**Request for Proposals: Response Form**

**Project name:** RFP25-042- Capacity building on rooftop solar integration – rooftop solar design and installation standards

*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**

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, position, gender qualifications and experience of relevant team members who will undertake this project using the table format below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| N | NAME | POSITION/ROLE | GENDER | QUALIFICATIONS | EXPERIENCE |
| *1* |  |  |  |  |  |
| *2* |  |  |  |  |  |
| *3* |  |  |  |  |  |

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

B2.2. Attach CV/resumes with referees of key personnel who will carry out the work.

**B.3 Methodology**

 Explain your proposed workflow, methodology, and expected timeline to complete key tasks and activities and produce deliverables.

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

**B.3.1.** **Training delivery approach**

The company is encouraged to propose training content, method, duration, etc. they consider would increase the trainees’ knowledge uptake. Information templates in appendix 1 shall be used as a basis to provide such information.

The tale below is a sample template to provide detailed information on the training delivery approach.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Topics | Objectives | Contents | Duration of the training (hours or days) | Training delivery methods | Assessment and evaluation | Proposed trainers | N. of days required to prepare the module |
|  |  |  |  |  |  |  |  |  |