



Aus4ASEAN
FUTURES

Australia for ASEAN Futures – Economic & Connectivity

TERMS OF REFERENCE FOR

Video Infographer for Enhancing Awareness and Promoting the Utilization of the RCEP Agreement ASEAN Economic Community (AEC) Blueprint 2025 Implementation Project

The ASEAN Secretariat and the Australian Government, through Australia for ASEAN Futures – Economic & Connectivity Program (Aus4ASEAN Futures - ECON), invite applications from consultants for the above-referenced assignment.

I. Background

Aus4ASEAN Futures (ECON) (formerly AADCP II) partners with ASEAN in implementing key strategic actions across various sectors and strengthening the ASEAN Secretariat (ASEC) to help it deliver on its mandate more effectively. The Program currently supports the ASEC in its work through the AEC Blueprint 2025 Implementation Support Unit. The AEC Blueprint 2025 Implementation Support Unit supports the ASEC in the implementation of the Regional Comprehensive Economic Partnership (RCEP) Agreement.

The RCEP Agreement entered into force on January 1, 2022, marking a significant milestone for regional economic integration and global trade. RCEP embodies a commitment to keeping markets open in the Asia Pacific region, strengthening economic ties, promoting fairness, inclusivity, and supporting a rules-based trading system. It plays a crucial role in contributing to global post-pandemic recovery efforts by providing opportunities to strengthen and promote regional value chains through simplified and trade facilitating rules.

RCEP is the most recent ASEAN-led FTA and has been in force for less than two years. ASEAN is committed to ensuring that RCEP-related processes and activities are implemented effectively, which includes outreach to all its stakeholders. Awareness among the business community about the RCEP Agreement and its benefits remain low and understanding the nuances of trade agreements like RCEP can be challenging for businesses, especially Micro, Small, and Medium-sized Enterprises (MSMEs). The legal text of trade agreements is often laden with technical jargon and complex terminology, making it less accessible to the business community.

II. Needs and Objectives

To leverage the opportunities presented by the RCEP Agreement, a series of short videos on RCEP will be developed as part of ASEAN's public communication strategy. These videos will be designed to bridge the gap between the technical legal language of the agreement and the practical needs of the private sector, especially MSMEs. These videos are intended to be widely disseminated to the public, including through social media channels, to inform and educate stakeholders on the benefits of the RCEP Agreement.

The primary objective of the videos is to enhance the understanding of the business sector, especially MSMEs, about the RCEP Agreement. In particular, the videos will focus on “Unlocking Trade Opportunities with RCEP: A Guide for Businesses”. In this vein, the videos will focus on explaining the benefits of RCEP vis-à-vis other existing ASEAN+1 Free Trade Agreement (FTAs) to help businesses gain more awareness about RCEP and help them choose which FTA to utilize when trading. The videos should help businesses, especially MSMEs, understand RCEP as a viable alternative to other existing FTAs by explaining the specific provisions of RCEP and how these can be maximized depending on their specific production or supply chain structure.

The ASEC and the Aus4ASEAN Futures (ECON) are therefore seeking the services of a part-time Video Infographer to support its communication objectives. The Video Infographer will be responsible to ensure that the videos clearly communicate the key messages, are visually appealing and engaging, and designed in-line with ASEC and Aus4ASEAN Futures (ECON) requirements.

The key audience for the videos is primarily the private sector across the ASEAN region (especially MSMEs), the academe, non-governmental organisations, and the general public. The videos are envisioned to be used and disseminated by the ASEAN Sectoral Bodies and Working Groups, ASEAN Dialogue Partners, and representatives of the ASEAN Member States (AMS). This undertaking will address the need for adequate communication materials on the RCEP Agreement as an ASEAN-led initiative.

III. Outputs

The expected outputs include:

1. Three videos approximately two minutes in length per video with a focus on Rules of Origin (ROO) and Trade Facilitation (TF) measures in RCEP, as follows:
 - a. Implications of expanded cumulation under RCEP compared to other ASEAN+1 FTAs (*i.e.*, AANZFTA, ACFTA, AJCEP, AKFTA) for regional supply chains, such as:
 - i. more participating countries in RCEP and the implications of the *de facto* ‘China-Japan-Korea FTA’ in RCEP; and
 - ii. greater opportunity to utilize enhanced market access commitments under RCEP and access regional value chains by allowing goods made in an RCEP party to be used as inputs for production in another RCEP Party when exporting to an RCEP Party.
 - b. Specific examples demonstrating the differences in Product Specific Rules (PSRs) under RCEP and other ASEAN+1 FTAs for certain sectors (the following documents can be referred to for details on RCEP ROO: [‘Restrictiveness of RCEP Rules of Origin Implications for Global Value Chains in East Asia’](#) and [‘An Assessment of Rules of Origin in RCEP and ASEAN+1 Free Trade Agreements’](#)).
 - c. Key trade facilitation features of RCEP vis-à-vis other ASEAN+1 FTAs, such as:
 - i. Customs clearance processes and time limits on release of goods at border – RCEP allows for faster customs clearance of goods. To the extent possible, goods should be cleared within 48 hours of arrival and lodgment of all necessary information. A shorter time frame is applied to express consignments and perishable goods, which should be released, to the extent possible, in less than six hours after arrival. Shorter customs clearance leads

- to faster movement of goods upon arrival at the border.
- ii. Advance rulings – RCEP contains improved advance ruling provisions, stipulating for rulings to be issued within 90 days to the extent possible. This is useful especially for goods for which tariff classification is difficult. An advance ruling allows importers to determine the correct classification of goods before importation, which facilitates the determination of correct import duties for the products at the border.
 - iii. Approved exporters – In order to benefit from preferential tariffs under the RCEP, exporters must be able to demonstrate that their goods are 'originating' by providing a proof of origin. Apart from a Certificate of Origin (CO) issued by an issuing authority, RCEP facilitates trade by allowing approved exporters to make a declaration of origin on their own (*i.e.*, no need to obtain a CO from relevant authorities whenever they export goods and claim preferential tariffs).
2. The specific storyline and script will be developed by the chosen consultant in consultation with ASEC. To make the videos easy to understand, the videos must use concrete product examples in explaining concepts.

IV. Tasks and Activities

The following activities will be undertaken to achieve the outputs presented above. The ASEC will review and approve the outputs at each step before proceeding to the next milestone. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

Milestone 1: Storyboards for each video

Content Development, including:

- 1. Inception/kick-off meeting between ASEC and the selected consultant**
The consultant and ASEC will discuss the overarching theme, objectives, and key message/s. The consultant, being familiar with the basic concept, should present a preliminary vision to initiate brainstorming. The output from this meeting will include a detailed breakdown of the storyline for all three videos.
- 2. Development of Storyline**
Building on the output of the inception meeting, the consultant will refine and elaborate on the storyline. This phase ensures a comprehensive and cohesive narrative that aligns with ASEC's objectives.
- 3. Creation of video scripts and storyboards**
The developed storyline will be translated into detailed video scripts and storyboards. This step involves defining the visual elements, transitions, and key details of each scene.
- 4. Identification and determination of animation styles, visuals, and branding guidelines**
In collaboration with ASEC, the consultant will decide on the animation styles, visual aesthetics, and adherence to branding guidelines. This step is crucial for maintaining consistency and aligning the videos with ASEC's visual identity.
- 5. Recording of voice-over by specialist voice talent of ASEC's choice**

Milestone 2: Draft Infographic Videos

Video Production, including:

- 1. Production of a series of animated videos with engaging visuals, including motion graphics**

2. **Incorporation of sound effects and background music as required**
3. **Addition of English subtitles for all videos**

Milestone 3: Final Infographic Videos

Revision and Finalization, including:

1. **Revision of the videos, as required and without additional charge**
ASEC will provide feedback on the draft videos, and the consultant will revise them as necessary to address any comments or suggestions. This process ensures that the final videos meet ASEC's expectations.
2. **Export the final videos for sharing and publishing**
Once revisions are complete and ASEC approves the final versions, the consultant will export the videos in suitable formats for sharing and publishing on various platforms.
3. **Provision of videos and all assets in editable formats to ASEC**
The consultant will provide ASEC with all necessary video files and associated assets in editable formats. This facilitates future updates or modifications and ensures ASEC has full access to the content.

V. Scope of Services

This is a home-based, part-time position and is expected to run from **March to September 2024** with approximately up to **80 days of professional services**. Work will commence immediately after contract signing.

Specific assignments and their delivery will be governed by Work Orders detailing the nature of the video infographics and corresponding remuneration.

Fees will be paid within 15 working days upon receipt of invoice and upon acceptance and approval of the agreed outputs by the requesting unit.

VI. Project Management and Reporting

The project will be funded by the Aus4ASEAN Futures and managed by the External Economic Relations Division under ASEAN Economic Community Divisions (AECN) in coordination with other AECN Support units. The video infographer is expected to provide updates on progress and raise issues arising, if any, to ensure smooth and timely delivery of outputs.

VII. Qualifications

The bidder/applicant must demonstrate capacity and experience to undertake the specified tasks and deliver the identified outputs, including:

1. Degree in Development Communication, Visual Design, Graphic Design or related fields (for individual applicant);
2. Work experience within an advertising or communications agency, graphic design firm, print house, etc (for individual applicant);
3. Expert knowledge in video graphic design and graphic design software;
4. Familiarity with social media platforms and knowledge of leading practices for preparation of video infographics;
5. Extensive experience in similar communication projects particularly under development programs and international organizations;
6. Good communication and writing skills in English;

7. Ability to plan, prioritise and produce quality results on time;
8. Ability to work in a multi-cultural environment, under pressure while maintaining a high degree of accuracy; and
9. Familiarity with key concepts related to international trade and economic integration. Knowledge of regional trade agreements, especially the RCEP Agreement, is preferred.

Experience in working with the ASEAN Secretariat or Australia/ DFAT is considered an advantage.

VIII. Bidding

Interested individuals or firms are invited to submit a proposal in response to this Term of Reference. This proposal should be in two parts: **Technical** and **Financial components**, to be submitted as two separate documents in two separate emails. Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate email titled Financial Proposal. Failure to adhere will lead to disqualification.

The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience, and resources to provide the requested services.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project and the proposed approach to deliver the project;
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing;
- Staffing and management plan;
- CVs of all proposed experts/members of the team;
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- Samples of video infographics previously produced which should have the accompanying audio and relevant past work;
- Bidder Cover Letter for Technical Proposal – see Form B annexed to this document highlighting qualifications and relevant experiences in undertaking similar assignments as well as the specific role of each team member (if applicable);
- Bidder Tenderer Declaration – see Form C annexed to this document;
- Bidder may use the Technical Proposal Format – see Form D annexed to this document.
- Set of the following documents if applicable: company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements.

The Financial component should specifically

- Cover Letter for Financial Proposal – see Form E annexed to this document.
- Professional fees of expert(s) (in USD) which could be a daily rate or the expected compensation to produce three video infographics with two to three minutes duration and its variants (inclusive of income taxes and other relevant charges, if any).
- Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels, and any other associated project management cost; and,
- Applicable taxes such as VAT, GST, PPN, income tax. The total amount quoted in the financial component must be inclusive of any applicable tax. Additional amount not specified in the financial component will not be included in the contract. See Section XI point 3 for an additional

note on tax liability.

Activity costs for experts and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

The proposal should be valid for at least one hundred eighty (180) days starting on the closing date of this tender.

IX. Submission of Application

Applicants should send their Technical Proposal and Financial Proposal on two separate emails with a cover letter, materials specified in section IX above and other supporting documents to tender@aus4aseanfutures.org, no later than **6 February 2024** at 5:00pm Jakarta time (GMT +7).

Title of the tender shall be put as the subject of each email as follows:

- Technical Proposal_“Part-Time Video Infographer”_Name of Vendor
- Financial Proposal_“Part-Time Video Infographer”_Name of Vendor

Late submissions will be disqualified. Large documents (>5MB) can be submitted in parts through several emails. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.

For Frequently Asked Questions (FAQ), please visit <https://www.aus4aseanfutures.org/tender-frequently-asked-question/>

Any queries on the TOR should be sent by email to query@aus4aseanfutures.org before 31 January 2024. Please use subject line: **“Query on Part-Time Video Infographer”**.

Response to received queries will be published at <https://www.aus4aseanfutures.org> until 9 February 2024. There will be no individual responses/replies provided for queries. Please check the page regularly for updates.

All documents not submitted in English shall not be considered and quoted price in the submission shall be in US Dollar.

X. Additional Notes on Terms and Conditions of the Project

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright and any related rights) submitted by the Contractor to ASEC arising out of or in connection to the services performed by the Contractor to ASEC shall belong to ASEC under the name of **ASEAN** only;
2. Successful contractor shall agree to be bound and sign the Special Services Agreement (SSA) / Letter of Agreement (LoA) with all requirements under the terms and conditions provided therein, including but not limited to the Aus4ASEAN Futures (ECON) Guidelines for the Contractors attached to the SSA.
3. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.

Form A: Proposer Information

Proposer's legal name	
Proposer's type of organisation	(For example, sole trader / public limited company/ private company)
Proposer's Country of Registration, Constitution, or Incorporation	
Proposer's Year of Registration, Constitution, or Incorporation	
Proposer's legal address in the Country of Registration, Constitution, or Incorporation	
Registration no./Deed of organisation: (if applicable)	
Proposer's authorised representative information:	Name: Address: Telephone: Email Address:

Please attach:

- Articles of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register).
- Organisation chart of the company and list of current staff.

Form B – Cover Letter for Technical Proposal

[On company letterhead]

[Location, Date]

To :

Procurement Team

Australia for ASEAN Futures Initiative

ASEAN Secretariat

Jl. Sisingamangaraja 70a, Jakarta Selatan

Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* dated *(Insert Date)*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sent in a separate password protected file, through electronic submission.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents, and subject to the modifications resulting from Contract negotiations. We acknowledge and accept your right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

(Stamp with official stamp of the Tenderer)

Form C - Tenderer Declaration

Name of Tenderer	Click or tap here to enter text.	Date	Click or tap to enter a date.
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Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP. I/We confirm that the Tenderer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal I/we warrant that the Tenderer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to not engage in proscribed practices, or any other unethical practice, with ASEAN Secretariat or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ASEAN Secretariat and the Australian Government
<input type="checkbox"/>	<input type="checkbox"/>	Child protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will adhere to them.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the Tenderer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the Tenderer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Collusive Tendering: I/We declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract have no knowledge of the technical or financial tender of any other tenderer when they submit their tender. We also declare that we have not and will not disclose any of the details of our tender submission to any other person or organisation prior to the closing date for the RFP
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract is not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not

Yes	No	
		blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted for an offense concerning professional conduct, or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify), or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

(Stamp with official stamp of the Tenderer)

Form D – TECHNICAL PROPOSAL FORMAT

Consultant's general information - to be submitted together in the Technical Proposal

Name of Assignment	
Tenderer's Organisation or Person	
Address	
Contact Person and Title/Position	
Email	
Telephone	
Mobile Phone	
Business Name Registration (if applicable)	
Tax Registration Number (if applicable)	
Indicate number of years involved in similar business/work	
Date	

I. Consultant's Organization and Experience

1.1. Organisational capability

Outline general organisational capability which is likely to affect performance of the TOR such as size of the organisation, in-house expertise, strength of project management support, networks, etc.

1.2. Relevant experience

Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organisation may have participated in. Detail any specialized knowledge that may be applied to performance of the TOR. Include experience working with ASEAN Member States and/or ASEAN Secretariat.

1.3. Quality assurance procedures

Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.4. Extent to which the work will be subcontracted

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5. Customer/Previous Work Reference

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

II. Description of Approach and Methodology

Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR, including:

- The assessment criteria the Assessment will use, the questions the Assessment should answer, and how the criteria and questions relate. These will include any additional issues identified by the assessor with regards to those mentioned in the ToR.
- For each criterion, methods of collecting data/information and specific sources of data
- If appropriate to the Assessment, the proposed criteria for sampling and rationale, and the proposed sample.
- Describe in detail the ways data will be collected, including instruments.

III. Work Plan

A work plan for data collection, analysis, reporting, and their milestones. **The timelines mentioned in the ToR may be confirmed.** Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and linked to which instrument (e.g. Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled. Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment.

Form E. Cover Letter for Financial Proposal [On company letterhead]

[Location, Date]

To :

Procurement Team

Australia for ASEAN Futures Initiative

ASEAN Secretariat

Jl. Sisingamangaraja 70a, Jakarta Selatan

Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Tittle)* dated *(Insert Date)*. We are hereby submitting our Proposal, which includes a Technical Proposal sent in a separate file, and this Financial Proposal, through electronic submission. The password for this financial proposal *(****)*

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents, and subject to the modifications resulting from Contract negotiations. We confirm that the amount stated above is inclusive of GST/ VAT and other applicable tax. We acknowledge and accept your right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

(Stamp with official stamp of the Tenderer)

Form F. Financial Proposal

I. Cost Breakdown by Professional Fee

#	Team Member	Role in project	Daily Rate	# of days	Total professional fees
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
A	Total Professional Fees				
#	Other Expenses (if applicable)	Description	Item Cost	# of items	Total Other Expenses
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
B	Total Other Expenses				
GRAND TOTAL (A+B)					

II. Cost Breakdown by Deliverables

#	Deliverable	Description	# of days	Total professional Fees	Total Other Expenses	Total Cost
1	Deliverable 1					
2	Deliverable 2					
3	Deliverable 3					

4	...					
	GRAND TOTAL					

The vendor may include Payment Schedule in the Financial Proposal.

III. Additional Notes (if any)

IV. Checklist for the Completeness of Documents Submitted

Checklists must be used to ensure that all tender documentations have been provided. Checklists must be included in both emails of proposals.

Technical Proposal

No	Description	Checklist
1	Proposals are submitted in two separate emails (softcopy)	
2	Title of the tender shall be put in each email as follows: <ul style="list-style-type: none"> - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor 	
3	Technical Specifications of the required services	
4	All required information has been addressed accordingly	
5	Schedule of delivery	
6	Customer/Employment Reference (on similar project)	
7	Consultant profile	
8	Copy Company Legal Documents (if applicable), i.e. <ul style="list-style-type: none"> i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number 	
9	Authority of signatory (If applicable)	
10	Latest audited financial statements (for company)	

Financial Proposal

No	Description	Checklist
1	Bid amount	
2	Payment Schedule	