**RFQ 24-6138**

**PART 5: SUBMISSION FORMS**

**5.1. Technical Submission Form  
  
PART A – Background**

|  |  |
| --- | --- |
|  | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Two contacts of referees or references. Attach additional details considered as relevant. |  |

**PART B – Evaluation Criteria**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| **Technical requirement 1 (15%):** Workplan is provided with relevant production milestones and timeline, including confirmation that a proof will be delivered in advance of production, clarification of logistics arrangements, packaging and mode/company of delivery. |  |
| **Technical requirement 2 (30%):** Experience in the production of relevant merchandise, as evidenced by a portfolio showcasing recent high-quality collateral. |  |
| **Technical requirement 3 (20%):** Experience producing high-quality products, preferably for a Pacific-based development organisation, as evidenced by a portfolio showcasing recent high-quality collateral. |  |
| **Technical requirement 4 (20%):** Established organisation with 5+ years of experience in commercial production or cottage industry, ideally with evidence of training and competency in skills relevant to the production of the specified merchandise. |  |
| **Technical requirement 5 (15%):** Evidence of a Social and Environmental Policy or other indication of applied social and environmental impacts/ considerations, especially in relation to the use of materials and technology as well as social impact. |  |

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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]* |

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**5.2. Financial Undertaking Form**

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to: **RFQ24-6138** - **Production of Various programme collateral.**
3. I agree to complete the services for the price stated in the remuneration.

The format shown below should be used in preparing the price schedule.   
All prices in the proposal must be presented in **FJD.** I agree to complete the services for the following price (VIP):

|  |  |  |
| --- | --- | --- |
| **Particulars** |  | **Amount (FJD)** |
| ***Note:***  *\* SPC/HRSD will not cover separate lines for overheads/ running costs or contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.* | | |
| **Milestone 1**  The contract will be paid in a lump sum, with acceptance of the deliverables below required as payment. The solicitations are expected to provide a confirmation of timeframe, with total costs inclusive of proofs and transport for delivery as well as deliverables. Terms of payment shall be in accordance with provisions of Article 10 of the SPC General Conditions.  Submission and Approval of agreed workplan with dates.   1. Fabric tote bags x300 2. Lanyards x300 3. USBs x300 4. Planners x300 5. Notebook x300 | 100% |  |
| **Total Financial offer (inclusive of all taxes)** | **100%** |  |

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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]* |