



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Transforming Local Communities through Domestic Biogas System (DBS) in Funafuti, Tuvalu,
Nature of the services	Consultancy –Assess the gendered impact of biogas on women and girls in Tuvalu
Location:	Funafuti, Tuvalu Vaitupu, Tuvalu
Date of issue:	19/12/2023
Closing Date:	7/01/2024
SPC Reference:	RFQ23-6111

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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).

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.

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 Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to shaneh@spc.int and with the subject line of your email as follows: **Submission RFQ23-6111**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Curriculum Vitae (CV) with 3 references
- 1 x examples of previous work/studies contributed to.

- Completed financial and technical proposal forms

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

Bids will be evaluated on the basis of information received by **11.45PM Fiji Time on 7/01/2024**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder’s proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC’s [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Shane Harrison will be your primary point of contact for this RFQ and can be contacted at shaneh@spc.int . You should copy any communications into rfq@spc.int.

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 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
RFQ sent to potential vendors	19/12/2023
RFQ Closing Date	7/01/2024
Award of Contract	10/01/2024
Commencement of Contract	15/01/2024
Conclusion of Contract	30/11/2024

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in AUD 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.

No offer of contract or invitation to contract: This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 RFQ process.

2.7 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: TERMS OF REFERENCE

A. Background/context

Cooking fuel and technology use is a gendered development issue that disproportionately affects women and girls. In Tuvalu, households often rely on a combination of gas, kerosene, and firewood for cooking. Data suggests that it is often poor and remote households that are more reliant on firewood due to the cost of gas and kerosene, with women from these households facing greater exposure to firewood and its negative impacts on respiratory health and time spent on fuel gathering. For Tuvaluan households that do use gas or kerosene, the significant cost of gas is a significant impediment to improving household welfare.

Over almost 20 years, development actors have attempted to address these energy-related development issues through installation of household-level biogas systems in Tuvalu. Biogas systems hold significant promise to provide a low-cost and clean alternative to traditional fuels, converting household organic waste and/or animal manure into approximately 2 hours of cooking per day, while also reducing indoor air pollution from the burning of traditional biomass and the cost of purchasing LPG canisters. The first biogas systems were installed in Tuvalu in 2006, with the Government of Tuvalu planning continued expansion of biogas coverage. As part of this intervention, SPC's Georesources and Energy Programme is assisting by installing 20 biogas digesters in Funafuti, Tuvalu in December 2023.

A core component of SPC's Georesources and Energy Programme is the *Pacific Energy and Gender Initiative* (PEGI). The PEGI aims to achieve gender equality by increasing women's engagement in clean energy. As part of the *Pacific Energy and Gender Initiative*, SPC is planning a gender impact assessment of the 20 biogas systems being installed on Funafuti. The objective of the assessment is to understand how biogas digesters impact gender norms and the wellbeing of women and girls. The purpose of the assessment is to improve the level of evidence on the gendered impact of biogas systems in the Pacific to inform gender-responsive implementation in other Pacific Island Countries and Territories. To conduct this assessment, SPC is partnering with Fiji National University (FNU).

The consultant will assist with the data collection and dissemination in Tuvalu. With the assistance of the consultant, SPC and FNU will administer surveys to adult women in the installation locations in Funafuti prior to the installation and six months afterwards. These will be complemented by focus group discussions with women and men, and interviews with key stakeholders. To understand the longer-term implications of these systems, the team will collect additional data from households included in previous installation on Funafuti and Vaitupu. SPC and FNU hope that this assessment will demonstrate the impact of biogas systems on gender equality and lead to further biogas activities in Tuvalu and other Pacific countries.

B. Purpose, objectives, scope of services

Purpose

The purpose of the consultancy is to conduct the data collection and dissemination for the gendered impact assessment of the Tuvalu biogas installation.

Scope of work

1. Develop a work plan based on the research protocol with SPC and FNU.
2. Arrange participation by communities in Funafuti and Vaitupu. Provide the communities with information on the research and schedule dates and times with the communities that are appropriate for them.

3. Participate in 3-day research workshop run by FNU and SPC on the research tools and data collection procedures. Pilot the tools in one community that is not a part of the substantive data collection.
4. Translate the research tools into the Tuvalu language.
5. Conduct surveys with adult women from 20 households in Funafuti and facilitate 2 focus groups with women and 2 focus groups with men from these communities.
6. Conduct key-informant interviews with 6 stakeholders involved in biogas implementation and policy within Tuvalu.
7. Transcribe and translate all qualitative data and provide to SPC and FNU. Participate in research team analysis of the collected data.
8. Conduct 20 surveys and 4 focus group discussions six months after the installation with the same site in Funafuti.
9. Conduct 5 interviews with households in Vaitupu that had biogas digesters installed in previous project initiatives.
10. Facilitate focus group discussions with women and men from installation sites. At baseline and six months later.
11. Transcribe and translate all qualitative data and provide to SPC and FNU. Participate in research team analysis of the collected data from the second round of data collection.
12. Co-facilitate data validation workshop with women and men from installation site and key stakeholders.
13. Conduct follow-up discussions with households from Vaitupu to validate the findings and gather additional recommendations.
14. Provide feedback and inputs into all knowledge products.

Deliverables

Description	Unit	Quantity	Estimated due date
Work Plan	Pages	2	12/1/24
Translated questionnaires	Forms	3	22/1/24
Translated focus group discussion guides	Guides	2	22/1/24
Completed questionnaire forms	Forms	45	14/6/24
Focus group discussion transcripts (English)	Transcripts	8	12/7/24
Focus group material photos. With English captions.	Pictures	24	12/7/24
Key informant interview transcripts (English)	Transcripts	6	4/3/24
Household interview transcripts (English)	Transcripts	5	12/7/24

C. Timelines

The consultant is expected to be engaged for a maximum of 80 working days, commencing mid-January 2024 and with completion of services by 30 November 2024.

At the start of the project the consultant will work with SPC and FNU to determine an agreed timeline for the deliverables. The following table provides target dates based on the scope of work.

#	Activity	Estimated Working Days	Target date
1	<p>Preparation of agreed workplan with SPC and FNU.</p> <ul style="list-style-type: none"> Review research protocol and draft tools Participate in meeting with SPC and FNU Provide input into implementation plan Draft work plan based on agreed implementation plan with SPC and FNU 	2	12/1/24
2	<p>Participation in research workshop.</p> <ul style="list-style-type: none"> Participate in 2-day workshop on the research tools, ethics, and methodology. Pilot research tools with selected households in sites outside the data collection sites. Contribute to refinement of tools in line with lessons learned from the pilot. 	3	19/1/24
3	<p>Translate research tools into Tuvalu language</p> <ul style="list-style-type: none"> Translate 2 x focus group discussion guides Translate 3 x questionnaires and structured responses 	4	22/1/24
3	<p>Conduct first phase of data collection in Funafuti</p> <ul style="list-style-type: none"> Conduct community outreach to provide information and organise data collection times and day. Conduct survey with 20 households with biogas digesters installed Facilitate 2 x focus groups with women and 2 x focus groups with men from these sites 6 key informant interviews with stakeholders in biogas in Tuvalu 	9	2/2/24
4	<p>Transcribe and translate data from first phase of data collection</p> <ul style="list-style-type: none"> Transcribe audio recordings of 4 x FGDs and 6 x KIIs Take photos of all focus group materials Translate transcriptions/materials into English Upload all data to SPC/FNU OneDrive folder 	22	4/3/24
5	<p>Conduct second phase of data collection in Funafuti and Vaitupu</p> <ul style="list-style-type: none"> Conduct community outreach to provide information and organise data collection times and day. Conduct second survey with 20 households in Funafuti 	11	14/6/24

	<ul style="list-style-type: none"> • Conduct second FGDs with 2 x groups of men and 2 x groups of women in Funafuti • Conduct structured interviews and survey with approximately 5 x households in Vaitupu 		
6	<p>Transcribe and translate data from second phase of data collection</p> <ul style="list-style-type: none"> • Transcribe audio recordings of 4 x FGDs and 5 semi-structured interviews • Take photos of all focus group materials • Translate transcriptions/materials into English • Upload all data to SPC/FNU OneDrive folder 	20	12/7/24
7	<p>Data validation and recommendations</p> <ul style="list-style-type: none"> • Conduct 5 x follow-up discussions with households in Vaitupu • Contribute to data validation workshop in Funafuti • Provide comments and input into recommendations, policy briefs, and other knowledge products as required 	9	18/10/24

D. Reporting and contracting arrangements

The consultant will adhere to a dual reporting arrangement. The consultant will report technically to the Gender Adviser at the Georesources and Energy Programme, with this their main focal point. However, the consultant officially reports to the Team Leader, Georesources and Energy Programme at SPC.

Role of the consultant

- The consultant is required to be physically present in Tuvalu for all planned data collection activities. The consultant may conduct transcription and translation activities remotely from outside Tuvalu.
- The consultant is responsible for reporting on and submitting the activities detailed in section C. Timelines and the deliverables stated in Section B.
- Deliverables should be submitted to the Gender Adviser.
- The consultant should maintain communication with the Gender Adviser at SPC to update them on the progress. Particularly, as they relate to issues affecting the scope of work and the agreed work plan.
- The consultant is not expected to provide regular reports or updates to SPC outside of this normal project coordination and communication.

Role of SPC

- The Gender Adviser will manage the project on behalf of SPC and coordinate with the consultant. They will provide overall quality assurance of the project and are the main focal point for all communications.
- The Gender Adviser will review deliverables for payment release and provide advice to the Team Leader, Georesources and Energy Programme, who will approve the disbursement.
- SPC will not cover separate budget lines for overheads/running costs or other contingencies. If these apply, they should be included in the fees charged for the delivery of the services.

E. Skills and qualifications

The consultant(s) should have:

Essential

- Experience facilitating qualitative data collection, including focus group discussions and semi-structured interviews.
- Experiencing conducting structured data collection with households, including administering household surveys.
- Demonstrated knowledge and experience with biogas systems.
- Demonstrated knowledge of gender equality and women's empowerment
- Self-directed and able to work independently
- Strong understand of Tuvalu culture and working with communities in Tuvalu
- Tuvalu and English language fluency

Desirable

- Experience using participatory research methods
- Experience with Kobo Toolbox or similar data collection tools
- Postgraduate education in gender, sociology, or other social sciences

F. Scope of Bid Price and Schedule of Payments

- Payments will be made as lump sum payments upon the Team Leader, Georesources and Energy Programme, acceptance of achievement of contract milestones. A breakdown of the percentage of total payment is included in the table below.
- The applicant's financial proposal should include a budget narrative detailing how the budgeted costs were calculated.
- Any expected travel in relation to delivery of the consultancy will be fully covered by SPC according to its travel policy.
- SPC can provide desk space when the consultant is in Suva but will not provide IT equipment and related services, these should be covered by the consultant.
- Terms of payment will be in accordance with the provisions of Article 10 of the SPC General Conditions. Payment terms follow SPC finance policy (30 days from acceptance of invoice).

Milestone/deliverables	% payment
Completed pilot and translation of research tools	15
First phase data submitted to SPC	25
Second phase data submitted to SPC	35
Completion of data validation workshop	15
Contribution to policy briefs	10
TOTAL	100

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below 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.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ol style="list-style-type: none"> 1. Completed Conflict-of-Interest declaration form 2. Updated CV with 3 referees 3. 1 x example of contribution to previous studies 4. Completed technical proposal and financial proposal form 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Experience facilitating qualitative data collection, including focus group discussions and semi-structured interviews.	30%	210
Technical requirement 2: Demonstrated knowledge and experience with biogas systems.	10%	70
Technical requirement 3: Demonstrated knowledge of gender equality and women's empowerment	20%	140
Technical requirement 4: Strong understand of Tuvalu culture and working with communities in Tuvalu.	40%	280
Financial Requirements		
Quote	30%	300
Total Score	100%	1000

PROPOSAL SUBMISSION FORM – SERVICES

TECHNICAL PROPOSAL - INSTRUCTIONS TO BIDDERS

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

Technical requirements	
Assessment criteria	Bidder's response
Experience and dedicated staff/sub-contractors	
<p>Experience: evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary.</p>	Experience :
	<i>Provide details of required experience</i>
	Three referees' contact details
	<i>1. Client Name: Indicate client's name</i>
	Contact name: <i>Indicate the contact's name</i>
	Contact details: <i>Indicate the contact's details</i>
	Contract amount: <i>Indicate the contract amount</i>
	<i>2. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
	Contract amount: <i>Contract amount:</i>
	<i>3. Client Name: Indicate client's name</i>
	Contact name: <i>Contact name:</i>
	Contact details: <i>Contact details:</i>
Contract amount: <i>Contract amount:</i>	
Technical requirement 1	
Experience facilitating qualitative data collection, including focus group discussions and semi-structured interviews.	<i>Bidder's response</i>
Technical requirement 2	
Demonstrated knowledge and experience with biogas systems.	<i>Bidder's response</i>
Technical requirement 3	
Demonstrated knowledge of gender equality and women's empowerment	<i>Bidder's response</i>
Technical requirement 4	
Strong understand of Tuvalu culture and working with communities in Tuvalu.	<i>Bidder's response</i>

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

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

FINANCIAL PROPOSAL INSTRUCTIONS TO BIDDERS

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

Description of services	Amount AUD
Professional fees (specify if daily or lumpsum)	<i>Unit price</i>
Other (specify)	
TOTAL	

Professional fees: staff salaries, consultants’ fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and their rates and prices.

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

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

CONFLICT OF INTEREST DECLARATION FORM

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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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>[mention 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 *[Select RFQ or RFP] [SPC Reference number]* 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]*