# Part 5: PROPSOAL SUBMISSION FORMS

### BIDDER’S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* 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 RFP/RFQ documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ 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.

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| **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]* |

### TECHNICAL PROPOSAL SUBMISSION FORM

##### **INSTRUCTIONS TO BIDDERS**

*The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| **Experience and specified personnel/sub-contractors** | | | |
| **Experience:** *[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]* | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for three references:** | | |
| 1. Client’s name: *[insert name of client 1]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| 1. Client’s name: *[insert name of client 2]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| 1. Client’s name: *[insert name of client 3]* | | |
| Contact name: | *[insert name of contact]* | |
| Contact details: | *[insert contact details]* | |
| Value contract: | *[insert value of contract]* | |
| **Personnel:** *[insert details of the personnel/su-contractors required ]* | **Details about personnel/sub-contractors** | | |
| Manager’s experience: | *[insert details about manager’s experience]* | |
| Consultants’ experience: | *[insert details about consultants’ experience]* | |
| Relevant tertiary qualifications (communications, marketing, public relations, journalism). | | | *[Bidder’s answer]* |
| Excellent written and verbal communication and networking skills. | | | *[Bidder’s answer]* |
| Pays close attention to detail and is great at storytelling. | | | *[Bidder’s answer]* |
| Ability to work with a diverse team of stakeholders and ensures their input is reflected in communication materials produced. | | | *[Bidder’s answer]* |
| Extensive experience in the agriculture sectors in the Pacific Island Countries working with non-Government organisations who deal with farming communities. | | | *[Bidder’s answer]* |
| Demonstrated experience in communication with stakeholders at all levels. | | | *[Bidder’s answer]* |
| Ability to meet deadlines | | | *[Bidder’s answer]* |

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| **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]* |

### BIDDER’S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.   
The format shown below should be used in preparing the price schedule.   
All prices in the proposal must be presented in EUR.

|  |  |
| --- | --- |
| Particulars | Amount (Insert Currency) |
| Professional fees | Daily rate: |
| Total professional fees (lumpsum) |  |
| Other expenses (please specify) |  |
| TOTAL |  |

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​Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services. ​

SPC does not provide or reimburse insurance for consultant’s travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any  
subcontractors or associates the consultant may hire). SPC is also not responsible for any  
arrangements or payments related to visas, taxes or duties for which the consultant may be  
liable.

The Contractor’s duty station is their home country with travel. If travel is required, SPC will pay/reimburse semi flexible economy airfares, meals, incidentals and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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.

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| **For the Bidder: ​** |
| ​​Signature:  ​​  Name of the representative: ​  Title: |