**RFQ 23-5708**

**PART 5: SUBMISSION FORMS**

**5.1. Technical Submission Form  
  
PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| **Technical requirement 1:** Proven track record of reputable, reliable and quality services. |  |
| **Technical requirement 2:** Have provided similar services for in the past with references demonstrating similar work carried out in the last 3 years. |  |
| **Technical requirement 3:** Ability to produce deliverables within the allocated time and budget. |  |

**RFQ 23-5708**

**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*)

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ23-5708 Supply and delivery of PPEVAWG merchandise items for the 16 days of Activism.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items** | **Specifications** | **Quantity** | **Price per Item** | **Total/VIP**  **(FJD)** | | |
| 1. | Notebooks | With PPEVAWG motif design print. | 2000 |  |  | | |
| 2. | Folders | A4 Size Pocket folders with inside pocket-with PPEVAWG motif design print. | 2000 |  |  | | |
| 3. | Bags | Medium size Tote bag using the PPEVAWG designs, colours, and associated logos. | 2000 |  |  | | |
| 4. | Pencil Cases | Recyclable material.  With PPEVAWG motif design. | 2000 |  |  | | |
| 5. | Pens | With PPEVAWG motif design. | 1000 blue & 1000 black ink |  |  | | |
| 6. | Sports drink bottles | 500ml- with PPEVAWG motif design print.  Comparative costing for single bottles or other item able to accommodate both hot and cold beverages encouraged. | 2000 |  |  | | |
| 7. | Lanyards | With PPEVAWG Motif design print. | 1000 |  |  | | |
| 8. | USB | 4GB with PPEVAWG motif design print. | 2000 |  |  | | |
| 9. | Ribbon Label pins | Refer to Annex 1, for design-a striking purple ribbon set against a background that highlights a segment of the PPEVAWG motif | 2000 |  |  | | |
| 10. | Men’s Neckties | Standard with PPEVAWG motif design | 2000 |  |  | | |
| 11. | Scarves for women | Rectangular with PPEVAWG motif | 2000 |  |  | | |
|  | **Total Financial offer (inclusive of all taxes)** | | | | |  | | |
| **For the Supplier:** *[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]* | | | | | | |