***Annex III***

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: 19/098*

RFP **« RFP19-098 »**

Procurement Unit

Email: [procurement@spc.int](mailto:procurement@spc.int)

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services as per requirements and all other items described or mentioned or reasonably to be inferred from the Terms of Reference provided for the sum as ascertained in accordance with the Price Component 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 lodgment 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.
* **The SPC general conditions of contract are not negotiable.**

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 Price Components proposed.

Date this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 2019.

|  |  |
| --- | --- |
| **Name:**  **Signature:** |  |

***Annex IV***

**TECHNICAL PROPOSAL SUBMISSION FORM**

**RFP 19-098**

**PART A – Background**

**PART A1**

|  |  |
| --- | --- |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| Two contacts of referees /references of past similar projects conducted. Attach additional details as applicable. | 1. |
| 2. |
| Legal registration of firm if applicable (attach documentation) |  |

**Reference 1**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**Reference 3**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**PART A2 – Experience and ability related to the required services**

|  |  |
| --- | --- |
| **Selection Criteria, Competency Requirements** | **Responses By Bidder Confirming Expertise, Experience, Ability, Technical Skills And Resources To Provide Professional Services To SPC (please provide documentation to support your proposal)** |
| **1. Institutional profile, experience and capacity** |  |
| Experience in developing and delivering information and awareness strategies and related media and materials in support of sustainable fisheries management at all levels, preference given to experience in Melanesian countries. |  |
| Capacity and experience in creating context-appropriate outreach tools for Pacific Island communities, including print, video and animation. |  |
| Proven track record of supporting Pacific Island government agencies improve their outreach and engagement of key stakeholders in relation to coastal fisheries management. |  |
| Demonstrated experience in developing and implementing successful nationwide awareness campaigns related to coastal fisheries management. |  |
| Experience in building capacity of government agency extension officers, civil society organizations and community representatives to improve their outreach and engagement. |  |
| Experience with developing and delivering varied media strategies to elevate dialogue on natural resource management. |  |
| Evidence of ability to convene key partners and actors around communications strategies. |  |
| Experience in designing and operating organizational communication and information management. |  |
| **2. Methodology** |  |
| Relevance of the team operation process across 4 countries |  |
| Relevance and perceived feasibility of the information strategy development |  |
| Soundness of indicative work plan for year 1 |  |