**RFP 23-5614**

# 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.

**RFP 23-5614**

##### **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 23-5614** 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]* |

**RFP** **23-5614**

# 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* | | | | | | | | | | |

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

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| 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]* |

23-5614

# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

**PART A: Organisational Background/ Relevant Experience**

**A1: Firm/Institution Background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Licence number if available** |  |
| **Year Established:** |  |
| **Physical Address/es:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Financial Standings for at least 2 years (Provide last 2 years Financial Statements if possible but not Mandatory)** |  |
| **Tax identification number** |  |
| **Professional Membership or registration with recognised body such as**   * [**Fiji Association of Architects**](http://www.fijiarchitects.com/) * **Fiji Institution of Engineers**   **(attach copy of certificates to confirm membership)** |  |

1. **Work Experience (2 pages maximum, 3 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their work experience.

Detailed evidence of the proposed subcontractors’ 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: |  |
| Project Description: | | | | |
| Previous Client contact name and phone number: | |  | | |
| Names of Key Delivery Team Members and Roles: | |  | | |
| Names and roles of bidders’ subcontractors (if any): | |  | | |

1. **Track Record (3 pages maximum, 1 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their track record in completing services similar to the scope of services of this RFP

The areas on which referees will be asked to comment may include:

* Understanding of the clients requirments
* Manage, understand, and ability to deliver key dates and timelines.
* Understanding of the process required for the Project and

partnerships required for successful approvals

* Management style, claims culture,
* Clarity of documentation submitted,
* Health and safety planning through design
* Coordination and communication skills (internally and externally),
* Use of environment sustainable materials and its application for the Project
* Consideration of international social and environmental requirements and best practices for development of ‘green offices’ and COVID safety measures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Track Record** | | | | |
| Track Record - Project One | | | | |
| Project Title: |  | Previous Client Name: | |  |
| Project Location: |  | Project Dates: | | *[Start Date and Contract Duration]* |
| Contract Value: |  | Tenderer’s Role: | |  |
| Project Description and key points on A&E Designers performance | | | | |
| Client Reference contact name and phone number: | | |  | |
| Was the design documentation submitted as per the agreed time schedule. including any extensions of time (if not state reasons why). | | |  | |
| Was the project delivered to the required quality standards and was any rework required | | |  | |

**PART B: TECHNICAL CAPACITY**

1. **TEAM CAPABILITY AND STRUCTURE**

**List of Key Roles and Responsibilities each personnel will undertake:** Beside the above key personals, the consulting firm shall engage other personnel to deliver the scope of services of this RFP. The consulting firm shall be responsible for the qualification and quality of work of all other personnel.

|  |  |  |
| --- | --- | --- |
|  | **Personnel** | **Bidders Response (please specify years of relevant experience, tertiary qualifications and skills and expertise).CV to be also provided.** |
|  | Contract Manager/Contractor’s Representative | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Senior Design Team Leader | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Senior Architect | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Civil & Structural Engineer | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Mechanical Engineer | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Quantity Surveyor | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Building Services Engineer | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Geotechnical Engineers | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |
|  | Technician | Name:  Employee of company/joint venture:  Years of relevant experience:  Details of Relevant experience:  Tertiary Qualifications:  Skills and Expertise: |

**PART C- PROPOSED METHODOLOGY AND APPROACH**

The bidder will need to complete Questions **NO. s 1-5** taking into consideration the following project scenarios:

1. **Scenario 1**

SPC intending to construct a new multi-storey building at the SPC Suva Office to accommodate additional staff requirements. The appointed A&E service provider is expected to manage all aspects of the architectural and engineering (A&E) and project management requirements for the project.

1. **Scenario 2**

SPC is undertaking a refurbishment or a redesign of a current office building to create additional office space. The appointed A&E service provider will be required to provide guidance to the Facilities Team on how to accommodate the required change to the current building, proposed design, oversee works to the completion stage.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Technical Criteria** | **Bidders Response Scenario 1** | **Bidders Response Scenario 2** |
| 1 | Provide details on how the A&E service provider intends to provide services required as per the scenarios mentioned above in line with required standards and legislative requirements including the Fiji Building codes |  |  |
| 2 | Provide details on how the A&E service provider will engage with SPC to provide the necessary support, technical guidance and oversight to ensure completion of projects described in both scenarios above |  |  |
| 3 | Provide details on how the A&E service provider intends to carry out assessment, onsite inspection and managing projects collaborating with other construction professionals. |  |  |
| 4 | Provide details on how the A&E Service provider will ensure awareness and compliance with OHS legislations and regulations to health and safety at work as contained in the Fiji Health and Safety at Work Act 1996 in their workplace and on their designs. |  |  |
| 5 | Demonstrate how you plan to integrate sustainability measures in the execution of the above. The Bidder shall notify SPC on the services that architect should offer such as analysing materials’ impact on health, design for well-being, energy analysis, ventilation and computational fluid dynamics, carbon accounting, project sustainability assessment etc |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | Provide details on how the firm propose to work across different pacific island countries and with different regulations that will apply in the different area’s projects may be implemented, ensuring compliance with all relevant statutory regulations in the jurisdiction the construction will take place |  |  |
| 7 | Demonstrate how the firm proposes to develop a 2-year long term capital projects sustainable development plan. The plan taking into account SPC’s future requirements relating to office space development and capital projects. |  |  |

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