



REQUEST FOR PROPOSAL (RFP)

(RFP process open for YAP bidders only)

FOR GOODS

Project Title:	<u>Supply and delivery of building construction materials and equipment to Yap, FSM</u>
Nature of the goods	Procuring building construction materials and equipment
Location:	Yap State Public Service Corporation (YSPSC) compound, Colonia, Yap Proper, Yap, Federated States of Micronesia (FSM)
Date of issue:	25/05/2022
Closing Date:	22/06/2022
SPC Reference:	RFP22-4029

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int.

1.3 SPC's Request for Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the goods as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents:

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in USD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP22-4029**.

Your proposal must be received no later than **22/06/2022** by **4.00pm Fiji Time Zone** or **2.00pm Yap FSM time zone**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with complete information or in incorrect form.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP22-4029**. The deadline for submission of clarifications is **10/06/2022** by **12.00pm Fiji Time Zone** or **10am Yap FSM time Zone**.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency

of the procurement process. While SPC prefers written communication in the RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal is to be inclusive of any taxes and is not subject to revision.

2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

2.6 Key dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFP advertised	25/05/2022
Deadline for seeking clarification	10/06/2022
RFP Closing Date	22/06/2022

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of quotations: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFP process.

2.8 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Specification of Goods

Supply and delivery of building construction materials and equipment to Yap, FSM

Project Title: European Union EDF-11 Federated States of Micronesia Sustainable Energy and Accompanying Measures (EU-SEAM) Project

The European Union EDF-11 Federated States of Micronesia Sustainable Energy and Accompanying Measures (EU-SEAM) financing agreement, signed in November 2019, has the overall objective to enable the FSM population to utilize affordable, reliable, and environmentally sound energy services and benefit from transparent and efficient management of public funds. The EU-SEAM financing agreement budget is EUR 14.2 million and has five components which involves separate partnerships with the EU and FSM implementing partners.

Component 2 of the EU FSM SEAM Project is being implemented by SPC and has a funding portion of EUR 11.625 million. Component 2 is identified as the FSM Sustainable Energy Project (FSM.SE) and has the specific objective to increase access to renewable electricity and support private sector investment in energy efficiency and renewable energy. There are four key outputs for the FSM SE project:

- Output 1: Policy, institutional and legislative structures are reviewed.
- Output 2: Capacity building in energy planning and management, and monitoring and evaluation
- Output 3: IPPs and jointly funded grid-connected renewable energy and energy efficiency projects
- Output 4: Renewable energy systems and technologies are promoted especially in remote communities and among youth and women. Output 4 focus on Chuuk State and Yap State.

Relevant to this Specification of goods document is Output 4 activity 4.2 under Task 4.2.3 which is to support YSPSC complete rehabilitation works to the EU funded North Rep Solar installations damaged by Typhoon Maysak in 2015. This Specification of goods document entails for the supply of materials for the construction of the ground mounted solar PV concrete foundation for the installation of a 60kW solar array as well undertake the renovation of the Shop building to house the batteries and electronics.

A) TENDER SPECIFICATION

1. Preliminary and General

Tenders must include the following provisions in the Tender Price to:

- a) Source, assemble, pack, label and deliver the specified materials and fittings (as outlined in Part 2 – list of procurement package) to Yap State Public Service Corporation (YSPSC), Colonia, Yap, FSM. The materials and equipment are to be delivered at the earliest available opportunity and with the shortest lead-time.
- b) Clearly label the materials and fittings and load as per agreed schedule.
- c) Arrange and pay all costs, whether direct or indirect, associated with the sourcing, loading and delivery to YSPSC, Colonia, Yap, FSM.
- d) Update YSPSC on the delivery schedule particularly on the arrival of the materials and equipment's to Yap, FSM.

When the materials and fittings are delivered, they will be inspected and cleared by YSPSC onsite to which YSPSC will then provide an inspection report to the FSM.SE Project Manager acknowledging the Goods have been sourced and delivered successfully.

The bidder must not supply any second hand, sub-standard or used materials and fittings.

2. List of Procurement Package

Bidders are invited to provide a proposal for the supply of the following materials.

Package Number	Title of Procurement Package
1	Cement
2	Lumber
3	Rebar, wire and Mesh
4	Paint
5	Nails and screws
6	Tools and Equipment
7	Others

Package 1 CEMENT	QUANTITY	Unit
Cement 40kg Type 1	532	Bgs
Package 2 LUMBER		
	QUANTITY	Unit
ACX 1/2" Treated Plywood	73	Pcs
1/2" or 5/8" Untreated Plywood	8	Pcs
Lumber 2x4x16 Treated	51	Pcs
Lumber 2x2x16 Treated	48	Pcs
Lumber 1x4x16 Treated	10	10
Lumber 2x4x16 non-treated	48	Pcs
Lumber 2x2x16 non-treated	82	Pcs
Package 3 Rebar, wire and Mesh		
	QUANTITY	Unit
Rebar No. 3	587	Pcs
Rebar No. 4	337	Pcs
Rebar No. 5	7	Pcs
Tie Wire	124	lbs
Stainless Steel Welded Wire Mesh	100	ft
Wire cloths 16GA GALV975'	12	Pcs
Package 4 Paint		
	QUANTITY	Unit
Primer Paint (2 Coats @ 350 Sq.ft./Gal)	10	GAL

Main Coat (1 Coat @ 350 Sq.ft./Gal)	5	GAL
Paint Brush 2"-3"	2	Pcs
9" Roller	2	Pcs
9" Roller Handle	2	Pcs
9" Roller Tray	2	Pcs
Paint Tray Deep plastic 9"	2	Pcs
Henry Acrylic Elastomeric Roof Coating	17	Pail
Paint Brush 4"	6	EA
Quikrete 1 Gal. Concrete Bonding Adhesive	2	EA
Package 5		
Nails and screws	QUANTITY	Unit
Galvanized Common Nail 1-1/2"	10	LB
Galvanized Common Nail 3-1/2"	13	LB
Galvanized Common Nail 2-1/2"	27	LB
Masonry Screw 2-1/2"	1	PK
Cane Bolt	1	Pcs
Fastener Common Nail 3"	116	Lbs
Fastener Common Nail 2-1/2"	128	Lbs
Fastener Common Nail 1-1/2"	37	Lbs
Fastener Screw 1-1/4"	26	Box
Roofing Screw 3" 200pcs/pk	6	pack
Roofing Screw 2" 200pcs/pk	5	pack
Drywall Screw 1" 200pcs/lb	6	lbs
Package 6		
Tools and Equipment	QUANTITY	Unit
Cutting disc 100 x 3.0x 16.0 mm	10	Pcs
Hack saw	3	Pcs
Wheelbarrow	4	Pcs
Spade Shovel	6	Pcs
Flat Nose Shovel	6	Pcs
Concrete Placer 24"-36"	1	Pcs
Concrete Float 24"-48"	1	Pcs
threaded Handle 6"	1	Pcs
Concrete Broom 24"	1	Pcs
Concrete Mixer (1 bagger)	1	Pcs
HITCH MIXER, 2" BALL 7,9,12 MORT ROOF REPAIR	1	Pcs
Sledgehammer	2	Pcs
GI Flat Sheet 4'x8' (Mixing)	2	Pcs
Flat Trowel 4"-6"	4	Pcs
Pointing Trowel 4"-6"	4	Pcs
Package 7		
Others	QUANTITY	Unit
Horizontal Closure	90	ea
R-13 Pink Kraft Fiberglass Insulation	49	RLL
3'x6'-8" Hollow core Interior Door	1	EA
3-1/2 in. Zinc-Plated Heavy-Duty Tee Hinge	3	Pcs
12" Strap hinge	4	Pcs
Door & Gate Accessories	1	Pcs
Grass Barrier Fabric 3'x300' per roll	7	Rolls
Pipe Pvc Ø12" @ 20'	44	Pcs

B) DELIVERY SPECIFICATION

1. All materials should be properly packaged and clearly labelled and addressed to:

Yap State Public Service Corporation Power Plant Road # 1, Colonia, Yap FM 96943
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2. The delivery date shall be stated clearly in the offer, and it is up to the bidder to decide on the optimum method of delivering the supplies.
3. The delivery should be within the period (specified and agreed by contract). After 30 days of delay, SPC reserves the right to cancel the contract.
4. Proposed delivery dates within the specified period will have no repercussion upon the evaluation of the bids. The delivery period may be negotiated with the successful bidder however, anticipated non-compliance should be specified within the submitted bid.
5. All Proposal costs (Annex 5) as part of the submission should be inclusive of any or all applicable taxes and customs duties.
6. The materials and fittings shall be transported in a proper manner to prevent any transportation related damage and delivered in the condition as per expectation of the client. It is the responsibility of the successful bidder to ensure that the materials and fittings are insured until such time the delivery is cleared and accepted by the receiver of the shipment. The successful bidder must indicate all the risks that are associated with the supply of the construction materials and fittings, and how to mitigate the risks including COVID19 related requirements and clearances, insurances etc.
7. The successful bidder will be responsible for settling any transportation-related damage claims and will be responsible for replacing the damaged materials and fittings, at the request of YSPSC in a timely manner.

C) INSTITUTIONAL ARRANGEMENT

1. The bidder will directly be responsible to the FSM.SE Project Manager for the delivery of the materials and fittings. The bidder must meet FSM's biosecurity and quarantine requirements for the materials and fittings and relevant countries' quarantine arrangement in the case of an overseas supplier.

D) INDICATIVE SCHEDULE OF PAYMENTS

Milestone/Outputs	Deadline	% Payment
Signing of Contract	TBC	20%
Submission and acceptance of invoice and other required documents to YSPSC FSM.SE Project Manager	TBC	30%
Delivery, inspection, quality check and acceptance of materials YSPSC FSM.SE Project Manager	TBC	50%
TOTAL		100%

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria:

Competency Requirements	Score Weight (%)	Points obtainable
Organisational requirements		
Detailed evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of two supply contracts that demonstrate their track record in completing supply contracts similar to this Proposal. The bidder should provide contact details of one referee for each of the supply works. The supply contracts must have been completed or substantially completed within the last 5 years.		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
b) Quality and Origin of the materials and fittings		
The materials and accessories to be supplied and delivered must be new and of high quality. They must be cost-effective and suitable for the intended use, i.e. the construction of the concrete foundations of the ground-mounted solar PV system for the installation of a 60kW solar field and the renovation of the building to house the batteries and electronics. The country of manufacture and the warranty period must be specified for all materials and accessories listed in Annex 4.		
The successful bidder shall provide a complete set of materials available in stock and including offer of alternative options from missing items to ensure a full bid offer as listed in Annex 4.	60%	420
a) Handling and packaging of materials, fittings, delivery arrangements and availability	30%	210

Bidders will also be evaluated on the handling, packaging and transportation of materials to the delivery site mentioned in Part 3. Bidders will be required to detail in their proposal the conditions of packaging and transport including INCOTERM to the construction site to ensure the safety of the goods. The envisaged delivery dates must also be mentioned in the proposal.		
c) Risks/Mitigation Measures		
Bidders are to identify potential risks for the supply and delivery of the materials and fittings, likelihood of these risks and effective measures to mitigate these risks. A prepare matrix is provided in Part C of Annex 4 to guide you in identifying potential risks and your assessment of the mitigating measures. Please ensure to identify all risks relating to the current COVID situation including border closures.	10%	70
Total Score	100%	700
Qualification score	70%	490

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the goods and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required goods for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time.
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change.
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them.
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable.
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>Choose an item.</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>Choose an item</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 22-4029** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

1- VENDOR INFORMATION			
Are you already registered as an SPC vendor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
1. Please provide information related to your entity.			
Company name	[Enter company name]	Address	[Enter address]
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]
Contact person	[Enter name of the contact person]	Position	[Enter position of the contact person]
Email	[Enter email of the contact person]	Phone n°	[Enter phone n° of the contact person]
Business Registration/License number	[Enter company registration/license number (or tax number)]		
Date of business registration	[Enter date of business registration]		
Country of business registration	[Enter country of business registration]		
Status of the entity:			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]			
2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
3. How many employees does your company and its subsidiaries have?	[provide answer]		
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. If 'no', what type of business insurance do you have?	[provide answer]		
6. Are you up to date with your tax and social security payment obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7. Is your entity regulated by a national authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes', please specify the name:	[Insert name of the national regulation authority]		
8. Is your entity a publicly held company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Is your entity have publicly available annual report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please send SPC your audited financial statement from the last 3 financial years if available			

2- DUE DILIGENCE		
10. Does your entity have foreign branches and/or subsidiaries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' to the previous question, please confirm the branches.		
• Head Office & domestic branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries	<input type="checkbox"/> Yes	<input type="checkbox"/> No

• Overseas branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
• Overseas subsidiaries	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
11. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			<i>[Provide details]</i>		
12. If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please explain how:</i>				<i>[Provide explanation]</i>	
13. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'yes', please send SPC your policy in English.</i>					
14. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please state that officer's contact details:</i>			<i>[Insert name and contact details of your officer in charge]</i>		
<i>If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?</i>				<i>[provide answer]</i>	
15. Has your entity or any affiliated ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Has any of the entity's current or former director or CEO filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please provide details:</i>			<i>[Provide details]</i>		
18. Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please provide details:</i>			<i>[Provide details]</i>		

3- SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

19. Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please send SPC your policy in English.</i>					
Does your Policy cover the followings?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
<i>Please, develop the major actions you have undertaken in these areas:</i>			<i>[provide answer]</i>		
20. Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please state that officer's contact details:</i>			<i>[Insert name and contact details of your officer in charge]</i>		
<i>If 'no', what process does your entity have in place to ensure your social and environmental responsibility?</i>				<i>[provide answer]</i>	

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used to finance terrorism or involve money laundering.

By submitting my proposal, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS:

Bidders can use the following form to submit their technical proposal or use their own presentation as long as it includes the criteria set out by SPC.

Bidders can for example present a catalogue of products, with all the technical specifications of each good (origin of manufacture, materials, density of materials, life span, etc.).

Warning, NO PRICE CAN BE INCLUDED in the technical proposal, be careful if you submit a catalogue to respect the two-envelope submission process detailed in Part 2 of this RFP.

Technical Requirements			
Competency Requirements	Response by Bidder		
<p>Experience: Bidders shall provide details of two supply contracts that demonstrate their track record in completing supply contracts similar to this Proposal.</p>	<p>Details for two references</p>		
	<p>1. Client’s name: <i>[insert name of client]</i></p>		
	<table border="1"> <tr> <td>Project details</td> <td><i>[insert project details]</i></td> </tr> </table>	Project details	<i>[insert project details]</i>
	Project details	<i>[insert project details]</i>	
	<table border="1"> <tr> <td>Contact name details:</td> <td><i>[insert contact name and details]</i></td> </tr> </table>	Contact name details:	<i>[insert contact name and details]</i>
	Contact name details:	<i>[insert contact name and details]</i>	
	<table border="1"> <tr> <td>Value contract:</td> <td><i>[insert the value of the contract]</i></td> </tr> </table>	Value contract:	<i>[insert the value of the contract]</i>
	Value contract:	<i>[insert the value of the contract]</i>	
	<p>2. Client’s name: <i>[insert name of client]</i></p>		
	<table border="1"> <tr> <td>Project details:</td> <td><i>[insert project details]</i></td> </tr> </table>	Project details:	<i>[insert project details]</i>
Project details:	<i>[insert project details]</i>		
<table border="1"> <tr> <td>Contact name and details:</td> <td><i>[insert contact name and details]</i></td> </tr> </table>	Contact name and details:	<i>[insert contact name and details]</i>	
Contact name and details:	<i>[insert contact name and details]</i>		
<table border="1"> <tr> <td>Value contract:</td> <td><i>[insert the value of the contract]</i></td> </tr> </table>	Value contract:	<i>[insert the value of the contract]</i>	
Value contract:	<i>[insert the value of the contract]</i>		

a) **Quality and Origin of the materials and fittings**

<i>Goods</i>			<i>Bidder's answer</i>			
Package 1-CEMENT	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
Cement 40kg Type 1	532	Bgs				

Package 2 LUMBER	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
ACX 1/2" Treated Plywood	73	Pcs				
1/2" or 5/8" Untreated Plywood	8	Pcs				
Lumber 2x4x16 Treated	51	Pcs				
Lumber 2x2x16 Treated	48	Pcs				
Lumber 1x4x16 Treated	10	10				
Lumber 2x4x16 non-treated	48	Pcs				
Lumber 2x2x16 non-treated	82	Pcs				

Package 3 Rebar, wire and Mesh	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
Rebar No. 3	587	Pcs				
Rebar No. 4	337	Pcs				
Rebar No. 5	7	Pcs				
Tie Wire	124	lbs				
Stainless Steel Welded Wire Mesh	100	ft				
Wire cloths16GA GALV975'	12	Pcs				

Package 4 Paint	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
Primer Paint (2 Coats @ 350 Sq.ft./Gal)	10	GAL				
Main Coat (1 Coat @ 350 Sq.ft./Gal)	5	GAL				
Paint Brush 2"-3"	2	Pcs				
9" Roller	2	Pcs				

9" Roller Handle	2	Pcs			
9" Roller Tray	2	Pcs			
Paint Tray Deep plastic 9"	2	Pcs			
<i>Henry Acrylic Elastomeric Roof Coating</i>	17	Pail			
<i>Paint Brush 4"</i>	6	EA			
<i>Quikrete 1 Gal. Concrete Bonding Adhesive</i>	2	EA			

Package 5 Nails and screws	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
Galvanized Common Nail 1-1/2"	10	LB				
Galvanized Common Nail 3-1/2"	13	LB				
Galvanized Common Nail 2-1/2"	27	LB				
Masonry Screw 2-1/2"	1	PK				
<i>Cane Bolt</i>	1	Pcs				
Fastener Common Nail 3"	116	Lbs				
Fastener Common Nail 2-1/2"	128	Lbs				
Fastener Common Nail 1-1/2"	37	Lbs				
Fastener Screw 1-1/4"	26	Box				
Roofing Screw 3" 200pcs/pk	6	pack				
Roofing Screw 2" 200pcs/pk	5	pack				
Drywall Screw 1" 200pcs/lb	6	lbs				

Package 6 Tools and Equipment	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
<i>Cutting disc 100 x 3.0x 16.0 mm</i>	10	Pcs				
<i>Hack saw</i>	3	Pcs				
<i>Wheelbarrow</i>	4	Pcs				
<i>Spade Shovel</i>	6	Pcs				
<i>Flat Nose Shovel</i>	6	Pcs				
<i>Concrete Placer 24"-36"</i>	1	Pcs				
<i>Concrete Float 24"-48"</i>	1	Pcs				
<i>threaded Handle 6"</i>	1	Pcs				
<i>Concrete Broom 24"</i>	1	Pcs				
<i>Concrete Mixer (1 bagger)</i>	1	Pcs				
<i>HITCH MIXER, 2" BALL 7,9,12 MORT ROOF REPAIR</i>	1	Pcs				

<i>Sledgehammer</i>	2	Pcs			
<i>GI Flat Sheet 4'x8' (Mixing)</i>	2	Pcs			
<i>Flat Trowel 4"-6"</i>	4	Pcs			
<i>Pointing Trowel 4"-6"</i>	4	Pcs			

Package 7 Others	QUANTITY	Unit	Availability of Item in Stock	Alternative	Details about Quality (including brand, durability against environment and origin)	Estimated lifetime
<i>Horizontal Closure</i>	90	ea				
<i>R-13 Pink Kraft Fiberglass Insulation</i>	49	RLL				
<i>3'x6'-8" Hollow core Interior Door</i>	1	EA				
<i>3-1/2 in. Zinc-Plated Heavy-Duty Tee Hinge</i>	3	Pcs				
<i>12" Strap hinge</i>	4	Pcs				
<i>Door & Gate Accessories</i>	1	Pcs				
<i>Grass Barrier Fabric 3'x300' per roll</i>	7	Rolls				
<i>Pipe Pvc Ø12" @ 20'</i>	44	Pcs				

Bidders are encouraged to provide any documents, brochures, photos they may have or alternatively to provide a catalogue of goods with NO PRICE as part of their technical proposal.

b) Handling and packaging of materials, fittings, delivery arrangements and availability

<i>Requirement</i>	<i>Bidder's answer</i>
Describe your handling and packaging procedures and process	<i>[Insert bidder's answer]</i>
Describe your transport method including INCOTERM	<i>[Insert bidder's answer]</i>
Mention potential delivery dates	<i>[Insert bidder's answer]</i>

c) Risks/Mitigation Measures

<i>Issue</i>	<i>Risk Level</i>	<i>Mitigation</i>
Timeliness to providing missing items if sourced out of FSM in light of the current COVID situation and including border closures.	Choose an item.	<i>[Insert bidder's answer]</i>
Warranties for Equipment's	Choose an item.	<i>[Insert bidder's answer]</i>
Servicing and maintenance of Equipment's	Choose an item.	<i>[Insert bidder's answer]</i>
Quality of alternative items offered instead of the requested item in RFP.	Choose an item.	<i>[Insert bidder's answer]</i>
Other risks:	Choose an item.	<i>[Insert bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

1. All costs indicated on the financial proposal should be in USD inclusive of all applicable taxes.
2. The financial proposal must be filled out and password protected and sent as email 2 as per Part 2- Instructions to bidders
3. Bidders can alternatively present a catalogue of products INCLUDING PRICES.

ITEMS	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
CEMENT	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
Cement 40kg Type 1	532	Bgs		
			Cost	\$
LUMBER	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
ACX 1/2" Treated Plywood	73	Pcs		
1/2" or 5/8" Untreated Plywood	8	Pcs		
Lumber 2x4x16 Treated	51	Pcs		
Lumber 2x2x16 Treated	48	Pcs		
<i>Lumber 1x4x16 Treated</i>	10	10		
Lumber 2x4x16 non-treated	48	Pcs		
Lumber 2x2x16 non-treated	82	Pcs		
			Cost	\$
REBAR, WIRE AND MESH	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
<i>Rebar No. 3</i>	587	Pcs		
<i>Rebar No. 4</i>	337	Pcs		
<i>Rebar No. 5</i>	7	Pcs		
<i>Tie Wire</i>	124	lbs		
<i>Stainless Steel Welded Wire Mesh</i>	100	ft		
Wire cloths16GA GALV975'	12	Pcs		
			Cost	\$
PAINT	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
Primer Paint (2 Coats @ 350 Sq.ft./Gal)	10	GAL		
Main Coat (1 Coat @ 350 Sq.ft./Gal)	5	GAL		
Paint Brush 2"-3"	2	Pcs		
9" Roller	2	Pcs		
9" Roller Handle	2	Pcs		
9" Roller Tray	2	Pcs		
Paint Tray Deep plastic 9"	2	Pcs		
<i>Henry Acrylic Elastomeric Roof Coating</i>	17	Pail		
<i>Paint Brush 4"</i>	6	EA		
<i>Quikrete 1 Gal. Concrete Bonding Adhesive</i>	2	EA		
			Cost	\$
NAILS AND SCREWS	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
Galvanized Common Nail 1-1/2"	10	LB		
Galvanized Common Nail 3-1/2"	13	LB		
Galvanized Common Nail 2-1/2"	27	LB		
Masonry Screw 2-1/2"	1	PK		
<i>Cane Bolt</i>	1	Pcs		
Fastener Common Nail 3"	116	Lbs		
Fastener Common Nail 2-1/2"	128	Lbs		
Fastener Common Nail 1-1/2"	37	Lbs		
Fastener Screw 1-1/4"	26	Box		
Roofing Screw 3" 200pcs/pk	6	pack		
Roofing Screw 2" 200pcs/pk	5	pack		

Drywall Screw 1" 200pcs/lb	6	lbs		
			Cost	\$
TOOLS AND EQUIPMENTS	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
Cutting disc 100 x 3.0x 16.0 mm	10	Pcs		
Hack saw	3	Pcs		
Wheelbarrow	4	Pcs		
Spade Shovel	6	Pcs		
Flat Nose Shovel	6	Pcs		
Concrete Placer 24"-36"	1	Pcs		
Concrete Float 24"-48"	1	Pcs		
threaded Handle 6"	1	Pcs		
Concrete Broom 24"	1	Pcs		
Concrete Mixer (1 bagger)	1	Pcs		
HITCH MIXER, 2" BALL 7,9,12 MORT ROOF REPAIR	1	Pcs		
Sledgehammer	2	Pcs		
GI Flat Sheet 4'x8' (Mixing)	2	Pcs		
Flat Trowel 4"-6"	4	Pcs		
Pointing Trowel 4"-6"	4	Pcs		
			Cost	\$
OTHERS	QUANTITY	Unit	PRICE (USD)	AMOUNT (USD)
Horizontal Closure	90	ea		
R-13 Pink Kraft Fiberglass Insulation	49	RLL		
3'x6'-8" Hollow core Interior Door	1	EA		
3-1/2 in. Zinc-Plated Heavy Duty Tee Hinge	3	Pcs		
12" Strap hinge	4	Pcs		
Door & Gate Accessories	1	Pcs		
Grass Barrier Fabric 3'x300' per roll	7	Rolls		
Pipe Pvc Ø12" @ 20'	44	Pcs	Cost	\$
			Total FOB(USD)	
			Vat	
			Other Charges	
			Total(USD)	

4. The format shown below should be used in preparing the price schedule.

Price Schedule Request for Proposals	
Procurement Package number and description	Amount in USD
Package 1-CEMENT	
Package 2-LUMBER	
Package 3-REBAR, WIRE AND MESH	
Package 4-PAINT	
Package 5-NAILS AND SCREWS	
Package 6-OTHERS	
OTHER CHARGES	

Total Price (CIF)	
TOTAL	

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*