

# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	<b>Selection of Preferred Suppliers for the provision of services related to charter of commercial tuna fishing vessels providers</b>
<b>Nature of the services</b>	Charter of commercial tuna fishing vessels providers
<b>Location:</b>	Equatorial and Central Pacific Ocean
<b>Date of issue:</b>	9/03/2023
<b>Closing Date:</b>	28/04/2023
<b>SPC Reference:</b>	23-5015

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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](mailto: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 proposals; 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 services 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 (annexes of [Part 5](#) of the RFP):

- 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) together with a presentation of the vessel crew (maximum 2 pages) and the technical check list.
- 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](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP23-5015 - Charter of commercial tuna fishing vessels providers** .

Your proposal must be received no later than **28/04/2023** by **16:00 Noumea Time**. 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 incomplete 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](mailto:procurement@spc.int) with the subject line: **Clarification RFP23-5015 - Charter of commercial tuna fishing vessels providers**. The deadline for submission of clarifications is **24/04/2023** by

## 16:00 Noumea Time.

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 (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

### 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 must be submitted inclusive of taxes in accordance with the applicable legislation and is not subject to revision.

## 2.5 Contract award

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) with charter companies to conduct Tuna Tagging Cruise. Initial contract will be established for a period of one (1) year and can be renewed for three (3) more years based on the supplier's performance.

An example of a PSA is attached to this RFP for information purpose.

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. **Any requests for amendments to the general contractual conditions must be made when submitting the tender. The tenderer must therefore attach any requests for amendments to the contractual clauses and/or the General Conditions to its technical offer.**

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.

In accordance with the program of tagging campaigns initiated from 2023, the awarded contract could be signed in 2023 but not be effective until 2024 (As the campaigns can be carried out alternately by the different types of vessels, the PSA for which the implementation contract will only start in 2024, will only be considered as starting for its 1st year in 2024).

STAGE	DATE
RFP advertised	9/03/2023
Deadline for seeking clarification	24/04/2023
RFP Closing Date	28/04/2023

## 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](mailto: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 proposals:** 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](mailto: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](mailto: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. Introduction

The successful contractor(s) will be required to carry out services related to the charter of commercial tuna fishing vessel for tuna tagging cruises to be conducted in the second half of 2023, and, subject to funding, in 2024, 2025 and 2026. The principal area of operation will be the equatorial and central Pacific Ocean.

Tuna tagging activity of the Western and Central Pacific Fisheries Commission and implemented by SPC scheduling currently assumes a biennial program that alternates 2 main cruise types targeting different species and area and using different platform and fishing gears.

- Western Pacific (WP) type cruises are implemented onboard pole and line tuna vessels with range of action limited to areas where adequate live bait supply could be captured. This is mostly achievable west of 165E longitude within limited distances (depending on boat bait tank capacities and bait species survival) around large islands that possess productive coastal ecosystems (rivers, mangroves). The fishing gear is effective on tuna schools exhibiting surface activities in the equatorial zone (Latitudes between 10 N and 10 S) and captures essentially skipjack tuna of all sizes (between 70 and 80% of the catches) and a lower proportion of juvenile yellowfin and bigeye.
- Central Pacific (CP) type cruises are using long range (>5,000 nautical miles) longline tuna vessels that could be equipped with a variety of fishing gears (including Hawaiian style fishing gears i.e.: “danglers”) allowing efficient and safe capture of tuna associated with Fishing Aggregation Devices (FAD). Although less efficient than pole and line for capturing large quantities of tuna in optimized condition for their release, the CP cruise could operate without live bait supply and could target bigeye tuna species that scarcely appears in pole and line catches.

For information purposes, the 2023 charter will be a CP style cruise and will conduct tagging operations between 15°N and 10°S and between 155°W and 175°W.

The aim of this 2023 charter is to conduct tagging of tunas (primarily bigeye, but also yellowfin and skipjack tuna on an opportunistic basis), using hook and line fishing methods to catch, tag and release fish, to provide information on tuna movements, exploitation rates, and FAD association dynamics. The work will focus on tagging tunas, using both conventional and electronic tags, associated with TAO oceanographic moorings and drifting FADs located in the research area. Biological sampling of untagged tunas will also be undertaken on an opportunistic basis.

### B. Nature of services

Depending on the cruise, each charter will involve approximately 30 to 60 working days at sea and may be extended by up to 5 additional working days at the discretion of the scientific cruise leader in consultation with the captain.

The vessel may depart from any convenient port in the vicinity of the tagging grounds (hereafter referred to as “the designated port”; however, proximity to the operational areas will be a factor in the selection of the vessels. At the end of the charter period, the vessel will proceed directly to the designated port or, by prior agreement, to another port.

### **C. Responsibilities of SPC (The Charterer)**

The Charterer shall arrange for fishing authorization within the 200 nautical miles Exclusive Economic Zone (EEZ) of any country planned to be visited during the charter and provide documentation of such authorization to the Contractor before the commencement of the charter.

The Charterer will be responsible for the medical insurance cover of the scientific staff (passengers).

### **D. Charter and operational details**

The ports of commencement and conclusion for the charter period shall be ports located in the western and central Pacific region within reason proximity of the operational areas of the operational area of the project.

The Contractor shall ensure that all operations within the involved EEZ are consistent with any conditions associated with such authorization.

The Contractor shall ensure that all other permits required by its Flag State are in order and are carried on the vessel for the duration of the charter. In particular, the vessel must have a current high seas fishing permit issued by the Flag State authority.

The vessel owner shall appoint an agent in the visited countries who shall make best efforts to ensure efficient bunkering, victualling and other services required for the operation of the vessel away from home port.

Cruise planning and fishing operations will be under the direction of the scientific cruise leader, in consultation with the captain/fishing master.

Vessel and crew safety and maintenance of an efficient state shall remain the responsibility of the captain at all times, in consultation the scientific cruise leader.

Fish surplus to tagging and biological sampling requirements may be utilized at the discretion of the Contractor, in consultation with the scientific cruise leader, as long as the scientific objectives of the charter are not compromised.

Port, bait and food costs will be borne by the contractor and should be included in the charter price. Fuel costs will be based on estimation. At the time of the activation of the contract, fuel costs will be based on the current rate and will be subject to review to reflect the actual cost (receipts to be provided).

### **E. Technical requirements lot 1 – Long range multi-purpose long-line style vessel (CP style cruises)**

#### **Vessel characteristics**

The chartered vessel will be successful and fully effective commercial tuna fishing vessel, configured for fishing with Hawaiian style short trolling and dangler lines during the day, and handlines during the night, but able to adapt fishing strategies to meet project objectives, especially with respect to maximizing bigeye tuna catch.

The vessel must be capable of accommodating three tagging workstations, suitable for the capture and tagging of small (< 5 kg) to medium-sized (~25 kg) tuna, to be manned by scientific personnel in cooperation with fishing personnel. All tagging equipment will be provided by the scientific team. The scientific team will also provide heavy duty aluminum scoops to efficiently and safely land large tunas in suitable condition for tagging and release.

The proposal must specify that the vessel will be in approved survey at the time of charter, with all required safety equipment current and carried. All machinery and equipment needs must be operational and in well maintained condition.

The proposal should also specify that the following conditions can be met:

1. A minimum cruising speed of 8 knots;
2. A minimum operational range of 6,000 nautical miles with an autonomy consistent with the expected duration of the charter;
3. A minimum freshwater capacity of 9 tons, with a water making capacity to provide a minimum of 75 litres per person per day for the charter duration;
4. Sufficient freezer space for the storage of frozen bait, food and a small amount of biological samples;
5. All necessary spare parts for vessel machinery shall be carried or be readily available;
6. That the vessel will be equipped with a comprehensive first aid kit, antibiotics and pharmaceuticals suitable for large commercial fishing vessels operating on the high seas;
7. The vessel will be equipped with an auxiliary dingy, inflatable raft or other watercraft suitable to assist the main vessel while operating in close proximity to moored buoys or drifting FADs; and
8. That the vessel be equipped with a sea anchor (parachute) suitable for open sea operations in equatorial waters.

### **Fishing gear**

The Contractors ability to vary fishing methods to meet project objectives, working cooperatively with scientific personnel, is essential. Preference will be given to proposals that can demonstrate this ability. The vessel will provide the following fishing gear:

1. The vessel shall be fully equipped for tuna troller/dangler fishing methods as practiced in the Hawaii tuna offshore fishery, and an extensive assortment of jigs, lines, leaders, swivels, weights, and hooks shall be carried.
2. The vessel shall be fully equipped for tuna longlining with the ability to deploy during the voyage a minimum of 500 hooks.
3. The vessel shall carry sufficient supplies of suitable frozen bait, preferably anchovies, to sustain troller/dangler and handline fishing operations for the duration of the charter. Frozen bait to supply longline operations should also be carried.
4. Special attention will be directed toward the tagging of bigeye tuna in association with floating objects, such as drifting fishing aggregation devices (FADs) or TAO oceanographic moorings. The equipment for post-capture handling of these fish which is not normally carried on boats of this type will be furnished by the Charterer scientific crew.

### **Electronic gear**

The proposal should specify the following electronic equipment is available and functioning:

1. A functional internet-based email communications system (e.g. via Iridium or Inmarsat) for routine contact with the Charterer during the charter, and a satellite phone for emergency communication;
2. EPIRB.
3. VHF radios.
4. 2 GPS units including one with a plotter.
5. Radar (48 nautical miles range minimum); bird radar would be an advantage (72 nm);

6. One or more echosounders shall be installed, with at least 1 of the sounders a high-resolution color sounder with a depth range of at least 1000m.; A repeater screen with minimum screen size of 9" shall be installed to be seen on the work deck area.
7. A sea surface temperature gauge.
8. Sonar equipment would be an advantage but is not required.
9. A satellite buoy tracking system will be provided by the scientific team and installed onboard prior to departure; and
10. The vessel shall have a functioning Automatic Location Communicator and be reporting to the Forum Fisheries Agency Vessel Monitoring System.

### **Crew specifications**

Proposal should specify that:

1. A minimum of four experienced fishing crew, preferably with seamen's books and appropriate safety certification, will be carried in addition to the fishing master.
2. At least one of the crewmen onboard shall be capable of and qualified to carry out the tasks of (i) master; (ii) fishing master; and (iii) engineer.
3. The fishing master will have been part of at least 2 similar tuna tagging research voyages and demonstrated willingness to develop innovative fishing techniques.
4. A crewman will have the responsibility as the cook and for preparation of the meals.
5. All officers and crew are covered by an appropriate insurance policy, which covers, inter alia, medical costs in the event of sickness or injury, medical evacuation, disability resulting from injury and loss of life.

### **Scientific staff requirements**

Proposals should specify that:

1. Air-conditioned accommodations for a minimum of up to five scientific staff of the Charterer will be supplied to an agreed standard. This will include five permanently fixed bunks with firm clean mattresses and a suitably covered floor. Suitable working space, including a table/bench with access to 220/110-volt power supply will also be provided.
2. The selected contractor shall make necessary missing arrangements. The galley shall be fitted with a table for seating 5 or more persons at any one time and equipped with cooking equipment including stove top, electric frying pan, rice cooker, microwave, toaster, refrigerator, dishes, and cooking and eating utensils.
3. The vessel living and eating areas will consist of clean freshly painted surfaces, a vermin-free condition, and routinely cleaned during the charter period.
4. The selected contractor shall provide suitable food and beverages throughout the charter period. This includes canned frozen orange juice, cereal, milk, bread, rice, chicken, pork, fresh and frozen vegetables and fruits, and other commonly consumed food items.
5. Freshwater, heated shower facilities shall be provided.

### **F. Technical requirements lot- 2 Pole and Line vessel.**

#### **Vessel characteristics**

The chartered vessel will be a medium sized (150 to 250 GT), fully manned and fully effective commercial pole and line tuna fishing vessel, employing standard baiting (e.g. bouke ami net) and tuna fishing techniques, but able to adapt fishing strategies to meet project objectives.

The vessels must be capable of accommodating at least four tagging workstations, suitable for the capture and tagging of small (< 5 kg) to medium-sized (~25 kg) tuna, to be manned by scientific personnel in cooperation with fishing personnel. All tagging equipment will be provided by the scientific team.

The proposal must specify that the vessel will be in approved survey at the time of charter, with all required safety equipment current and carried. All machinery and equipment need must be operational and in a well-maintained condition (and with an appropriate inventory of spare parts). Vessel insurance for the duration of the charter is the responsibility of the Contractor.

The proposal should also specify that the following conditions can be met:

1. A minimum cruising speed of 9 knots
2. A minimum operational range of 4,000 nautical miles with an autonomy allowing at least 20 days cruising.
3. A sufficient freshwater capacity, preferably supplemented by a water maker, such that a provision of 75 litres per person per day can be maintained for at least 14 days.
4. A minimum bait tank capacity of 70 cubic metres is required, in the form of at least six bait wells, and capable of carrying at least 300 standard buckets of tropical bait species in good condition for extended periods, with complete water renewal every 20 minutes.
5. Freezer storage capacity of at least 10 tons is required at –15C or below, after initial brine chilling.
6. Sufficient freezer space for the storage of frozen bait, food and a small volume of biological samples
7. All necessary spare parts for vessel machinery shall be carried or be readily available (inventory in port to be identified at the time of the pre-contract inspection)
8. That the vessel will be equipped with a comprehensive first aid kit, antibiotics and pharmaceuticals suitable for large commercial fishing vessels operating on the high seas.
9. The vessel will be equipped with an auxiliary dingy, inflatable raft or other watercraft suitable to assist the main vessel while operating in close proximity to moored buoys or drifting FADs; and
10. The vessel shall be equipped with saltwater deck hoses of 1" diameter fitted with valves to allow rapid adjustment of flow volume. These hoses shall be positioned to allow access to all tagging stations for wash-down and irrigation of tuna during tagging operations.

### **Fishing gear**

The ability to vary fishing methods to meet project objectives, working cooperatively with scientific personnel, is essential. Preference will be given to proposals that can demonstrate this ability. The vessel will provide the following fishing gear:

1. The vessel shall be fully equipped for pole-and-line fishing in tropical western Pacific conditions, with appropriate fish location equipment, including hard binoculars, bird radar and preferably sonar.
2. The vessel shall carry and be experienced in the use of standard stick-held dip net (bouke ami), typically 35m by 25m of 4mm mesh, and adequate repair material, bamboos and net weights shall be carried.
3. One dinghy, approximately 4m FRP or similar and equipped with a reliable outboard motor, shall be carried, and stored onboard, able to be deployed as a light boat and for general purpose use.
4. At least three underwater lights, linked to rheostats, will be carried as standard equipment, with adequate spares; and
5. The vessel should provide an assortment of standard tuna fishing gear, including poles of varying strength, assorted jigs, lines, swivels, weights, hooks, and gloves (any specialized additional fishing gear would be provided by the Charterer).

## Electronic gear

The proposal should specify the following electronic equipment is available and functioning:

1. A functional internet-based email communications system (e.g. via Iridium or Inmarsat) for routine contact with the Charterer during the charter, and a satellite phone for emergency communication;
2. EPIRB.
3. VHF radios.
4. 2 GPS units including one with a plotter.
5. Radar (48 nautical miles range minimum); bird radar would be an advantage (72 nm);
6. One or more echosounders shall be installed, with at least 1 of the sounders a high-resolution color sounder with a depth range of at least 1000m. A repeater screen shall be installed to be seen on the fly bridge area.
7. A sea surface temperature gauge.
8. Sonar equipment would be an advantage but is not required.
9. A satellite buoy tracking system will be provided by the scientific team and installed onboard prior to departure; and
10. The vessel shall have a functioning Automatic Location Communicator and be reporting to the Forum Fisheries Agency Vessel Monitoring System.

## Crew specifications

Proposal should specify that:

1. The vessel be manned by a minimum of 8 officers – a master, fishing master, two deck officers and three qualified engineering personnel. The master will require a minimum of a Class 3 master's certificate, able to operate internationally.
2. The fishing master will have demonstrated pole and line tuna fishing skills, including making bait, and display a willingness to develop innovative fishing techniques.
3. A maximum of 22 experienced crew (exclusive of officers), preferably with seamen's books and appropriate safety certification, will be carried. Note that all crew must be holding a current passport at time of voyage departure.
4. A crewman will have the responsibility as the cook and for preparation of the meals throughout the voyage; and
5. All officers and crew are covered by an appropriate insurance policy, which covers, inter alia, medical costs in the event of sickness or injury, medical evacuation, disability resulting from injury and loss of life.

## Scientific staff requirements

Proposals should specify that:

1. Accommodation for up to six scientific staff of the Charterer will be supplied, to an agreed standard, in at least two cabins.
2. Accommodation will at a minimum incorporate operating and effective air-conditioning, bunks 2 metres in length with new clean suitable mattresses, bunk lights, storage cupboards (gear and personal effects) and a suitably covered floor, and an additional bunk may be supplied in the bridge, for occasional use.
3. Having a removable office space that could be fixed on the vessel deck is required for vessels that can't provide such place inside their normal accommodation facilities. In case an office space could not be installed within the internal vessel accommodation, suitable waterproof working office space at an appropriate place on the deck, fitted with air-conditioner, bench and storage space, electrical outlets (220/110V), windows and suitably insulated walls, with minimum 5 m<sup>2</sup> floor space. (See an option in Vessel's modifications chapter).

4. The galley shall be fitted with a table for seating 6 or more persons at any one time and equipped with cooking equipment including stove top, electric frying pan, rice cooker, microwave, toaster, refrigerator, dishes, and cooking and eating utensils manned by a specialist cook or cooks.
5. A hand-basin and tap will be supplied and installed at a convenient location on the stern deck; shower and toilet facilities of a high standard will be provided in an area adjacent to the galley; and
6. The vessel living and eating areas will consist of clean freshly painted surfaces, be maintained in a vermin-free condition, and routinely cleaned during the charter period.

#### **G. Vessel modifications**

Modifications may include:

- Construction and fitting of a removable safe and sound working office on an appropriate place on the deck, fitted with air-conditioner, bench and storage space, electrical outlets (220/110V), windows and suitably insulated walls, with minimum 5 m<sup>2</sup> floor space; and/or
- Modifications to one or more bait tanks, to improve bait survival, may be undertaken, by mutual agreement.

Any costs required to address defects and to bring existing conditions to an acceptable standard would be borne by the Contractor and deemed to be included in the contract price. A pre-contract inspection could occur. A defects list will be prepared at that time for the Contractor to resolve satisfactorily in advance of the research voyage. A final inspection will be undertaken immediately prior to the research voyage and a defects list (if any remain) will be prepared and the Contractor will be required to rectify any such defects prior to final acceptance of the vessel for charter and departure.

#### **H. Terms and conditions of the contract**

The proposed contract is a Preferred Supplier Agreement (PSA). This PSA does not represent a commitment. It specifies the contractual conditions that will govern the relationship between the selected contractor(s) and the SPC's contracting authority for the performance of the required services.

The initial PSA will be for one year and will be effective from the date of activation of the first assignment. Based on funding, performance results and confirmation of availability of the contractor, the PSA may be renewed for 3 more years, and the selected contractor(s) may be contracted directly for future charters between 2024-2027. Such future charters will be negotiated separately.

For each assignment, the exact dates and ports of departure/return as well as costs related will be agreed and confirmed with the successful contractors prior to the signature of a contract implementation. SPC reserves the rights to negotiate the terms and costs of contract implementation.

The selected contractor(s) will be responsible to SPC's Deputy Director FAME- Oceanic Fisheries - for the overall Preferred Supplier Agreement.

#### **I. Schedule**

For each assignment, SPC will define the calendar and area of operations of the charter(s) required. Solicitation of selected contractor(s) would alternate every other year.

For information purposes, the 2023 charter will conduct tagging operations between 15°N and 10°S and between 155°W and 175°W, during the third quarter of 2023.



Zones for 2024 will be confirmed as they become available, to consider operational constraints that may arise. In addition, as specified in the introduction A of the ToR, a campaign is conducted annually and alternatively between CP style and pole and line cruises, but the SPC reserves the possibility to increase or reduce this activity, depending on the funding received and other project requirements.

#### **J. Administrative status and qualifications**

Mandatory administrative documents: The bidder must attach the following documents to his technical proposal:

- Business registration certificate dated less than three (3) months.
- Professional insurance certificate (Professional Civil Liability) that cover the vessel crews (medical costs in the event of sickness or injury, medical evacuation, disability resulting from injury and loss of life).

SPC will verify these documents during the Bid Opening Committee. The Committee may request additional information if necessary and reserves the right not to proceed with the technical evaluation of the bids submitted in the event of missing documents.

SPC may request clarification of the documents required by submitting a request for clarification as described above.

#### **Qualifications assessed:**

A minimum of 5 years' experience in the sector is required.

This experience will be demonstrated and supported by the presentation, in the technical brief, of identical experiences. SPC reserves the right to contact these references in order to verify the level of satisfaction of the contacts mentioned.

The technical brief must also present:

- The skills, qualifications and authorisations present within the proposed team to carry out the work and services required.
- The human and material resources used to carry out the work in a timely manner.
- The ability to provide equipment that is compliant with the necessary local laws and standards.

#### **K. Scope of Bid Price and Schedule of Payments**

The bidder shall define the prices for the provision of the works and services that may be required under the Contract by means of the unit price schedule provided in the Annex.

Upon receipt of the invoice(s), SPC will process payments in accordance with SPC's 30-day payment terms for suppliers.



## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & 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.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>Business registration certificate dated less than three (3) months.</li> <li>Professional insurance certificate (Professional Civil Liability) and medical cover for the vessel crew</li> </ul>	Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Vessel characteristics</b>	30%	0
<b>Fishing gear</b>	10%	0
<b>Experience in providing charters of commercial tuna fishing vessels</b>	20%	0
<b>Electronic gear</b>	10%	0
<b>Crew specifications</b>	20%	0
<b>Scientific staff requirements</b>	10%	0
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

### 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services 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 services 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 23-5015** 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]*

### 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?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>			
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]		
<b>Status of the entity:</b>			
<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]			
<b>2. 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:</b>			
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity			
<b>3. How many employees does your company and its subsidiaries have?</b>	[provide answer]		
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If 'No', what type of business insurance do you have? [provide answer]			
<b>5. Are you up to date with your tax and social security payment obligations?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If 'No', please explain the situation: [Provide details]			
<b>6. Is your entity regulated by a national authority?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If 'Yes', please specify the name: [Insert name of the national regulation authority]			
<b>7. Is your entity a publicly held company?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>8. Does your entity have a publicly available annual report?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please send SPC your audited financial statement from the last 3 financial years if available			

DUE DILIGENCE			
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<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	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>			
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:			[Provide details]		
<b>11.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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> 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]	
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>15.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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> 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]	
<b>Does your Policy or Process cover the followings?</b>					
<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					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

## SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

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](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**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]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

The technical proposal submission form shall comprise:

- Technical experience
- Crew description
- Technical proposal submission check list

Please select which lot you are bidding for:

	<b>YES / NO</b>
<u>LOT 1 - Long range multi-purpose long-line style vessel (CP style cruises):</u>	
<u>LOT 2 – Pole and Line vessel</u>	

Technical Requirements	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
<b>Experience and specified personnel/sub-contractors</b>	
<b>Charter experience</b>	<i>[insert details of relevant experience]</i>
<b>Crew description:</b>	<i>[insert details of qualifications and position description]</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]*



## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ .

## BIDDER'S FINANCIAL PROPOSAL – SERVICES

- The financial offer is part of the implementation of a preferred supplier agreement (PSA). Therefore, prices detailed below are firm and not negotiable for the first implementation contract that will be signed. Thereafter, the contractor may submit a request for a price review, with arguments and according to a detailed formula. SPC reserves the right to accept or negotiate this price review.
- Payment will be made on a daily rate basis, calculated from the date and time of departure from the designated port and the date and time of return to the designated (or other agreed) port.
- Preparation of the vessel to comply with the Terms of Reference shall occur prior to activation of the charter contract. The Charterer will bear the costs of any staff time or materials required for preparation of the vessel for tagging operations, i.e. any costs over and above preparation for normal commercial fishing activities. Such costs will be subject to written prior approval from the Charterer and will be reimbursed on receipt of an invoice.
- Port, bait and food costs will be borne by the Contractor and should be included in the charter price (daily rate).
- Fuel costs shall not be included in the table below. At the time of the activation of the contract, fuel costs will be based on estimation and at the current rate.

COSTS	Unit	Quantity	Exclusive of tax (in USD)	Inclusive of tax (in USD)
Charter fee shall include all administrative, operational and logistical costs (inclusive of Port, bait and food costs)	Daily rate	1	[total amount]	[total amount]
Please detail costs to address defects and to bring existing conditions in compliance with TOR requirements (as per technical proposal submission check list)	Lump Sum	1	[total amount]	[total amount]

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in 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]*