Annex 5.2

Technical proposal response format

Introduction

Executive Summary

This includes the bidder's understanding of the terms of reference, scope of work and necessary skills, and company profile. This involves including an overview of the main points contained in the proposal with references to sections where more detailed discussion of each point can be found (maximum 4 pages).

Approach

A detailed description of how the bidder will undertake each major area in the SCOPE OF THE PROJECT and DELIVERABLES section, required resources (bidder, ministry and third party) and any special skills required, the deliverables (format and structure), use of any methodology and how it will cover the scope, use of any standard tools, and duration of any work streams.

[Activity 1]

Implementation Approach

Actions	Approach
Provides a listing of the actions needed for the Activity	*Describes the bidder's approach for implementing the action; including* ▪ *Process (i.e. steps)* ▪ *Standard methodologies adopted* ▪ *Scope of involvement for each stakeholders*
…	…

Deliverables

Deliverables	Format and Structure
Provides a listing of the deliverables of the Activity	*Describes the format (e.g. MS Word document) and Structure (e.g. Outline, indicating the scope and content) of each deliverable.*
…	…

[Activity 2]

Implementation Approach

Actions	Approach
Provides a listing of the actions needed for the Activity	*Describes the bidder's approach for implementing the action; including* ▪ *Process (i.e. steps)* ▪ *Standard methodologies adopted* ▪ *Scope of involvement for each stakeholders*
…	*…*

Deliverables

Deliverables	Format and Structure
Provides a listing of the deliverables of the Activity	*Describes the format (e.g. MS Word document) and Structure (e.g. Outline, indicating the scope and content) of each deliverable.*
…	*…*

[Activity…]

Implementation Approach

Actions	Approach
Provides a listing of the actions needed for the Activity	*Describes the bidder's approach for implementing the action; including* ▪ *Process (i.e. steps)* ▪ *Standard methodologies adopted* ▪ *Scope of involvement for each stakeholders*
…	*…*

Deliverables

Deliverables	Format and Structure
Provides a listing of the deliverables of the Activity	*Describes the format (e.g. MS Word document) and Structure (e.g. Outline, indicating the scope and content) of each deliverable.*
…	*…*

Work Plan and Duration

The work plan and duration for the overall consulting work, including any dependencies between the separate items in the scope. The bidder should provide milestones for each deliverable. The work plan should break down the phases and tasks within each phase and indicate which resources will be working on these tasks

Track Record

The bidder's track record on projects similar in both size and nature undertaken in the last five years, and references of suitable client references with contact details

CVs of Project Staff

A summary of proposed team and a description of each project staff role and their relevant experience. Brief resumes of the team who will work on the project (all detailed resumes should be included in an Appendix). The bidder should also indicate the availability of the proposed staff and indicate which phases of the project each team member is participating in, what role they will be playing, and what their utilization rate will be (percentage of their time), below is the required template to be filled for each team member

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Curriculum Vitae

Proposed Position on the Project: _____

Name of Firm: _____

Name of Personnel: _____

Profession/Position: _____

Date of Birth _____

Years with the Company: _____   Nationality: _____

Proposed Duration on Site: _____

Key Qualifications and Relevant Experience

_____
_____
_____
_____

_____
_____
_____
_____
_____
_____

Expected Role in Providing SMS Services For E-Government of Jordan **Project**

_____
_____
_____
_____
_____
_____
_____

Education

_____

Employment Record:

(a) Employment Record   From date — present

    Employer   _____

    Position held   _____

(b) Employment record   _____ — _____

    Employer   _____

    Position held   _____

(c) Employment record   _____ — _____

    Employer   _____

    Position held   _____

Languages:

	Reading	Speaking	Writing
Language 1			
Language n			

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Signature   Date

Other Information

Appendices