

Attachment C - Pricing and past performance template

Request for Proposal (RFP); EECA 04/009/24-002

Capacity Building: Technical Assistance to Simusolar in Tanzania

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
				Tanzania Shillings	Tanzania Shillings	
1	41 days spread cover 3 months	Professional fees daily inclusive of any applicable taxes	Days worked			
Total Value						

Notes on pricing.

1. All prices must be in Tanzania Shillings. Alternatively, RTI shall apply the applicable exchange rates as at the bid’s opening date, as quoted in the Oanda Currency Conversion Website (<https://www.oanda.com/currency/converter/>). Such rates will be applied for the purposes of bids analysis (quoted cost being one of the evaluation factors, as indicated below) as well as for application in the LPO/contract amounts and for payment.
2. Bidders are notified that this is a fixed-cost procurement and, as such, all the relevant costs and applicable taxes must be included in the pricing table. RTI will not be involved in additional costs discussions or negotiations after the contract is signed.
3. Bidders are reminded not to include PARTICIPANT’s logistical costs or travel costs for in-person activities, since RTI will cover such costs by directly engaging with the providers as detailed in the SOW.

Past performance Template

Bidders are requested to *carefully review the notes below before completing the table below.*

1. Use this form to provide evidence of having successfully completed projects of **substantially similar scope as provided in the SOW.**
2. The projects or contracts or Local Purchase Orders cited must be recent (i.e., 2019–2024).
3. Multiple projects for the same bidders will be considered separately, i.e., they will be scored as distinct projects.
4. Multiple projects from a single client will only be considered twice. The third reference should be from a different client.
5. For the purposes of this RFP, a “project” is a single contract from a single client.
6. The selection committee will only review and score past performance reports for three projects.

A past performance report includes the following:

1. Client company name
2. Contact information for a point of contact authorized to speak for the company as a reference, including.
 - a. Full name
 - b. Title
 - c. Phone number
 - d. E-mail address

The selection committee reserves the right to contact the client company to verify the information provided in the past performance report.

3. *Scanned copy* of the purchase order/contract being used for the past performance report.
 - a. Please ensure it is fully legible. Illegible or partially legible scans will not be considered, and the past performance report will not be scored.
 - b. The scanned PO/Contract must provide visibility into the scope, size, and value of the project.
 - c. Each of the provided LPO / Contract should be accompanied by evidence of successful work completion. This could be a completion certificate, email that approved final reports / or deliverable, or a letter from the client confirming that work was successfully completed within the budget amounts and within the agreed delivery duration.

Table 1: Past Performance Report 1

Client Company Name		
Contact Information	Name:	
	Title:	
	Phone #:	
	E-mail:	
Scanned Copy of LPO	[embed file here]	
Evidence of successful work completion for the LPO provided under report 1	[embed file here]	
	PO/Contract Number:	
	Date	
Narrative Description	[narrative description here; expand cell as necessary]	
	Scope: (Nature of the work done, geographical location, and duration it took to complete)	

Table 2: Past Performance Report 2

Client Company Name		
Contact Information	Name:	
	Title:	
	Phone #:	
	E-mail:	
Scanned Copy of LPO	[embed file here]	
Evidence of successful work	[embed file here]	

completion for the LPO provided under report 2		
	<i>PO/Contract Number:</i>	
	<i>Date</i>	
Narrative Description	[narrative description here; expand cell as necessary]	
Scope: (Nature of the work done, geographical location, and duration it took to complete)		

Table 3: Past Performance Report 3

Client Company Name		
Contact Information	<i>Name:</i>	
	<i>Title:</i>	
	<i>Phone #:</i>	
	<i>E-mail:</i>	
Scanned Copy of LPO	[embed file here]	
Evidence of successful work completion for the LPO provided under report 3	[embed file here]	
	<i>PO/Contract Number:</i>	
	<i>Date</i>	
Narrative Description	[narrative description here; expand cell as necessary]	
Scope: (Nature of the work done, geographical location, and duration it took to complete)		



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By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:
