**ANNEX III  
PROPOSAL SUBMISSION FORM***Request for Proposal (RFP) no: 19/018*

To: The RFP Committee  
The Pacific Community   
Procurement Unit   
Private Mail Bag, Suva – FIJI  
Email: [procurement@spc.int](mailto:procurement@spc.int)

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 Price Component attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The Request for Proposal documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
* Neither the lodgment of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal 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 Request for Proposal documents.
* **The SPC general conditions of contract are not negotiable.**

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 on the basis of the Technical and Price Components proposed.

Company Name: …………………………………

Dated this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_ 20\_\_\_.

Position of Representative

…………………………………

Name of Representative  
…………………………………Signature of Representative

**Annex IV  
TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP): RFP 19/018*

***Advance Drillers training and improved, resilient water supply systems for rural communities.***

**PART A – Background**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Minimum two written references relating to previous training delivered. |  |

**PART B – Qualifications, Knowledge and Experience**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| A minimum of 15 years’ experience in the drilling and construction of water supply bores across a range of geological environments including: young volcanic terrains and in difficult and remote drilling locations and environments; and provision of high quality, user-focused hands on advanced driller training (supported by written references). |  |
| Evidence of suitable qualifications and accreditations including:   * a suitably classed Drillers Licencing accreditation for proposed work. * a current Senior First Aid Certificate * a suitable Occupational, Health and Safety certificate * certification to provide accreditation of the proposed drillers training course is an advantage. |  |
| Demonstrate understanding and experience in working in and building capacity within developing country contexts, in particular in Pacific Islands Countries and/or territories through providing examples. Experience working in disaster risk reduction or climate change adaption; and a working knowledge of the Pacific language is an advantage. |  |
| Quality and feasibility of the proposed assessment, training and drilling plan, methodology and risk management strategies (including written communication skills) |  |

**PART C – Assessment, training and drilling plan**

Please attach a proposed assessment, training and drilling plan that details your proposed methodology and timeline, and identifies potential risks and risk management strategies.

**ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP): RFP 19/018*

***Advance Drillers training and improved, resilient water supply systems for rural communities.***

**Part A: Declaration**

1. The undersigned contractor propose and agrees if this proposal is accepted, to enter into an agreement with the Owner, to commence and to complete all the work specified or indicated in the contract documents.
2. The budget envelope for this Consultancy is EUR50, 000 – EURO95, 000.
3. In submitting this proposal, contractor represents that; he/she has examined all the RFQ documents to provide technical services to support SPC’s implementation of the EU-funded The Building Safety and Resilience in the Pacific Project (BSRP) is being implemented by the Secretariat of the Pacific Community's (SPC’s) Geosciences, Energy and Maritime (GEM) Division (2013-2019).
4. Contractors agree to complete the services for the following price (VIP) per month:

|  |  |
| --- | --- |
|  | **Amount in EURO** |
| Professional fees | **/month** |
| Any Travel costs (including per diems) |  |
| Other Related costs (e.g. logistics, administration, course accreditation costs where relevant) |  |
| TOTAL VIP |  |

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Print name and sign Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_