**Request for Proposals: Technical Response Form**

**Project Name:** RFP24-039 FDI-SME Linkage Survey

*All potential consulting firms are required to respond to the RFP using the response form below.*

1. **Applicant’s details**

Please provide the following details:

|  |  |
| --- | --- |
| Full legal and trade names of company/organisation/ institution |  |
| Business office address (google map link if available) |  |
| Certificate of Incorporation registration number with MOC and Certificate of Tax Registration number with General Department of Taxation if registered in Cambodia. If registered outside Cambodia equivalent business registration documents |  |
| VAT (TIN) Number or Tax File number |  |
| Postal and email address; and website (if applicable) |  |
| Contact details of the Respondent’s contract person |  |
| Full name |  |
| Position title |  |
| Email address |  |
| Phone number |  |

1. **Technical Response**

**B1 Organisational capacity (max 2 pages)**

B1.1 Provide comments about the ability, resources and capacity of your organisation(s) to carry out the project.

B1.2. Provide examples of other similar projects/ assignments that you or your company has undertaken.

**B2. Team capacity**

B2.1 Provide names, positions, gender, and a summary of qualifications and experience for key team members who will undertake this project using the table format below (max 1 page).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| N | NAME | POSITION/ROLE | GENDER | QUALIFICATIONS | EXPERIENCE |
| *1* |  |  |  |  |  |
| *2* |  |  |  |  |  |
| *etc* |  |  |  |  |  |

*You may illustrate the team members as per each tasks that corresponds to Section 3 of the RFP.*

B2.2. Attach CV/resumes with referees of key personnel who will carry out the work (max 2 pages per CV).

**B.3 Methodology (max 3 pages)**

B3.1. Please summarise your understanding of the scope of work and methodology as described in the terms of reference.

B3.2. Please explain your proposed workflow, methodology, and expected timeline to complete key tasks and activities and produce deliverables. Please discuss each of the four tasks listed in the RFP (survey design and planning, identifying and engaging with target firms, survey implementation, and data collection and quality assurance).

B3.3. Please explain your approach to ensuring a sufficient number of survey responses, a high response rate, and the collection of accurate data and detailed answers to open-ended questions. Especially your approach to accessing sufficiently senior representatives of the firms. Please also explain how you plan to balance this against the need for a representative sample of firms, including by sector, size, ownership (foreign/local), location, etc.