**Proposal Document [A]**

What is our Organisation and why we are bidding

# Organisational Details

This table provides the required profile of our organisation which is needed to confirm that we qualify to take part in the tender, and have the capacity to achieve a good outcome.

|  |  |  |
| --- | --- | --- |
|  | **Items required** | **Checklist** |
| 1 | Official name of our organisation |  |
|  | Address of office |  |
|  | Email address |  |
|  | Phone number of contact person |  |
| 5 | Name of proposed project manager |  | [ ]  CV attached?\* |
| **Note**: *for the proposed trainers below, we guarantee that each is fully experienced in the specific skills and knowledge that they will train for.*  |
| 6 | Names of proposed trainers |  | [ ]  CV attached?\* |
|  |  |  | [ ]  CV attached?\* |
|  | *(Add more rows if needed)* |  | [ ]  CV attached?\* |
| **Legal, taxation, and financial status documents** |
| 7OR | For **companies with shareholders** | Certificate of incorporation or certificate of registration  | [ ]  |
|  |  | Tax Identification number | [ ]  |
|  |  | Tax Clearance Certificate | [ ]  |
|  |  | Board of Directors information  | [ ]  |
| 8 | For **cooperatives, CSOs, NGOs and organisations** | A certificate of registration | [ ]  |
|  |  | Tax Identification Number (TIN) | [ ]  |
|  |  | Board of Directors information | [ ]  |
| ***Note****: we understand that Swisscontact may verify the tax certificates and that non-provision of the required documents may result in disqualification.* |
|  | We have a bank account in Tanzania in the name of the entity as mentioned in the registration form | [ ]  |
|  | We have an office and its operations in Tanzania | [ ]  |
|  | We list our organisation experience which is relevant to the task below ... |
|  | Relevant activity 1 | *[please describe the relevant activity briefly]* |
|  | Relevant activity 2 |  |
|  | Relevant activity 3 | *[add more rows if necessary]* |

\*We have attached these documents to our proposal.

# Our knowledge of the geographic area the training will serve.

*Explain briefly what your organisation knows about the business opportunities of the proposed area, and the likelihood and scale of self-employment opportunities for the skills to be trained in.*

*Write below where you see […].*

[…]

# Why we think our organisation has the necessary capacity to carry out the task.

*Summarise briefly what you feel the strengths of your organisation are which will support you to achieve the expected outcomes.*

[…]