**ANNEX III**

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: RFP22-3275*

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 equipment, delivery, handling of all materials, guarantee for all products listed as per requirements and all other items described or mentioned or reasonably to be inferred from the specifications and drawings 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 lodgement of the Request for Proposal documents nor the acceptance of any RFP 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.
* Except 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 for Supply 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022

**Firm/Institution:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position of Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

***RFP 22/3275:*** *Supply and delivery of construction materials for tank concrete bases, fencing, roofing, gutters, pipes and plumbing fittings to Chuuk, FSM*

**PART A: ORGANISATIONAL BACKGROUND**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| Organisational experience on Supply and delivery of construction materials for the tank concrete bases, fencing, roofing, pipes, gutters and plumbing fittings, including past experiences. Please provide details and referee contacts for TWO similar past projects. Attach additional details as applicable. | **1.** |
| **2.** |
| **Legal registration of firm (Attach documentation)** |  |

**Part B: TECHNICAL REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation Criteria | Response by bidder confirming expertise, experience, ability, technical skills and resources to provide supply and delivery of services to SPC (Please provide documentation to support your response) | | | |
| Handling and packaging of materials and fittings. |  | | | |
| Quality and origin of the materials and fittings. |  | | | |
| Delivery schedule and critical path activities. |  | | | |
| Risk/mitigation measures  *(Please prepare a risk matrix identifying the risks related to supply chain for this procurement and provide mitigating measures. Please ensure to identify all risks relating to the current COVID situation including border closures)* | **Risk** | **Risk Level (High/ Medium/Low)** | | **Mitigating Measures** |
|  |  | |  |
| Referring to Material List, indicate non-available items and replacements to be inserted | **Package 1** | | | |
| **Item not available** | | **Replacement** | |
|  | |  | |
| Referring to Material List, indicate non-available items and replacements to be inserted | **Package 2** | | | |
| **Item not available** | | **Replacement** | |
|  | |  | |
| Referring to Material List, indicate non-available items and replacements to be inserted | **Package 3** | | | |
| **Item not available** | | **Replacement** | |
|  | |  | |
| Referring to Material List, indicate non-available items and replacements to be inserted | **Package 4** | | | |
| **Item not available** | | **Replacement** | |
|  | |  | |
| Referring to Material List, indicate non-available items and replacements to be inserted | **Package 5** | | | |
| **Item not available** | | **Replacement** | |
|  | |  | |

**ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

***RFP 22/3275:*** *Supply and delivery of construction materials for tank concrete bases, fencing, roofing, gutters, pipes and plumbing fittings to Chuuk, FSM*

1. All costs indicated on the financial proposal should be in CIF inclusive of all applicable taxes.
2. The excel sheet named Attachment 2 must be filled out and password protected and sent as email 2 as per Annex I- Instructions to bidders (Paragraph 1.5)









1. The format shown below should be used in preparing the price schedule.

|  |  |  |
| --- | --- | --- |
| **Price Schedule - Request for Proposals** | | |
| **Procurement Package number and description** | **Amount in USD** |
| **Procurement Package 1:**  Gutters, Downspouts and Fittings |  |
| **Procurement Package 2:**  PVC Pipe and Fittings |  |
| **Procurement Package 3:**  Plumbing Accessories |  |
| **Procurement Package 4:**  Fencing – Chain-link Fence |  |
| **Procurement Package 5:**  Base of Tanks, Stand-Pipe, Roofing and Exterior of the Building Materials |  |
| Total Price (CIF) |  |
| Cost Exclusive of all duties and tax |  |
| TOTAL |  |

|  |
| --- |
| **ANNEX VI**  **DUE DILIGENCE QUESTIONNAIRE**  ***RFP 22-3275:*** *Supply and delivery of construction materials for tank concrete bases, fencing, roofing, gutters, pipes and plumbing fittings to Chuuk, FSM* |

Please complete the following questionnaire and provide supporting documents where applicable.

**For companies and other legal entities**

1. Please provide the following documents to verify identity and proof of address:
   1. Evidence of Power of Attorney/Board Resolution granted to the officers to transact business on its behalf; and
   2. Any of the following documents:
   * Certificate of Incorporation
   * Memorandum and Articles of Association
   * Telephone bill in the name of the company
   * Bank statement with the entity’s name displayed
2. Does your entity have foreign branches and/or subsidiaries? ☐Yes ☐No
3. If you answered ‘Yes’ to the previous question, please confirm the areas of your entity covered by responses to this questionnaire

Head Office & domestic branches ☐Yes ☐No ☐ N/A

Domestic subsidiaries ☐Yes ☐No ☐ N/A

Overseas branches ☐Yes ☐No ☐ N/A

Overseas subsidiaries ☐Yes ☐No ☐ N/A

1. Is your entity regulated by a national authority? ☐Yes ☐No

If you answered ‘Yes’ please state the name of the national authority.

1. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities? ☐Yes ☐No

If you answered ‘Yes’, please attach the English version of your policy.

1. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy? ☐Yes ☐No

If yes, please state that officer’s contact details: ………………………………………………………………………….

1. Does your entity provide financial services to customers determined to be high risk including but not limited to:

- Foreign financial institutions? ☐Yes ☐No

- Casinos? ☐Yes ☐No

- Cash-intensive businesses? ☐Yes ☐No

- Foreign government entities? ☐Yes ☐No

- Non-resident individuals? ☐Yes ☐No

- Money service businesses? ☐Yes ☐No

1. If you answered ‘Yes’ to any of the boxes in question 7, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these high-risk customer types? If yes, how?
2. Has your entity ever been the subject of any investigation or any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? ☐Yes ☐No

If you answered ‘Yes’ please provide details.

1. Has the Director or CEO of your entity ever been the subject of any investigation or any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? ☐Yes ☐No

If you answered ‘Yes’ please provide details.

I declare that none of the funds received or to be received by me or my organisation are used or will be used for money laundering or terrorism financing.

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

Dated this ....... day of …………………………………………………………………… [month and year] at

………………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**

|  |
| --- |
| **ANNEX VII**  **DECLARATION OF INTEREST**  **RFP 22-3275:** *Supply and delivery of* *construction* *materials for tank concrete bases, fencing, roofing, gutters, pipes and plumbing fittings to Chuuk, FSM* |

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** **Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_