[*This document must be used to prepare the applicant's technical offer. Comments in square brackets and italics are guidelines and should not appear in the document to be submitted*]

**TECHNICAL OFFER**

[*Place, date*]

Gentlemen

**CONSERVATION INTERNATIONAL FOUNDATION**

Cr 13 No 71 – 41

Bogotá D.C.

Subject: Technical Offer *Call No.* *239 - PPF-GCF Financing Proposal*

Ladies / Gentlemen,

We, the undersigned, offer to provide you with consulting services for [*subject matter of the consultancy*], in accordance with your request for proposals dated [*date*] and with our proposal, which we present here, and consists of a technical offer, a cost offer and the annexes: [*list annexes to your proposal here*].

We understand that you are not obliged to accept any of the proposals you receive and you will be able to carry out the negotiations you consider.

We certify that:

1. Our proposal was prepared independently, without any consultation, communication or agreement with any other proponent or competitor related to (i) prices; (ii) the intention to submit a proposal; or (iii) the methods and/or factors used to determine technical and financial aspects of the proposal;
2. The prices of the proposal have not been and will not be disclosed directly and/or indirectly to the other bidders and/or competitors before the opening of the proposals;
3. We have not incurred and will not incur in acts aimed at inducing, forcing, coercing, or agreeing with other bidders whether or not to participate in this process with the purpose of restricting competition.

Kind regards

**Authorized signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and title of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Content of the technical offer**

*[It is suggested that you submit your technical proposal divided into the following parts]:*

1. Technical approach and methodology
2. Work plan and schedule,
3. Organization and staffing,
4. Signature experience.
5. **Technical approach and methodology***. [In this chapter, the Consultant should explain his/her understanding of the objectives of the work, approach to services, methodology for carrying out the activities and obtaining the expected product, and the degree of detail of said product. You should highlight the problems being addressed and their importance and explain the technical approach you would take to address them. The Consultant should explain the methodology he or she proposes to adopt and highlight the compatibility of that methodology with the proposed approach.]*
6. **Work Plan***. [In this chapter, it shall propose the main activities of the work, their content and duration, phases and relationships with each other, stages (including the Employer's provisional approvals), and the dates of delivery of reports. The proposed work plan should be consistent with the technical approach and methodology, demonstrating an understanding of the ToR and ability to translate it into a feasible work plan. A list of the final documents should be included here, including reports, plans and tables to be submitted as a final product].*
7. **Organization and Staffing.** *[In this chapter, you must propose the structure and composition of your team to develop the services. It should detail the main disciplines of the work, the key specialist responsible, and the designated technical and support staff.]*

Team composition and assignment of responsibilities:

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| --- | --- | --- | --- |
| **Name of the person** | **Profile Summary** | **Role** | **Assigned activity and % of dedication to the consultancy** |
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1. **Company Experience Relationship**[[1]](#footnote-1): *[Must include the company's experience relationship, which is relevant to the services required (Review profile required in the Terms of Reference). Please attach this same list in MS Excel.]*

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| --- | --- | --- | --- | --- |
| **Name of the Employer** | **Object***[Include locations where you developed services and project names. Please indicate whether they are co-financed or GCF-funded projects and whether they were approved for implementation. Include, if possible, the date of approval by the GCF]* | **Start Date** | **End date** | **Amount in COP** |
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Appendix: MS Excel Experience List.

1. The respective certifications that validate the experience must be attached, such as copies of the contracts, certification and settlement minutes, among others. [↑](#footnote-ref-1)