**RFQ 24-6246**

**5.2. Financial Undertaking Form**

(*to be completed and submitted by the bidder*)

**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: **Event Management Consultant for Pacific Women Lead at SPC (PWL at SPC) and the 2024 Triennial.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

|  |
| --- |
| **Event Management Consultant for Pacific Women Lead at SPC (PWL at SPC) and the 2024 Triennial** |
| Services description | Rate (*In bidders local currency)* |
| Professional fees (lump sum for all services) | *[total price]* |

**OR**

|  |
| --- |
| **Event Management Consultant for Pacific Women Lead at SPC (PWL at SPC) and the 2024 Triennial** |
| Services description | Rate (*In bidders local currency)* |
| * Approved Work Plan for the event; reviewed budget, and Project Management Runsheet (ie excel spreadsheet) .
 |  |
| * Draft Event Plan and draft Runsheet
* Venue confirmed and procurement requests finalised (pending contracts)
* - initial list of speakers and participants finalised (100 minimum) and invitations sent. RSVPs being coordinated.
 |  |
| * Final Event Plan and final Runsheet
* Procurement contracts in place (ie rapporteur, catering, photographer, etc)
* Confirmation of attending participants, with a minimum 20 participants’ flights and accommodation booked.
* Finalise list of attending participants, with flights booked plus DSA and other arrangements for travellers completed.
 |  |
| * Submit final list of participants, including the event’s SPC attendance sheet with signatures.
* End-of-assignment report detailing:
* Successful completion of the convening event
* Completion of post-convening reflection
* Completion of end of assignment report including lessons learned, and feedback from the event’s final evaluation survey
 |  |
| **Total Professional Fee**  |  |
| **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]* |