|  |  |
| --- | --- |
| *Name of the* Study | **Development of podcasts and photobooks from research studies carried out in Somalia and Sudan in June and July 2019** |
| *Name of* Applicant/company |  |
| *Date of Submission of EOI* |  |
| *Email* |  |
| *Contents of the EOI* | 1. *Cover Letter* 2. *Description of the Lead Applicant* 3. *Details of team members from Applicant* 4. *Technical Credentials of the Applicant and/or team* 5. *Tax compliance* 6. *Technical Proposal* 7. *Financial Proposal* 8. *References* |

**Description of the Lead Applicant**

1. Name of the Organization:
2. Head Office Address:
3. Name & Designation of the contact to be referred for communication:
4. Contact No. :
5. Email ID:
6. Head of the Organization:
   1. Name:
   2. Contact No:
   3. Email ID:
7. Type of Organization:
8. Main Areas of Business:
9. Any other information the bidder would like to include:

Place: Name & Signature:

Date: Designation:

Company Seal

**Details of team members**

|  |  |
| --- | --- |
| Name of the company/firm |  |
| Name of the employee: |  |
| Date of Birth (DD/MM/YYYY): |  |
| Duration of work experience with the Company/Firm (in years): |  |
| Nationality |  |
| Current designation, with details of responsibilities assigned at the firm: |  |
| Summary of relevant experience: |  |
| Certification:  I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm. | |
| [Signature of employee] | Date: |
| Full Name of the employee |  |

**Technical Credentials of the Applicant**

Details of the work and services undertaken by the applicant (including the on-going projects)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of the Project | Name of the Customer | Scope of work | Duration of Contract | | | Contract price  (USD) | Remarks/Products |
| Start date | Completion date | Performance test date |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |

**Technical Proposal**

**Financial Proposal**

**References.**

*Kindly provide at least four latest professional references.*