



Civic Forum for Sustainable Development (Civic Forum)

Kavrepalanchok
Bagamati, Province

PROPOSAL SUBMISSION FORM *To be completed by candidates:*

To: <insert name and address of Contracting authority >	
Tel: <insert no>	
E-mail: <insert address>	
Project:	
Proposal submitted by:	
Name:	
Address:	
Telephone number:	
E-mail address:	
Date of proposal:	

Further to your Request for Proposal (RFP) dated <date> for the contract in reference, I have the pleasure of submitting you the following proposal:

1. General

In submitting this proposal, I declare to accept in full and without restriction the special and general conditions governing the Request for Proposal.

2. Training topics

Enlist the training topics from ToR that you are applying for:

3. Methodology

Brief description of training material.

4. Financial proposal

My proposal for total remuneration of my services is (training, report preparation, travel/food/accommodation): _____.

5. Validity of proposal

I acknowledge that the terms of the present proposal shall be binding upon me until the expiration of the agreement, and I guarantee my availability for the assignment should the Contract be awarded to me within that period.

5. Information on the trainer/ facilitator

General Information	
Principal area of specialization	
Years of experience in principal area of specialization	
Last three assignments in the field of the contract	
Other service contracts in hand and/or future commitments.	
Availability date on November till February	
Languages	



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(indicate level on a scale from 1 to 5, for understanding, speaking and writing)	
Membership in professional organizations	

Signature:

Signed by:

Date:
