**RFQ EQAP 23-011**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

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

*[Insert instructions for bidders to better understand SPC's requirements for their technical proposal.*

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) 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.*

*The table below is an example of a format that can be modified. In all cases, the Technical Proposal Form should be based on the evaluation matrix and SPC statement of needs.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | | *Response by Bidder* |
| Experience and specified personnel/sub-contractors | | | |
| **Experience:** *[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]* | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for three references:** | | |
| 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]* | |
| **Personnel:** *[insert details of the personnel/su-contractors required ]* | **Details about personnel/sub-contractors** | | |
| Manager’s experience: | *[insert details about manager’s experience]* | |
| Consultants’ experience: | *[insert details about consultants’ experience]* | |
| *[Tile of t*echnical requirement 1*]* | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Tile of t*echnical requirement 2*]* | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Tile of t*echnical requirement 3*]* | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Tile of t*echnical requirement 4*]* | | | |
| *[Details of the technical requirements established by SPC]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |
| *[Details]* | | | *[Bidder’s answer]* |

|  |
| --- |
| **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]* |

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# FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

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

In their 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, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. 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 *[Choose between inclusive or exclusive 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 RFP/RFQ and in particular:

*[Instructions to be inserted by SPC for bidders to better understand SPC's requirements for their financial proposal (including all costs for which a financial proposal is expected from the bidder: insurance, etc.)]*

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| *[Name the first table (e.g. exploration mission, project team’s fees, implementation of phase 1, etc.) in accordance with the requirements developed in the technical proposal form)]* | | | |
| Services description | Lump sum Price *[Currency]* | Total quantity | Total Amount *[Currency]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Package 1** | | | *[Total 1]* |

|  |  |  |  |
| --- | --- | --- | --- |
| *[Name the second table (e.g. exploration mission, project team’s fees, implementation of phase 1, etc.) in accordance with the requirements developed in the technical proposal form)]* | | | |
| Services description | Lump sum Price *[Currency]* | Total quantity | Total Amount *[Currency]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| *[Item description]* | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Package 2** | | | *[Total 2]* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *[Name the third table (e.g. exploration mission, project team’s fees, implementation of phase 1, etc.) in accordance with the requirements developed in the technical proposal form)* | | | | | | |
| Services description | Lump sum Price *[Currency]* | | Total quantity | | Total Amount *[Currency]* | |
| *[Item description]* | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| **Total Package 3** | | | | | *[Total 3]* | |
| Other costs | | | | | | | |
| Item description | | Unit Price *[Currency]* | | Total quantity | | Total Amount *[Currency]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| **Total Other costs** | | | | | | *[Total]* | |

|  |  |
| --- | --- |
| Total amount | *[total amount for the services (1+2+3)]* |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

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.

|  |
| --- |
| **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]* |

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# CONFLICT OF INTEREST DECLARATION FORM

## INSTRUCTIONS TO BIDDERS

### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

|  |  |
| --- | --- |
|  | To my knowledge, I am not in a conflict-of-interest situation |
|  | There is a potential conflict of interest with regard to my *[Choose an item]*. relationship with *[name of the person concerned]* in his or her capacity as *[mention position/role/personal or family link with the person concerned]*, although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process |
|  | I may be in a conflict of interest with regard to my *[Choose an item]* relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process |
|  | To my knowledge, there is another situation that could potentially constitute a conflict of interest:  *[Describe the situation that may constitute a conflict of interest]* |

In addition, I undertake to:

* declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
* not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
* to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the*[Select RFQ or RFP]**[SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

|  |
| --- |
| **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]* |

# DUE DILIGENCE AND UNDERTAKINGS FORM

#### RFQ Bidders/Vendors

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| VENDOR INFORMATION | | | | | | | |
| **Are you already registered as an SPC vendor?** | | | | | | Yes | No |
| *If ‘No’, please also complete SPC Vendor Registration Form in addition to this due diligence questionnaire.* | | | | | | | |
| *If ‘Yes’, do you have any information to update?* | | | | | | Yes | No |
| *If ‘Yes’, please complete the form. If ‘No’, sign directly the form without completing it* | | | | | | | |
| 1. **Please provide information related to your entity.** | | | | | | | |
| **Company name** | *[Enter company name]* | | | | | | |
| **Status of the entity:**  For-profit entity (company),  NGO,  International organisation,  Government body,  University,  Association,  Research Institute,  Other: *[insert details]* | | | | | | | |
| 1. **How many employees does your company have?** | | | | | *[provide answer]* | | |
| 1. **Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?** | | | | | | Yes | No |
| *If ‘No’, what type o insurance do you have?* | | | | *[provide answer]* | | | |
| 1. **Are you up to date with your tax and social security payment obligations?** | | | | | | Yes | No |
| *If ‘No’, please explain the situation:* | | | *[Provide details]* | | | | |
| 1. **Is your entity regulated by a national authority?** | | | | | | Yes | No |
| *If ‘Yes’, please specify the name:* | | *[Insert name of the national regulation authority]* | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DUE DILIGENCE | | | | | | | |
| 1. **Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption and money laundering or terrorist financing activities?** | | | | | Yes | | No |
| *If ‘Yes’, please send SPC your policy in English.* | | | | | | | |
| *If ‘No’, what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?* | | | *[provide answer]* | | | | |
| 1. **Does your entity have an officer responsible for anti-corruption, anti-money laundering and counter-terrorism financing policy?** | | | | | Yes | | No |
| *If ‘Yes’, please state that officer’s contact details:* | | *[Insert name and contact details]* | | | | | |
| 1. **Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?** | | | | | Yes | | No |
| *If ‘Yes’, please provide details:* | *[Provide details]* | | | | | | |
| 1. **Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?** | | | | Yes | | No | |
| *If ‘Yes’, please provide details:* | *[Provide details]* | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) | | | | |
| 1. **Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?** | | | Yes | No |
| *If ‘Yes’, please send SPC your policy in English.* | | | | |
| *If ‘No’, what process does your entity have in place to ensure your social and environmental responsibility?* | | *[provide answer]* | | |
| **Does your Policy or Process cover the followings?**  Child protection  Human rights  Gender equality  Social inclusion  Sexual harassment, abuse or exploitation  Environmental responsibility | | | | |
| 1. **Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?** | | | Yes | No |
| *If yes, please state that officer’s contact details:* | *[Insert name and contact details]* | | | |

|  |  |
| --- | --- |
| SUPPORTING DOCUMENTS (where relevant) | |
| * SPC Vendor Registration Form completed (with Business registration/license proof and Bank account details document) |  |
| * Fraud, corruption, anti-money laundering and counter terrorist financing Policy |  |
| * Social and Environmental Policy |  |

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.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](http://purl.org/spc/digilib/doc/fbire), and the [Guidelines for handling personal information of bidders and grantees](http://purl.org/spc/digilib/doc/qiy7x).

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