**RFQ 24-6410**

**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*, specify payment terms)

**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: **Event Management Services for Pacific Women lead (PWL) at SPC – 4 events.**
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):

|  |
| --- |
| **Event Management Services for Pacific Women lead (PWL) at SPC – 4 events.** |
| Services description | Rate (*In bidders local currency)* |
| Professional fees (lump sum for all 4 events) | *[total price]* |

**OR**

|  |
| --- |
| **Event #1 : Pacific Girl Annual Convening** |
| Services description | Rate (*In bidders local currency)* |
| * Approved Work Plan, Event Plan, Budget, and Run Sheet.
 |  |
| - Final Event Plan- Venue confirmed including site inspections to finalise audio-visuals and other requirements and;- Confirmation of attending participants, with a minimum 50% of participants’ flights and accommodation booked. |  |
| End-of-assignment report* Successful completion of the convening event
* Completion of post-convening reflection
* Completion of end of assignment report
 |  |
| **Total Professional Fee**  |  |
|

|  |
| --- |
| **Event #2 : Pacific Women Lead Grants Induction** |
| Services description | Rate (*In bidders local currency)* |
| * Approved Work Plan, Event Plan, Budget, and Run Sheet.
 |  |
| - Final Event Plan- Venue confirmed including site inspections to finalise audio-visuals and safeguarding and;- Confirmation of attending participants, with a minimum 50% participants’ flights and accommodation booked. |  |
| End-of-assignment report* Successful completion of the convening event
* Completion of post-convening reflection
* Completion of end of assignment report
 |  |
| **Total Professional Fee**  |  |

|  |
| --- |
| **Event #3 : Pacific Girl Reference Group Convening** |
| Services description | Rate (*In bidders local currency)* |
| * Approved Work Plan, Event Plan, Budget, and Run Sheet.
 |  |
| - Final Event Plan- Venue confirmed including site inspections to finalise audio-visuals and safeguarding and;- Confirmation of attending participants, with a minimum 30 participants’ flights and accommodation booked. |  |
| End-of-assignment report* Successful completion of the convening event
* Completion of post-convening reflection
* Completion of end of assignment report
 |  |
| **Total Professional Fee**  |  |

|  |
| --- |
| **Event #4 : Pacific Gender Research Symposium** |
| Services description | Rate (*In bidders local currency)* |
| * Approved Event Management Plan and associated individual Workplans, Budget and Run Sheet.
 |  |
| - Venue confirmed including site inspections to finalise audio-visuals (include liaison with SPC for interpreters).- Invitation letters sent to participants, with a minimum 30 participants’ flights and accommodation booked.- Invites to speakers sent with a minimum 50% confirmed for flights and accommodation.- Scope of Services task list from the TOR completed successfully, as assessed by PWL. |  |
| End-of-Assignment report* Successful completion of the event
* Completion of post-convening reflection
* Completion of end of assignment report
 |  |
| **Total Professional Fee**  |  |

**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]* |