# Part 5: Bidders Letter of Application, Technical and Financial Proposal Submission Forms

### Section 1:

### BIDDER’S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the RFP/RFQ documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ documents.

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 Financial Components proposed.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert title of the representative]* |
| Date: *[Click or tap to enter a date]* |

### Section 2

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 4) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PART A – BACKGROUND | | | | *Response by Bidder* | |
| Name:  *Provide business registration certificate if available* | | | |  | |
| Physical Address: | | | |  | |
| Postal Address: | | | |  | |
| Telephone Contact: | | | |  | |
| Email: | | | |  | |
| PART B - Technical Requirements | | | | | |
| *Evaluation criteria* | | | *Response by Bidder* | |
| **Applicant/Key Personnel- Provide updated CV’s of all personnel’s proposed** | | | | | |
| **Personnel 1 – Lead consultant** | *[insert details about consultants’ experience]* | | | | |
| [add more if more than 1 consultant being proposed] | *[insert details about consultants’ experience]* | | | | |
|  |  | | | | |
|  |  | | | | |
| **Relevant experience and qualifications of the applicant. Range and depth of organizational expertise with similar projects** | *[Bidder’s answer]* | | | | |
| **Previous work experience in the Pacific** | *[Bidder’s answer]* | | | | |
|  | 1. Client’s name: *[insert name of client 1]* | | | | |
| Contact name: | *[insert name of contact]* | | | |
| Contact details: | *[insert contact details]* | | | |
| Value contract: | *[insert value of contract]* | | | |
| 1. Client’s name: *[insert name of client 2]* | | | | |
| Contact name: | *[insert name of contact]* | | | |
| Contact details: | *[insert contact details]* | | | |
| Value contract: | *[insert value of contract]* | | | |
| 1. Client’s name: *[insert name of client 3]* | | | | |
| Contact name: | *[insert name of contact]* | | | |
| Contact details: | *[insert contact details]* | | | |
| Value contract: | *[insert value of contract]* | | | |
| **Proposed Methodology/Approach/Plan/Proposal**  e.g., plan showing detail sampling methods, project implementation plan in line with the Project | | | | | |
| Proposed plan and approach of implementation of the tasks as per the ToR | | | *[Bidder’s answer]* | |
| Implementation strategies, monitoring and evaluation, quality control mechanism | | | *[Bidder’s answer]* | |
| Risk management approach well-articulated in delivering the projects | | | *[Bidder’s answer]* | |
| Transparent equity and focused approach | | | *[Bidder’s answer]* | |

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| **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]* |

### Section 3

### FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

In the financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g., lump sum can be daily rate for a consultant.

No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFQ .

|  |  |
| --- | --- |
| **Particulars** | **Amount [Insert local currency]** |
| **Total Professional fees**  Bidders to specify rate as well (Hourly/Daily). |  |
| **Any Other Related Costs** (Please Specify the cost being quoted. This is reimbursable based on actuals)  **Notes:**   * + 1. SPC does not insure consultants for their travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable **thus any such costs arising from this consultancy must be factored into the financial proposal.** |  |
| **Total Financial offer** (inclusive of all taxes) |  |

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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| --- |
| **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]* |