RFQ-SM25-024 – Media and Communications Training Provider

Service Provider Response Form

PART A – Response to the Technical Evaluation Criteria

(To be completed in full and returned on or before the Closing Date and Time specified in the RFQ)

Service Provider Details

Service Provider Name	
Service Provider ABN / Company Number / Registration Number	
Country of Registration	
Service Provider Address	
Service Provider Representative Name and Title	
Service Provider Representative Email	
Service Provider Representative Phone	

Response to Mandatory Criteria

For this Response to be considered for assessment, the Service Provider must indicate their response to the mandatory items below.

	Service Provider Response
1a. Do you have an existing Child Protection Policy and Code of Conduct?	
1b. If you answered **No** to question **1a**, are you willing to sign on to Palladium's Policy and Code?	
2a. Do you have an existing Policy or Standard to Prevent Sexual Abuse and Harassment?	
2b. If you answered **No** to question **2a**, are you willing, are you willing to sign on to Palladium's Policy or Standard to Prevent Sexual Abuse and Harassment?	
3a. Do you have an existing Occupational Health and Safety Policy?	
3b. If you answered **No** to question **3a,** are you willing to sign on to Palladium's Occupational Health and Safety Policy?	

PART A - Response to the Technical Evaluation Criteria (80% of Total Score)

Please provide your responses to the criteria in the space provided below. MDF, in its sole discretion, may exclude responses in excess of the maximum word limit from the technical assessment. Any applicable rates/pricing for this tender are to be mentioned in PART B Financial Proposal only.

Criteria	**Service Provider Response**
A. Please provide a proposal outlining the approach, methodology, and work plan (40% of the technical score)	Up to 1000 words
B. Capability and experience demonstrating your ability to deliver services. Provide relevant	Up to 1000 words

Criteria	Service Provider Response
experience and examples of past work (40% of the technical score)	
C. Qualifications and Experience of Key Personnel • Experience – Please provide examples of projects that demonstrate experience in similar work. • Please explain the staffing plan and submit CVs of no more than 5 pages each as an annex to this Response Form. (20% of the technical score)	Up to 500 words

Declaration:

I declare that I/we agree with the Terms and Conditions of the Request for Quote and that the information provided in Part A of the Response Form is accurate and correct.

Insert Name and Signature

Insert Position Title of Supplier Representative

Date: