



Government of Papua New Guinea
National Information and Communications
Technology Authority

National Information and Communications Technology Authority

UNIVERSAL ACCESS AND SERVICE (UAS)

INSTRUCTIONS TO FILLING OUT THE PROPOSAL TEMPLATE

CONNECT THE SCHOOL PROJECT (CSP) – LOT 1

POWER SYSTEMS

NATIONAL INFORMATION AND COMMUNICATIONS TECHNOLOGY

UNIVERSAL ACCESS AND SERVICE (UAS)

STRATOS AVENUE

RANGEVIEW PLAZA (LVL 3)

PORT MORESBY

SEPTEMBER 2024

This guideline provides a structured approach that proponents can follow to ensure their proposals are comprehensive and aligned with the requirements of the RFP. By following this outline, proponents can present their solutions clearly and professionally, increasing their chances of being selected.

Cover Letter

The Cover Letter should serve as the front page of your proposal. It should be concise, professional, and tailored to the specific RFP in question.

It should include your company letterhead with contact information, a brief introduction referencing the RFP and the purpose of your proposal, a concise overview of your company and qualifications, and a summary of key solution aspects along with your bid price.

Executive Summary

This section provides a snapshot of your proposal. Think of it as your elevator pitch.

What to Include:

- ✓ *Introduction:* Briefly introduce your company and summarize the solution you are proposing.
- ✓ *Objectives:* Clearly state the objectives of your proposal and align them with the goals outlined in the RFP.

1. Company Profile

This section demonstrates your company's credibility and capability.

What to Include:

- ✓ *Company Overview:* Include your company's background, history, and core competencies.
- ✓ *Relevant Experience:* Highlight past projects similar to the one described in the RFP.
- ✓ *Team Structure:* Introduce key personnel and provide brief bios highlighting their qualifications and experience.
- ✓ *Certifications and Awards:* List any certifications or awards that are relevant to the project.

2. Technical Proposal

This is the heart of your proposal where you outline your solution in detail.

What to Include:

- ✓ *Solution Overview:* Describe how your solution meets the requirements listed in the RFP. Be specific about the systems, technologies and methodologies you will use.
- ✓ *Equipment Specifications:* Provide detailed specifications for all proposed hardware and any software used.
- ✓ *System Architecture:* Include diagrams to visually represent your solution's architecture.
- ✓ *Scalability:* Explain how your solution can grow to meet future needs.

3. Implementation Plan

This section outlines how you will execute the project.

What to Include:

- ✓ *Timeline:* Provide a detailed timeline of the project with key milestones clearly marked.
- ✓ *Resource Allocation:* Specify the resources (staff, equipment, etc.) that will be committed to the project.
- ✓ *Risk Management:* Identify potential risks and describe your strategies to mitigate them.

4. Cost Proposal

This section provides a detailed breakdown of costs associated with your proposal.

What to Include:

- ✓ *Detailed Cost Breakdown:* Include costs for equipment, implementation, and ongoing support per site. Be as detailed as possible.
- ✓ *Payment Terms:* Specify your payment terms and any milestones tied to payments.
- ✓ *Cost Assumptions:* Clearly state any assumptions you have made in your cost calculations.

5. Compliance and Certifications

Provide evidence of your ability to successfully complete similar projects.

What to Include:

- ✓ *References:* Include contact details for past clients who can vouch for your work.
- ✓ *Case Studies:* Provide detailed examples of similar projects you have completed, including challenges faced and results achieved.
- ✓ *Regulatory Compliance:* Ensure that your proposal complies with all relevant laws and regulations, including data protection, privacy, and network security standards.
- ✓ *Certifications:* List all certifications your company or proposed equipment holds that are relevant to the project.

6. References and Case Studies

Provide evidence of your ability to successfully complete similar projects.

What to Include:

- ✓ *References:* Include contact details for past clients who can vouch for your work.
- ✓ *Case Studies:* Provide detailed examples of similar projects you have completed, including challenges faced and results achieved.

7. Appendices

This section is for any additional documentation that supports your proposal.

What to Include:

- ✓ *Detailed Specifications:* Provide full technical specifications for all proposed hardware and software.
- ✓ *Resumes:* Include resumes of key personnel involved in the project.
- ✓ *Additional Documentation:* Attach any additional documents that support your proposal, such as whitepapers or user manuals.

8. Declaration and Signature

This section confirms the accuracy of your proposal and your company's commitment to fulfilling the terms of the RFP.

What to Include:

- ✓ *Declaration:* Include a statement affirming the accuracy of your proposal.
- ✓ *Signature:* Provide the name, title, and signature of the authorized representative submitting the proposal.

General Tips for Completing the Proposal

1. Follow the RFP Instructions:

Ensure that you carefully follow all instructions provided in the RFP. This includes formatting, submission guidelines, and deadlines.

2. Be Concise but Thorough:

Provide enough detail to answer all aspects of the RFP, but avoid unnecessary information.

3. Proofread:

Double-check for grammatical errors, spelling mistakes, and typos. A polished proposal reflects professionalism.

4. Use Visuals Where Appropriate:

Diagrams, charts, and tables can help clarify complex information.

5. Tailor Your Proposal:

Customize your proposal to address the specific needs of the project outlined in the RFP. Avoid generic responses.