

**Bid submission outline****Contents of the bid**

Bids should include information under the following headings:

- Executive summary
- Qualifications
- Detailed description of the proposed consultancy work
- Costs and payment details

**Special instructions**

Bids must be submitted in English and include both technical and price components.

Bidders should note that the costs of preparing their bids are not reimbursable and should not be included as a cost related to the provision of the services.

All costs are to be set out in the bid, including any hardware or software packages required to carry out the work.