# RFQ24-6172

# Part 5: PROPOSAL SUBMISSION FORMS

# 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 services 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 based on 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]*Address:  |
| Date: *[Click or tap to enter a date]* |

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### 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.*

|  |
| --- |
| Technical Requirements |
| *Evaluation criteria* | *Response by Bidder* |
| References (provide documents to support where possible)  |
| **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/sub-contractors required] | **Details about personnel/sub-contractors** |
| Leads Consultant/Manager’s experience: | *[insert details about manager’s experience]* |
| Consultants’ experience (if applicable & add more personnels if necessary: | *[insert details about consultants’ experience]* |
| **Technical requirement 1:** |
| Consultant should possess a Master's or Degree in Food Science or a relevant field such as climate change, disaster risk management, environmental studies, or development studies. This educational background ensures a solid foundation in the subject matter. | *[Bidder’s answer]* |
| A minimum of 10 years of practical experience working in export value chains or climate adaptation and disaster risk reduction programs in Pacific Island countries is required. This extensive experience indicates a deep understanding of the regional context and challenges. | *[Bidder’s answer]* |
| Demonstrated experience in developing engagement and communication strategic plans showcases the ability to create effective training programs tailored to the needs of Pacific Island Agricultural Export Companies. | *[Bidder’s answer]* |
| **Technical requirement 2:** |
| Proficiency in developing clear and structured presentations is crucial for effectively conveying complex information to a diverse audience. This skill is vital for conducting training sessions and workshops with the selected companies | *[Bidder’s answer]* |
| Writing skills and the ability to prepare clear, concise strategies are essential for developing customized training materials and modules. Clear documentation is crucial for successful knowledge transfer. | *[Bidder’s answer]* |
| Demonstrate engagement in strategic planning discussions and experience in information communication highlights the consultant's ability to contribute strategically to the objectives of the projects. | *[Bidder’s answer]* |
| **Technical requirement 3:** |
| Should have a proven track record of working under pressure, managing multiple stakeholders, and paying attention to detail. This is critical for successfully coordinating and executing the various milestones of the training program. | *[Bidder’s answer]* |
| Demonstrate preparedness to be adaptable and to learn and apply new systems and approaches is crucial for addressing the unique challenges and needs of different Pacific Island Agricultural Export Companies. | *[Bidder’s answer]* |
| Willingness to travel in the Pacific and ability to work effectively as part of a team are important aspects of project management in a regional context. | *[Bidder’s answer]* |
| **Technical requirement 4:** |
| Recent relevant experience working in the Pacific Islands is desirable as it indicates familiarity with the local context, cultural nuances, and specific challenges faced by agricultural businesses in the region. | *[Bidder’s answer]* |
| Knowledge of Food Safety Standards and certification processes is crucial for providing targeted training on international standards, especially for companies aiming to expand their presence in the European Union | *[Bidder’s answer]* |
| Demonstrate experience engaging with other regional organizations and partners on water security, climate change, disaster risk management, and agricultural value chains is valuable for understanding the broader context and fostering collaboration. | *[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]* |

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### BIDDER’S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders’ local currency.

|  |  |
| --- | --- |
| Particulars | Amount (STATE CURRENCY) |
| Professional fees | Daily rate:  |
| Total professional fees (90 days) |  |
| Other expenses (please specify) |  |
| TOTAL [Insert Currency]  |  |

​Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

Other expenses: if any, that are directly related to the delivery of the services will be reimbursable based on actuals (receipts and other supporting documents will be required). Such expenses will need prior approval before it is incurred and paid.

SPC does not provide or reimburse insurance for consultant’s 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.

The Contractor’s duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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, considering 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: ​** |
| ​​Signature: ​​ Name of the representative: ​ Title:  |