**RFP 22-4709**

# 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 works 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.

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##### **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:

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

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** *[SPC Reference]* 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 representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

|  |
| --- |
| VENDOR INFORMATION |
| **Are you already registered as an SPC vendor?** | [ ]  Yes | [ ]  No |
| 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]* |
| **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:** [ ]  For-profit entity (company), [ ]  NGO, [ ]  International organisation, [ ]  Government body,[ ]  University, [ ]  Association, [ ]  Research Institute, [ ]  Other: *[insert details]* |
| 1. **Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:**
 |
| [ ]  Delegation of authority or power of attorney document[ ]  Certificate of business registration/license[ ]  Memorandum, Articles or Statutes of Association[ ]  Telephone, water, or electricity bill in the name of the entity[ ]  Bank account details bearing the name of the entity |
| 1. **How many employees does your company and its subsidiaries have?**
 | *[provide answer]* |
| 1. **Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?**
 | [ ]  Yes | [ ]  No |
| *If ‘No’, what type of business insurance do you have?* | *[provide answer]* |
| 1. **Are you up to date with your tax and social security payment obligations?**
 | [ ]  Yes | [ ]  No |
| *If ‘No’, please explain the situation:* | *[Provide details]* |
| 1. **Is your entity regulated by a national authority?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please specify the name:* | *[Insert name of the national regulation authority]* |
| 1. **Is your entity a publicly held company?**
 | [ ]  Yes | [ ]  No |
| 1. **Does your entity have a publicly available annual report?**
 | [ ]  Yes | [ ]  No |
| *Please send SPC your audited financial statement from the last 3 financial years if available* |

|  |
| --- |
| DUE DILIGENCE |
| 1. **Does your entity have foreign branches and/or subsidiaries?**
 | [ ]  Yes | [ ]  No |
| *If you answered ‘yes’ to the previous question, please confirm the branches:* |
| * Head Office & domestic branches
 | [ ]  Yes | [ ]  No |
| * Domestic subsidiaries
 | [ ]  Yes | [ ]  No |
| * Overseas branches
 | [ ]  Yes | [ ]  No |
| * Overseas subsidiaries
 | [ ]  Yes | [ ]  No |
| 1. **Does your entity provide financial services to customers determined to be high risk including but not limited to:**
 |
| Foreign Financial Institutions  | [ ]  Yes | [ ]  No | Casinos | [ ]  Yes | [ ]  No |
| Cash Intensive Businesses | [ ]  Yes | [ ]  No | Foreign Government Entities | [ ]  Yes | [ ]  No |
| Non-Resident Individuals | [ ]  Yes | [ ]  No | Money Service Businesses | [ ]  Yes | [ ]  No |
| [ ]  Other, *please provide details:* | *[Provide details]* |
| 1. **If you answered ‘yes’ to any of the boxes in question 10, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please explain how:* | *[Provide explanation]* |
| 1. **Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please send SPC your policy in English.* |
| *If ‘No’, what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?* | *[provide answer]* |
| 1. **Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please state that officer’s contact details:* | *[Insert name and contact details]* |
| 1. **Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please provide details:* | *[Provide details]* |
| 1. **Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please provide details:* | *[Provide details]* |

|  |
| --- |
| SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) |
| 1. **Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please send SPC your policy in English.* |
| *If ‘No’, what process does your entity have in place to ensure your social and environmental responsibility?* | *[provide answer]* |
| **Does your Policy or Process cover the followings?**[ ]  Child protection [ ]  Human rights [ ]  Gender equality [ ]  Social inclusion[ ]  Sexual harassment, abuse or exploitation [ ]  Environmental responsibility |
| *Please, outline the major actions you have undertaken in these areas:* | *[provide answer]* |
| 1. **Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please state that officer’s contact details:* | *[Insert name and contact details]* |

|  |
| --- |
| SUPPORTING DOCUMENTS (where relevant) |
| * Business registration/license proof
 | [ ]  |
| * Bank account details document
 | [ ]  |
| * Address of the entity and Authority of officer proofs
 | [ ]  |
| * Audited financial statement from the last 3 financial years
 | [ ]  |
| * Fraud, corruption, anti-money laundering and counter terrorist financing Policy
 | [ ]  |
| * SER Policy
 | [ ]  |

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 for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, 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](http://purl.org/spc/digilib/doc/fbire), and the [Guidelines for handling personal information of bidders and grantees](http://purl.org/spc/digilib/doc/qiy7x).

|  |
| --- |
| **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]* |

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# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

Checklist of documents to be submitted with the technical proposal submission form

**PART A: RELEVANT EXPERIENCE**

□PART A1: Firm/institutional background (complete the table provided)

□ Part A2: Work experience

□Complete the three tables provided

**PART B: METHODOLOGY *(maximum 3 pages)* to include the following*:***

□ Project Management Strategy

□Risks / Mitigation Measures

□ Technical Quality Assurance Mechanism

□Sustainability Measures

□Implementation Timelines

**PARTC: RESOURCES**

□Part C1: Materials and Contractor’s Equipment

□Complete table provided

□Part C2a – Key personnel

□Complete tables provided and provide CV for each key personnel

□Part C2b – Sub-contractor

□Complete table provided

**PART C3: LOCAL CAPACITY *(2 pages maximum*)**

□ Complete table provided

## PART A: RELEVANT EXPERIENCE

### **A1: Firm/institution background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Business Registration n°:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| **Submit three (3) years Financial Records** |  |

### **A2: Work experience**

Using the format below, bidders shall provide details of three projects that demonstrate, their experience with coastal engineering projects of similar size and scope to this RFP.

Detailed evidence of the proposed sub-contractors’ relevant experience must also be submitted.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

|  |
| --- |
| **Bidder’s Experience** |
| Relevant Experience - Project One |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | Tenderer’s Role: | *[e.g., Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: |
| Previous Client contact name and phone number: |  |
| **Bidder’s Experience** |
| Relevant Experience - Project Two |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | Tenderer’s Role: | *[e.g., Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: |
| Previous Client contact name and phone number: |  |

|  |
| --- |
| **Bidder’s Experience** |
| Relevant Experience - Project Three |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | Tenderer’s Role: | *[e.g., Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: |
| Previous Client contact name and phone number: |  |

## PART B: METHODOLOGY

(3 pages maximum)

A bidder is expected to demonstrate their understanding of the project and the SPC’s needs, and the means and methods by which the desired results can be achieved in a practicable and efficient manner.

This section should demonstrate the bidder’s responsiveness to the specification and scope of work by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

1. **Project Management Strategy:** Describe the overall management approach and strategies toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.
2. **Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Technical Quality Assurance Mechanisms:** The bid shall also include details of the bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.
2. **Sustainability Measures:** Demonstrate how you plan to integrate environmental sustainability measures and the environmental management plan (OEMP), Appendix 4 in the execution of the contract, including mobilisation, demobilisation, waste disposal and site rehabilitation.
3. **Implementation Timelines:** The bidder shall submit a Gantt Chart or Project Schedule specifying the completion date of 9 December 2022 and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

## PART C: RESOURCES

### **Part C1: Materials and contractor’s equipment**

Using the format below, bidders shall submit details of materials and the availability, age/condition of the contractor’s equipment that will be used in the execution of the Works. Bidders must demonstrate that they own or can hire the specific plant listed below.

|  |  |
| --- | --- |
| **Part C1: Materials and contractor’s equipment to be used on this****contract** | **Tick One** |
| 1. Contractor’s Equipment*[list]* | Already Owned | Will be Purchased | Will be Hired | Age/condition |
| Grader |  |  |  |  |
| Rollers |  |  |  |  |
| Watercart |  |  |  |  |
| Trucks |  |  |  |  |
| Excavator |  |  |  |  |
| Cement Mixer |  |  |  |  |
| Power Tools |  |  |  |  |
| Generator |  |  |  |  |
| 2. The bidder should detail the source of all the materials for the revetment and seawall and the process they will use to procure and have it supplied to the site. |

### **Part C2a: Key personnel**

Using the table below, for each key role listed, bidders shall describe their proposed team members (one page per role). The CVs for key personnel must also be provided.

It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills.

List of key roles and requirement for this contract:

* Contract Manager/Contractor’s Representative
* Site-based Construction Supervisor/Construction Manager

|  |
| --- |
| **Part C2a: Key personnel** *[expand space below, to a maximum 1 page per role]* |
| **Role 1:** *[state role]* |
| Position: |  | Current commitments: |  |
| Fluency in EnglishSpoken: Written: |  | Commitment to proposed contract% of time:Total hours/days: |  |
| Relevant experience and skills brought to this project:Relevant qualifications and training for this project: |
| Previous client referee contacts for the person’s most recent project: | Previous client referee, name and position:………………………………………………………………………. Company: …………………………………………………………… Contact details (phone): …………………………………………..Email: ……………………………………………………………….. |

|  |
| --- |
| **Part C2a: Key personnel** *[expand space below, to a maximum 1 page per role]* |
| **Role 1:** *[state role]* |
| Position: |  | Current commitments: |  |
| Fluency in EnglishSpoken: Written: |  | Commitment to proposed contract% of time:Total hours/days: |  |
| Relevant experience and skills brought to this project:Relevant qualifications and training for this project: |
| Previous client referee contacts for the person’s most recent project: | Previous client referee, name and position:………………………………………………………………………. Company: …………………………………………………………… Contact details (phone): …………………………………………..Email: ……………………………………………………………….. |

### **Part C2b: Sub-contractor**

Using the table below, bidders shall state details of the sub-contractors they propose to use for the contract.

|  |
| --- |
| **Part C2b: Sub-contractor** |
| Subcontractor 1 Name:Location of sub-contractor:Proposed Role:Percentage of Works allocated: %Subcontractor 2 Name:Location of sub-contractor:Proposed Role:Percentage of Works allocated: %*[add lines if necessary]* |

### **Part C3: Local Capacity**

 (2 pages maximum)

Using the format below, bidders shall describe their proposal for engagement and development of local (Fijian) tradespersons and labourers, residing in Fiji.

This submission must identify the bidder’s commitment to engaging Fiji-based personnel and indicate how the bidder intends to further develop the relevant skills and qualification of local personnel working on the project.

Bidders must say how they will build better local capacity during the term of the Agreement.

|  |
| --- |
| **Building Local Capacity** |
| 1. Local Businesses[Describe how you will support local business through this contract] |
| 2. Trades Staff[Describe proposed actions to support and develop local Fijians pursuing trade qualifications through this contract] |
| 3. Labourers[Describe proposed actions to support and develop local Fijian labourers through this contract] |

|  |
| --- |
| **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]* |

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# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

|  |
| --- |
| **Site 1: Filling of the excavated area that have been excavated for the new flood gate foundation, near the existing 4-barrel flood gate**  |
|  |  |  |  | **1** | **3** |  |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate** |  **Total Amount FJD (VIP)** | **Work Duration** |
| 1 | **Red clay** |  |   |  |   | Two Weeks (Including Saturdays) |
| Supply and delivery of red clay to site 1, near the existing 4-barrel flood gate | m³ | 600 |   |  $ -  |
| Bail water out of the excavated area first before Filling and compact approved backfill red clay in the excavated area at site 1 (refer to schematic photo part 1 for reference)  | m³ | 600 |   |  $ -  |
| 2 | Opening of the two outlets of the existing flood gate barrels toward river side, which have been closed by the current contractor. This removal includes the removal of red clay and bulker bags placed at the face of the two outlets (Refer to schematic photo Part 2). Also remove the existing sticks holding/closing the two of the 4-barrel doors of the existing flood gate (refer to schematic photo Part 3 for reference), provision of the progress report | Lump Sum | 1 |   | $ -  |
| 3 | Mobilisation, demobilisation, waste disposal and site rehabilitation | Lump Sum | 1 |  |  |
| **Total Cost** |  **$ -**  |   |

|  |
| --- |
| **SITE 2: Strengthening and Heightening of Levee at site 2 only (approx. 70m Total Length)** |
| **Item No.** | **Description** | **Unit** | **Qty** | **Rate** | **Total Amount FJD (VIP)** | **Work Duration** |
| **1** | **Red clay** |   |   |   |   | Five weeks (Including Saturdays) |
| Supply and delivery of approved red clay to site 2 near the existing flap gate | m³ | 1320 |   |  $ -  |
| Fill and compact approved backfill red clay along 70m length levee road at site 2.  | m³ | 1320 |   |  $ -  |
| **2** | **Gravel** |   |   |   |   |
| Supply, transport, place, spread and compact approved river gravel (25mm-50mm dia. in size), 70m length levee road at site 2 compact and level to form even surface with existing levee, as directed by Engineer. | m³ | 67 |   |  $ -  |
| Supply, transport, place , spread and compact approved river gravel (25mm-50mm dia. in size), 70m length levee road at site 2 compact and level to form even surface with existing levee, as directed by Engineer. | m³ | 67 |   |  $ -  |
| **3** | **Geofabric** |   |   |   |   |
| Supply and delivery of geofabric to site 2 near existing flap gate. One roll is 300m2 | Roll | 5 |   |  $ -  |
| Installation of geofabric. Overlapping of geofabric to be 300mm minimum. One roll is 300m2 | Roll | 5 |   |  $ -  |
| **4** | Supply and installation of Bulk Bag filled with sand at both toes of the Levee as per drawings | m3 | 50 |   |  $ -  |
| **5** | Supply and installation of sand bags on side slopes of the levee as per drawings | m3 | 200 |   |  $ -  |
| **6** | After the successful installation of the levee, the contractor needs to open the existing flap gate. Opening of the existing flap gate includes: 1) removal of red clay/boulders/bulker bags which have been placed on both sides of the flap gate (Refer to Appendix 1b: Schematic Photos Part A1 & A2. 2) Re-install the loose existing flap gate by welding it into position (Refer to Appendix 1b: Schematic Photo Part B). 3) In collaboration with MoW Labasa, the contractor needs to ensure that the flap gate is function well prior removing the existing cofferdam (made of red clay/boulders/sandbags) toward the river side of the existing flap gate (Refer to Appendix 1b: Schematic Photos Part C1 & C2  | Lump Sum | 1 |   |  $ -  |
| **7** | Mobilisation, demobilisation, waste disposal and site rehabilitation | Lump Sum | 1 |  | $ -  |
|   | **Total of Cost** |   |   |   |  **$ -**  |  |

|  |
| --- |
| **Overall Financial Quotation** |
|  | **Amount in FJD** |
| Total Price (Site 1 Total Cost + Site 2 Total Cost)  |  |
| Reporting requirements |  |
| Other charges (if any) |  |
| TOTAL  |  |

|  |
| --- |
| **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]* |