prices

1 USD 31 THB

4.5. Non price commercial information

None

