**Sample Forms**

**Forms - Technical Proposal**

Profile Guidelines

Form 1A: Technical Proposal submission form.

Form 2A: Proposer’s Work Experience

Form 4A: Description of the methodology and Work Plan for performing the assignment.

Form 5A: Team Composition and Task Assignment Matrix

Form 6A: Format of curriculum vitae (CV) for proposed professional staff.

Form 7A: Proposed Project Plan / Time schedule for completing the assignment

Form 8A: Declaration Form

Appendix I Expression of Interest Form and Client Reference Form

**Note:** The Proposers must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. In addition, the Proposer may include any other documentation, which in his opinion will assist in presenting, clearly and concisely, pertinent information relevant to the Work Plan and time schedule. ***Failure to submit these forms, completed as instructed in the RFP, may result in the Proposer’s submission not being considered, or not achieving maximum scores during the evaluation of Proposals***.

**PROFILE GUIDELINES**

* Profiles should be a minimum of 400 words but no more than 800 words.
* Profiles should summarise academic qualifications and relevant experience.
* Profiles should include, but not limited to, a summary of following relevant knowledge:
	1. Years as a researcher understanding the labour market needs and job sector in Trinidad and Tobago
	2. Knowledge of the minutiae requirements of post-secondary and tertiary education and training institutions and their programmes
	3. Understanding of academic and TVET programmes and their differences
	4. Knowledge of country conditions
	5. English language proficiency and knowledge in technical contexts
	6. Language transfer to local and sector contexts

**Form 1A: Technical Proposal Submission Form**

[*Location, Date*]

*The Accreditation Council of Trinidad and Tobago*

*Level 1, Maritime Centre*

*29 Tenth Avenue, Barataria*

*SAN JUAN, 250606*

Dear Sir or Madam:

I, the undersigned, offer to Research and Development of an Occupational Outlook Handbook for Trinidad and Tobago 2024 to be hosted online in accordance with your Request for Proposal dated March 22, 2024*.* We are hereby submitting our Proposal which includes this Technical Proposal.

I am offering to provide the requested services at the sum of <insert fee here, in words> Trinidad and Tobago dollars, inclusive of relevant taxes. Any costs incurred in the preparation of this Proposal will be borne by me in its entirety.

If negotiations are held during the period of validity of the Proposal of two hundred and forty (240) days, I undertake to negotiate on the basis of the proposed. This Proposal is binding upon me and subject to the modifications resulting from Contract negotiations.

I understand that *The Accreditation Council of Trinidad and Tobago* is not bound to accept any Proposal it receives.

I remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Address:

**Form 2A: Proposer’s Work Experience**

**Relevant Services Carried Out in the Last Five Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on assignments of similar nature and complexity completed by your firm/entity i.e. three (3) contracts to develop research based Employment related literature, hosted online or in print, over the past five (5) years. Proposers are advised that all fields must be completed, as the information provided therein is required to ensure the achievement of maximum points during the evaluation of Proposals.

|  |
| --- |
| **Contract of similar size and nature** |
| **Contract Name** |  |
| **Award Date** | **Completion Date** |
| **Total Contract Value** |  |
| **Client information** |
| **Client Name** |  |
| **Client Address** |  |
| **Contact Name (Client Representative)** |  |
| **Telephone (Fixed and Mobile)** |  |
| **Email** |  |
| **Description of contract similarity** |
| * Description of services provided
* Contract Duration
* Number of professional and support staff assigned to the engagement
* Proposed and actual start and end dates
* Contract variance (amount and reasons)
 |

**FORM 4A. Description of the Methodology and Work Plan for Performing the Assignment**

**Methodology**

* Explanation of the process that will be undertaken to complete the assignment 500 words or less.

**Work Plan**

Summarise the following headings:

* + - * 1. Key Action Steps

Define each action step on its own. Define as many action steps as necessary.

* + - * 1. Timeline

An expected completion date (in the format month, date, year) must be defined for each action step.

* + - * 1. Expected Outcome

An expected outcome must be defined for each action step

* + - * 1. Data Source and Evaluation Methodology

An evaluative measure must be defined for each action step

* + - * 1. Persons/Area Responsible

A responsible person must be identified for each action area

**Form 5A: Team Composition and Task Assignments**

|  |
| --- |
| **1. Technical/Managerial Staff** |
| Name | Position | Task |
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| **2. Support Staff** |
| Name | Position | Task |
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**Form 6A: Format of Curriculum Vitae (CV)**

Name:

Position:

Name of Firm:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications:**

[*Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a letter sized page.*]

**Education:**

[*Summarise college/university and other specialised education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a letter sized page.*]

**Employment Record:**

[*Starting with present position, list in reverse order every employment position held. List positions held, giving dates, names of employing organisations, titles of positions held, duties and locations of assignments. Be succinct.*]

**Languages:**

[*For each language (if applicable) indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

 Date:

*[Signature]* *Month/ Day/Year*

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM 7A: PROPOSED PROJECT PLAN / TIME SCHEDULE FOR COMPLETING THE ASSIGNMENT**

|  |
| --- |
| **A. Project Plan / Time Schedule** |
|  | ***[1st, 2nd, etc. are days/intervals from the start of assignment.]*** |
|  | 1st | 2nd | 3rd | 4th  | 5th  | 6th | 7th  | 8th  | 9th  | 10th  | 11th  | 12th  |  |
| Activity (Work) etc |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Note: Provide a detailed listing of the tasks to be completed for perform the services, along with an estimated timeline for each task.* |

**FORM 8A: Declaration Form**

1. LITIGATION

Within the last ten (10) years…

1. Have you ever been convicted of any criminal offence in any jurisdiction?

 Yes No

1. Have you ever had a professional license suspended or revoked?

 Yes No

1. Have you or your organisation ever been the subject of any petition for bankruptcy?

 Yes No

1. Have you or your organisation ever had any civil judgment against you?

 Yes No

1. Does you or your organisation have any pending civil litigation matters?

 Yes No

1. Does you or your organisation have any pending criminal matters before the court?

 Yes No

1. Have you, your organisation or any organisation which you have had control over, ever been the subject of any inquiry or investigation?

 Yes No

If you checked **Yes** to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

1. STATUTORY COMPLIANCE
2. Is your organisation in compliance with the **OSH Act 2004** (as amended) in the form of OSH requirement applicable to your organisation? Kindly provide details of the compliance with the most recent supporting documents.

 Yes No Not applicable

If no or not applicable is selected, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your organisation in compliance with the **Minimum Wages Act, Chap 88:04** (as amended)?

 Yes No Not applicable

If no or not applicable is selected, please provide details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ make this declaration conscientiously believing the same to be true, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declarant Name Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Declarant Signature

 Company Seal:

 *where applicable*