# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

**INSTRUCTIONS TO BIDDERS**

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.

|  |  |
| --- | --- |
| Technical Requirements | |
| *Evaluation criteria* | *Response by Bidder* |
| 1 - Experience | |
| Evidence of at least 5 years’ experience in supply of similar items (at least 2 contracts; contracts with SPC should also be included if relevant or other science agencies). | *[Bidder’s answer]* |
| 2 - Design and Technical Specifications | |
| Compliance with design and technical requirements as stated in Part 3 above. | *[Bidder’s answer]* |
| 3 - Functional Specifications | |
| Compliance with functional requirements as stated in Part 3 above. | *[Bidder’s answer]* |
| 4 - Delivery Experience | |
| Proven experience shipping goods in the Pacific. | *[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]* |

# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

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

Wherever possible, the unit prices of the individual goods should be indicated, followed by the total amount (including any additional services and any other costs associated with the delivery of the goods).

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 (including insurance, packaging, delivery costs, unloading, etc., where applicable). No additional costs can be claimed from SPC after the contract has been signed.

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 tax 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 (add pricing for different materials, itemise the financial bid,… ), provided that it complies with the instructions detailed in this RFP and in particular:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goods description | Material | Lump sum Price EUR | Total quantity | Total Amount EUR |
| Production of Science Models |  | *[unit price]* | *[quantity]* | *[total amount]* |
| *Other costs* |  |  |  |  |
|  |  |  |  |  |
| **Total Package 1** | | | | *[Total 1]* |

|  |  |  |  |
| --- | --- | --- | --- |
| Other costs | | | |
| Item description | Unit Price EUR | Total quantity | Total Amount EUR |
| Delivery to Suva, Fiji | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Other costs** | | | *[Total]* |

|  |  |
| --- | --- |
| Total amount | *[total amount for 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 are invited to submit their product portfolio if available.

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]* |