**ANNEX III
PROPOSAL SUBMISSION FORM
*Request for Proposal (RFP) no: 19/094***

To: The RFP Committee
The Pacific Community
Procurement Unit
Private Mail Bag, Suva – FIJI
Email: procurement@spc.int

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 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.

Company Name Dated this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_ 20\_\_\_.

……………………………………………………….

Position of Representative

……………………………………………………….

Name of Representative

………………………………………………………

Signature of Representative

……………………………………………………..

**Annex IV
TECHNICAL PROPOSAL SUBMISSION FORM**

***Request for Proposal (RFP): RFP 19/094***

**PART A – Background**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Contact details for two referees. Attach additional details as applicable. |  |

**PART B – Qualifications**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER (please attach all relevant documentation directly related to the criteria, which the Evaluation committee will use for scoring purposes)**  |
| Qualification and experience of staff/personnel.Strongly knowledgeable developing open source information management software for the not for profit sector. 1. Proven track record in developing open source information management software
2. Excellent communication and analytical skills in open source information management
 |  |

**PART C – Knowledge / Experience / Proposed Approach**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER (please attach all relevant documentation directly related to the criteria, which the Evaluation committee will use for scoring purposes)** |
| Demonstrated experience working with NHRIs and in the PacificExperience of user drive software design and developmentExperience producing user manuals and delivering user training |  |
| Demonstrated project sustainability |  |
| Short work plan comprising technical details (maximum 2,000 words) outlining the approach to be used to deliver this consultancy and the special skills and experience the consultant(s) would bring. |  |

 **ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

***Request for Proposal (RFP): RFP 19/094***

**Part A: Declaration**

1. The undersigned contractor proposes and agrees if this proposal is accepted, to enter into an agreement with the Owner, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, contractor represents that; he/she has examined all the RFP documents to provide professional services for the Development Of An Open Source Information And Complaints Management System For the Fiji Human Rights And Anti-Discrimination commission
3. Contractor agrees to complete the services for the following price (VIP):

|  |  |
| --- | --- |
| **Particulars** | **Amount (EURO)** |
| Professional fees  |  |
| Travel related costs (air travel, local travel in accommodation and meal costs)  |  |
| Any other costs, e.g. printing, communications\* |  |
| **Total financial offer (inclusive of all taxes)** |  |

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Print name and sign Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_