**REQUEST FOR TENDERS**

|  |  |
| --- | --- |
| **Tender No:** | 23/008 |
| **Date:** | 14 November 2023 |
| **To:** | Interested Consultants |
| **Contact:** | [procurement@spto.org](mailto:procurement@spto.org) |
| **Subject:** | **Request for Tenders – Consultancy Services for the Development of a Digital Benchmarking Dashboard for Marketing and Sustainable Tourism Indicators** |

You are requested to submit a comprehensive proposal for the above consultancy as per the Terms of Reference set out in Annex I

To assist with your submission, please find enclosed:

**Annex I:** Terms of Reference

**Annex II:** Consultant’s Letter to SPTO Confirming Interest and Availability for the Consultancy Services

**Annex III:** Technical Proposal Submission Form

**Annex IV:** Financial Proposal Submission Form

1. **Background**
   1. The Pacific Tourism Organisation (SPTO) is an intergovernmental organisation based in Suva Fiji mandated to market and develop tourism in the Pacific. Its vision is for the Pacific Islands empowered and benefitting from sustainable tourism.
   2. With a membership of 20 Pacific Island Country members, SPTO’s work focuses on three (3) key priority areas which include robust Research and Statistics, Sustainable Tourism Planning and Development and Marketing. For more information, see [www.southpacificislands.travel](http://www.southpacificislands.travel)
   3. The Pacific countries are experiencing an increasing emphasis on digital marketing and sustainable tourism practices. To facilitate informed decision-making and track progress, there is a need for a comprehensive digital benchmarking dashboard. This dashboard will enable Pacific countries to measure their digital marketing and sustainable tourism indicators against other destinations in the Pacific region.
2. **Specifications**
   1. SPTO invites tenders from qualified and experienced consultants who can offer their services to develop a comprehensive digital benchmarking dashboard.
   2. The successful applicant will need to **submit the final deliverable** in line with the agreed contractual arrangements and Deliverables & Indicative Timelines as per the Terms of Reference.
   3. Provide ongoing technical support as and when needed till 31st December 2024.
3. **Conditions: Information for consultants**

To be considered for this tender, interested consultants must meet all the requirements in the Terms of Reference as well as the conditions below:

* 1. Interested consultant(s) must be registered on [SPTO Jobslink](https://sptojobslink.com/) portal.
  2. Provide examples of relevant past work outputs to support how you meet each of the evaluation criteria.
  3. Provide three professional references relevant to this tender submission, including the most relevant recent work completed (Optional).
  4. Complete the **Letter of Confirmation of Interest and Availability** (please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – **DO NOT** refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered).

1. **Submission instructions**
   1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes and provide supporting examples to address the evaluation criteria.
   2. Tender documentation should outline the interested consultant’s complete proposal:
2. CV of proposed personnel highlighting relevant experience
3. A Technical Proposal which should outline the interested consultant’s Methodology or approach including timelines to achieve the tasks outlined in the Terms of Reference.
4. A Financial Proposal which clearly outlines the fees component of the consultancy.
5. A Completed Letter of Confirmation of Interest and Availability.

4.3Tenderers must insist on an acknowledgement of receipt of tenders/proposals.

1. **Tender Clarification**

Any clarification questions from applicants must be submitted by email to [procurement@spto.org](mailto:procurement@spto.org) **before 10:00am 08th November 2023 (Fiji Time & Date).** A summary of all questions received with an associated response will be posted on the SPTO website [www.southpacificislands.travel](http://www.southpacificislands.travel) **by 09th November 2023.**

1. **Evaluation Criteria**

SPTO will select the preferred consultant based on SPTO’s evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the criteria listed in this document and in ANNEX I and summarized below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria, Competency Requirements** | | **Score Weight (%)** | **Points Obtainable** |
| **Criteria 1:** | **Qualification** | **20** | **15** |
| A Higher-Level degree in Data Science or a relevant field of study. |
| **Criteria 2:** | **Technical Experience in Digital Dashboarding and data visualization tools** |  |  |
| 1. More than 5 years of progressive work experience in statistics and digital dashboard development at either national or regional level. | **20** | **20** |
| 1. Strong understanding of data visualization, data warehousing and presentation of statistical information. | **30** | **25** |
| 1. Professional experience in the design and implementation Digital Benchmarking Platforms. | **30** | **25** |
| **Total Score** | | **100** | **85** |
| **Qualification Score** | | **70** | **49** |

1. **Deadline** 
   1. The due date for submission of the tender is **4:00pm (Fiji Time & Date) 20th November 2023.**
   2. Late submissions will NOT be considered.
   3. **PLEASE SEND ALL TENDERS VIA EMAIL** with Subject: ‘TENDER 23/008: CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A DIGITAL BENCHMARKING DASHBOARD FOR MARKETING AND SUSTAINABLE TOURISM INDICATORS to: [procurement@spto.org](mailto:procurement@spto.org)

SPTO reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**ANNEX I**

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Location** | Open |
| **Type of Contract** | Individual or Team Contractor |
| **Consultancy Title** | Consultant – **Development of a Digital Benchmarking Dashboard for Marketing and Sustainable Tourism Indicators** |
| **Languages required:** | English (French would be an added advantage) |
| **Duration of Contract:** | 12 Months |

**PROJECT TITLE: CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A DIGITAL MARKETING AND SUSTAINABLE TOURISM INDICATORS DIGITAL BENCHMARKING DASHBOARD.**

## **Introduction**

This Terms of Reference outlines the requirements and scope of work for the development of a digital marketing and sustainable tourism indicators digital benchmarking dashboard for the Pacific Islands who are amongst the 20 Pacific Island Member Countries of the Pacific Tourism Organisation (SPTO). The project is delivered through a close partnership between the SPTO and the Government of New Zealand through funding support from the Ministry of Foreign Affairs and Trade.

To effectively navigate the dynamic tourism landscape, tourism stakeholders, including governments, businesses, and organizations, require comprehensive tools that allow them to assess, benchmark, and optimize their digital marketing efforts while aligning with sustainable tourism goals. This is where the concept of a Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard comes into play.

The development of a Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard arises from the increasing complexity of the tourism industry, where the following needs are prevalent:

**Data-Driven Decision-Making:** In the digital realm, data is an asset. Tourism stakeholders require data-driven insights into the effectiveness of their digital marketing efforts. A dashboard can provide real-time analytics and key performance indicators (KPIs) to guide decision-making.

**Competitive Analysis:** To stay competitive, tourism businesses and destinations need to benchmark their digital marketing performance against industry standards and competitors. A benchmarking dashboard allows for comparative analysis.

**Sustainability Assessment:** Sustainability is no longer a trend but a necessity. A dashboard can integrate sustainable tourism indicators to help stakeholders measure their environmental and social impact and identify areas for improvement.

**Transparency and Accountability:** In an era of heightened consumer awareness, businesses and destinations must demonstrate their commitment to sustainability. A digital dashboard provides a transparent way to communicate these efforts to travelers.

**Resource Allocation:** Efficient allocation of resources is crucial. A dashboard can assist in identifying high-performing marketing channels and sustainability initiatives, ensuring that investments yield the best results.

The development of a Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard is an innovative response to these challenges. This dashboard will serve as a multifunctional tool, combining digital marketing analytics with sustainability metrics, offering a comprehensive view of the tourism industry's performance and its adherence to sustainable practices.

By harnessing the power of data and technology, this dashboard aims to empower tourism stakeholders to make informed decisions, enhance their digital marketing strategies, and contribute to a more sustainable and responsible tourism industry in the digital age.

## **Objectives**

The objectives for the development of a Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard should be designed to address the key needs and challenges identified in the introduction. Here are some specific objectives:

* **Comprehensive Data Integration**: To consolidate data from various digital marketing channels (e.g., websites, social media, email campaigns) and sustainability initiatives (e.g., economic, social/cultural and environmental indicators) into a single dashboard.
* **Competitive Benchmarking:** To enable tourism businesses and destinations to benchmark their digital marketing performance against industry standards and competitors, helping them identify strengths and weaknesses.
* **Sustainability Assessment:** To incorporate sustainability indicators, such as environmental impact assessments, community benefits, and cultural preservation efforts, into the dashboard to measure and improve sustainable tourism practices.
* **Customization and User-Friendliness:** To allow users to customize the dashboard to their specific needs, including the ability to set goals, track progress, and access user-friendly, visual representations of data.
* **Data-Driven Insights:** To provide actionable insights and recommendations based on the data analysis, helping stakeholders make informed decisions to optimize their digital marketing strategies and sustainability initiatives.
* **Transparency and Communication:** To facilitate transparent communication with travelers by showcasing sustainability efforts and achievements on the dashboard, enhancing trust and accountability.
* **Resource Allocation Optimization:** To assist in optimizing resource allocation by identifying high-performing marketing channels and sustainability initiatives, ensuring that investments align with strategic goals.
* **Scalability and Adaptability:** To design the dashboard with scalability in mind, allowing it to accommodate evolving digital marketing trends, changing sustainability priorities, and the growth of tourism businesses or destinations.

These objectives will guide the development process, ensuring that the Digital Marketing and Sustainable Tourism Indicators Digital Benchmarking Dashboard meets the needs of tourism stakeholders and contributes to the advancement of sustainable tourism in the digital era.

## **Scope of Services**

The SPTO is seeking to engage a qualified and experienced consultant or a team of consultants to develop a Digital Benchmarking platform for Pacific Island Countries to measure their Digital Marketing and Sustainable Tourism performance.

The consultant will work closely with SPTO, a multi-stakeholder Regional Working Group and the Research & Statistics Board Sub Committee in executing the initiative. The Pacific Island Member Countries of SPTO and key partners such as the UNWTO, MFAT, UNDP, UNESCAP, SPC, GSTC as well as relevant international and regional organisations will be consulted as part of the process.

The consultant(s) will be required to conduct the following:

**Dashboard Design**: Design a visually appealing and intuitive dashboard interface that presents key indicators, trends, and comparisons effectively. Ensure that the dashboard is responsive and accessible on various devices.

**Data Warehousing**: Identify reliable data storage. Integrate these data sources into the dashboard to ensure real-time or timely updates.

**Data Visualization**: Develop data visualization components such as charts, graphs, and maps to represent the indicators. Use appropriate visualization techniques to communicate insights clearly.

**Comparative Analysis and Benchmarking**: Implement features in a secured portal that allow users to compare their country's performance with other Pacific destinations. Provide options for both aggregated and detailed comparisons.

**User Interface and Experience (UI/UX):** Prioritize user-centered design principles to create an engaging and easy-to-navigate dashboard. Consider user feedback and conduct usability testing to refine the interface.

**Data Security:** Implement appropriate security measures to protect sensitive data and ensure compliance with data privacy regulations.

**Documentation:** Prepare comprehensive documentation that includes technical specifications, data sources, data processing methods, and user guidelines.

**Training and Feedback:** Provide training sessions to relevant stakeholders in Pacific countries on how to effectively use and interpret the dashboard. To establish a feedback mechanism within the dashboard that allows users to provide input, suggest improvements, and report issues for continuous enhancement.

**Support:** Provide technical assistance as and when required through to December 2024.

## **Deliverables and Indicative Timelines**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Milestones** | **Deliverables** | **Payment Schedule** | | **Timeframe** | **Delivery Deadline** |
| **Development of the Digital Benchmarking Dashboard** | | | | | |
| Contract Signing | Signing of the contract | **25%** | 15th December 2023 | | 15th December 2023 |
| Inception Report | Acceptance by SPTO of the proposed methodology and work plan. | **15%** | 18th December – 22nd January 2024 | | |
| Planning and Desktop Review | Desktop review |
| Submission of Situational Analysis Report from the Desktop review |
| Database setup | Setup the database structure for data storage and retrieval. |  | January 2024 (ongoing) | | |
| User Interface Design | Design the dashboard's user interface and user experience (UI/UX). | **15%** | February 2024 | | March 2024 |
| Dashboard Prototype | Create a prototype of the dashboard for initial testing and feedback. |
| Digital and Sustainability Metrics Implementation | Integrate digital and sustainability metrics into the dashboard. |
| Full Dashboard Development | Develop the complete dashboard with all planned features. | **15%** | June 2024 | | |
| Testing and Debugging | Conduct thorough testing and resolve any issues or bugs. |
| User Training and Documentation | Develop user manuals and provide resource materials and conduct training for dashboard users. | **10%** | July 2024 | | |
| Stakeholder Review and Feedback | Gather feedback from stakeholders for further refinements. |
| Final Dashboard Release and Deployment | Release the fully functional dashboard for production use. |  | August 2024 | | |
| Project Documentation | Document the project's technical details and implementation. |  | August 2024 | | |
| Project Conclusion and Handover | Handover the completed project to the client/stakeholders. | **5%** | 1st October 2024 | | |
| Backup Support | Provide technical assistance as and when required | **5%** | December 2024 | | |

*All deliverables are required to be available in MS Word and where relevant, MS PowerPoint for meetings. Recordings of virtual meetings are also required to be made available.*

## **5. Institutional Arrangements:**

1. **Technical Oversight**

Overseen by the Executive Special Project Manager, the Research and Statistics Manager and the Digital Marketing Officer in consultations with the Lead Digital specialist.

1. **Day to Day Contract Management**

The Consultant will report directly to the Manager, Research & Statistics at SPTO. Further, administrative, and logistical support to the Consultant will be provided by the Research and Statistics division where necessary. **The Consultant will hold meetings with SPTO on a fortnightly basis to update on progress.**

Financial and procurement related matters will be handled by the SPTO Finance and Corporate Services Division.

1. **Endorsement**

The final digital dashboard will be endorsed by the SPTO Board of Directors which will be guided by the normal approval processes of SPTO.

1. **Duration of the Work**

The assignment is expected to commence on 15th December 2023 with an estimated completion date of 1st October 2024.

1. **Duty Station**

The assignment is intended to be carried out remotely. Where travel is required, the arrangements will be discussed with SPTO and agreed separately. If the Consultant is Fiji based, the duty station will be in Suva, and on a flexible schedule.

## **6. Qualification, Experience and Competencies**

1. **Qualification:**

A Higher-Level degree in Data Science or a relevant field of study.

1. **Experience:**

* More than 5 years of progressive work experience in framework and statistics digital dashboard development at either national or regional level.
* Strong understanding of data visualization, data warehousing and presentation of statistical information.

1. **Competencies:**

* Strong interpersonal and communication skills.
* Strong analytical, reporting and writing abilities skills.
* Ability to work independently and with multiple stakeholders.
* Openness to change and ability to receive/integrate feedback.
* Ability to plan, organize, implement, and report on work.
* Ability to work under pressure and tight deadlines.
* Proficiency in the use of office IT applications and software in conducting meetings, research data warehousing and digital dashboarding.
* Outstanding project management and organizational skills.
* Excellent presentation and facilitation skills.
* Demonstrates integrity and ethical standards.
* Positive, constructive attitude to work.

1. **Language requirements**

* Fluency of English language is required.
* Knowledge of French would be an asset.

## **7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

**Cumulative Analysis**

The award of the contract shall be made to the consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable; and (b) having received the highest score out of a set of weighted technical criteria **(70%)** and financial criteria **(30%).**

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| **Evaluation Criteria, Competency Requirements** | | **Score Weight (%)** | **Points Obtainable** |
| **Criteria 1:** | **Qualification** | **20** | **15** |
| A Higher-Level degree in Data Science or a relevant field of study. |
| **Criteria 2:** | **Technical Experience in Digital Dashboarding and data visualization tools** |  |  |
| 1. More than 5 years of progressive work experience in statistics and digital dashboard development at either national or regional level. | **20** | **20** |
| 1. Strong understanding of data visualization, data warehousing and presentation of statistical information. | **30** | **25** |
| 1. Professional experience in the design and implementation Digital Benchmarking Platforms. | **30** | **25** |
| **Total Score** | | **100** | **85** |
| **Qualification Score** | | **70** | **49** |

**Financial Proposal (30%)**

The consultant must submit a Financial Proposal based on:

* **Lump Sum Amount:** The total amount quoted shall be all-inclusive and include **all costs** components required to perform the deliverables identified in the TOR, including professional fees, taxes (if applicable), travel costs, and any other costs to be incurred. The contract price will be a fixed output-based price regardless of any extensions. Payments will be made upon completion of the deliverables/outputs and as outlined in the Deliverables and Indicative Timeframe section above.
* If travel is required, SPTO will not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and relevant expenses should be agreed upon, between the SPTO and the Consultant(s), prior to travel and will be reimbursed.
* The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPTO. The lowest financial proposal will be awarded maximum 30 points and other financial offers and incentives will be awarded points as per the formula below. The formula used for scoring points for financial values proposed will be: **Financial Proposal score = (Lowest Price / Price under consideration) x 30**
* The Financial Proposal will be considered only for bidders that passed the minimum technical score of 49 points (70%)

## **8. Documentation required**

To be eligible, interested consultant(s) must be registered on [SPTO Jobslink](https://sptojobslink.com/) portal. The following documents/information must be submitted to demonstrate their qualifications. Please group them into one (1) single PDF document (under 5 MB in size):

* **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
* **Technical Proposal Submission Form**, as per Annex III including (a) a clear explanation of why the individual considers him/herself as the most suitable for the assignment; and (b) a Methodology, on how they will approach and complete the assignment.
* **Financial Proposal Submission Form**, as per template provided in Annex IV. All quotations must be provided in Fiji Dollars (FJD)
* **Business Registration/License** of the Consultant.
* The successful consultant will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.
* Incomplete proposals and proposals sent to the wrong email address will not be accepted. Only candidates for whom there is further interest will be contacted.
* The successful consultant shall sign a Service Contract with SPTO.
* ***Pacific Island Nationals and Women applicants are encouraged to apply.***

**Proposal Submission**

* All applications must be clearly marked with the title ***23/008: Consultancy Services for the development of a digital marketing and sustainable tourism indicators digital benchmarking dashboard*** as the subject of the email.
* Bidders are required to fill and submit below forms:

1. **Annex II:** Please [click here](https://spto.wetransfer.com/downloads/3607beec0f15c6bddf0e82c8c3e767fa20220513031122/f08004aa154a48ef5b25108972ed794120220513031122/b9890e) to view - Consultant’s Letter to SPTO Confirming Interest and Availability for the Consultancy Services
2. **Annex III:** Please [click here](https://spto.wetransfer.com/downloads/1e3c4ff4a0854a7b31d19b6960efaef020220513031140/8d966fea2d241e16f63a3e629fa56a9020220513031140/6a5350) to view -Technical Proposal Submission Form
3. **Annex IV:** Please [click here](https://spto.wetransfer.com/downloads/afe2310a7c9872cc96bd8f346f0136dc20220513031156/443d3353c93a2ec6a36db2efda7cd3e320220513031156/6d54ff) to view - Financial Proposal Submission Form

* Submissions are to be sent to the email address,[**procurement@spto.org**](mailto:procurement@spto.org) **by 4pm (Fiji Time), 10th November 2023.**

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| **Tender timelines and due dates** | | |
|  | **Date** | **Time** |
| Deadline for seeking clarification from SPTO | 08th November 2023 | 10.00am (Fiji Time) |
| Response from SPTO on clarification queries posted on the SPTO website | 09th November 2023 | 4:00pm (Fiji Time) |
| Deadline for Tender Submissions | 10th November 2023 | 4.00pm (Fiji Time) |

**ANNEX II**

**CONSULTANT’S LETTER TO SPTO**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A DIGITAL BENCHMARKING DASHBOARD FOR MARKETING AND SUSTAINABLE TOURISM INDICATORS**

Date

Christopher Cocker

Chief Executive Officer

Pacific Tourism Organisation

Level 3, FNPF Place

Victoria Parade

Suva

Fiji

Dear Sir,

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of the **Consultancy Services for the Development of a Digital Benchmarking Dashboard for Marketing and Sustainable Tourism Indicators**

1. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;
2. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex II.
3. I hereby propose to complete the services based on the following payment rate:

* A total lump sum of [*state amount in words and in numbers, in FJD]*, payable in the manner described in the Terms of Reference.

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex III;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to SPTO's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline.
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with SPTO *[disclose the name of the relative, the SPTO office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall sign a Service Contract with SPTO.
6. I hereby confirm that *[check all that applies]*:

* At the time of this submission, I have no active Individual Contract or any form of engagement with SPTO.
* I am currently engaged with SPTO and/or other entities for the following work:

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **SPTO Divisions/ SPTO Member Countries (NTO)** | **Contract Duration** | **Contract Amount** |
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* I am also anticipating conclusion of the following work from SPTO and/or other entities for which I have submitted a proposal:

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| **Assignment** | **Contract Type** | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
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1. I fully understand and recognize that SPTO is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that SPTO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. I also fully understand that, if I am engaged as a consultant, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
3. Are any of your relatives employed by SPTO or any National Tourism Organisation within SPTO’s Member Countries?

C:\Users\jennifer.pareja\Desktop\bpi.PNG YES  NO If the answer is "yes", give the following information:

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| **Name** | **Relationship** | **Name of Organization** |
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1. Do you have any objections to our making enquiries of your present employer?

YES  NO 

1. Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omissions made may result in the termination of the service contract without notice.

**DATE: SIGNATURE:**

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of SPTO.

**Annexes**

1. CV shall include Education/Qualification, Processional Certification, Employment Records /Experience (Please attach)
2. Summary of Tender Application
3. Financial Proposal - Breakdown of Costs
4. Detail Technical Proposal (Please attach)
5. Business Registration/License (Please attach)

**ANNEX III**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Firm /Institution Background**

|  |  |  |  |  |  |  |  |
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| **1.** | **DETAILS** | | | | | | |
| **NAME OF FIRM *(if applicable)*** | | |  | | | | |
| **NAME OF PRINCIPAL CONSULTANT** | | |  | | | | |
| **LIST OTHER PROPOSED PERSONNEL *(if applicable)*** | | |  | | | | |
| **NATIONALITY** | | |  | | | | |
| **POSTAL ADDRESS** | | |  | | **E-MAIL ADDRESS** | |  |
| **TELEPHONE WORK** | | |  | | **MOBILE NUMBER** | |  |
| **TELEPHONE HOME** | | |  | |  | |  |
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| **2.** | **ACADEMIC BACKGROUND** *(PRINCIPAL CONSULTANT & PROPOSED PERSONNEL)* | | | | | | |
| **Date of completion** | | **Institution & Country** | | | **Qualification Attained** | | |
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| **3.** | **WORK EXPERIENCE** | | | | | | |
| **Dates** | | **Employer** | | **Position (briefly list core functions)** | | | |
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| **4.** | **PROFESSIONAL AFFILIATIONS/AWARDS** | | | | | | |
| Dates | | Organisation | | | Member/Award Status | | |
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| **5.** | **PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)** | | | | | | |
| Name | | | Position | | Organisation & Contact Details | | |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA** | | | | | | |
| **CRITERIA 1**  **Qualification**   * A Higher-Level degree in Data Science or a relevant field of study. | | |  | | | | |
| **CRITERIA 2**  **Technical Experience in Digital Dashboarding and data visualization tools**   * More than 5 years of progressive work experience in statistics and digital dashboard development at either national or regional level. * Strong understanding of data visualization, data warehousing and presentation of statistical information. * Professional experience in the design and implementation Digital Benchmarking Platforms. | | |  | | | | |
| **8.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** | | | | | | |
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| **9.** | **HOW DID YOU LEARN ABOUT THIS TENDER?** | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **10.** | **CERTIFICATION & AUTHORISATION:**  All information submitted herewith is true and correct. SPTO has the authority to seek verification of any information provided**.** | | | | | | |
|  | | | | | | | |
|  | | | | | |  | |
| **Signature** | | | | | | **Date** | |

**ANNEX IV**

**FINANCIAL PROPOSAL SUBMISSION FORM**

1. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule

|  |  |
| --- | --- |
| **Price Schedule- Tender** | |
|  | **Amount in FJD** |
| Professional fees related to the Terms of Reference |  |
| Any travel costs |  |
| Other related costs |  |
| **TOTAL** |  |