**ANNEX III
PROPOSAL SUBMISSION FORM***Request for Proposal (RFP) no: 19/030*

To: The RFP Committee
The Pacific Community
Procurement Unit
Private Mail Bag, Suva – FIJI
Email: 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 19/030*

**PART A – Background**

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

**PART B – Qualifications**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER**  |
| A Master’s degree in a relevant discipline, with additional training in skills such as project management, evaluation and design (each nominated consultant).(this will be evaluated through the CV’s of nominated personnel) |  |

**PART C – Knowledge / Experience**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER**  |
|  Describe past experience across project monitoring, evaluation and design in developing countries (including the Pacific), in addition to practical project implementation experience including in the fields of DRR, DRM and CCA. |  |
| Describe past process undertaken for past for past similar evaluation exercise which would demonstrate ability to plan, design, consult and author professional-level participatory research, analysis and evaluation; and work productively and flexibly as part of a design and/or evaluation team. |  |
| Describe the process which will be used to ensure high-quality project proposal designs that consider: local and regional needs/gaps; absorptive capacity; modality appropriateness; evidenced-based planning and phasing, and realistic budgeting/resourcing. |  |
| Describe in detail the proposed evaluation process which will be undertaken and the country planning methodologies which will be used.  |  |

 **ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP): RFP 19/030*

**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. In submitting this proposal, contractor represents that; he/she has examined all the RFP documents to provide professional services to complete Targeted Project Evaluation of the BSRP in the Pacific (Phase I) & Design Support for Phase II to Access Intra-ACP EDF11 Funding.
3. Contractors agree to complete the services for the following price (VIP) per month:

|  |  |
| --- | --- |
|  | **Amount in EURO’s** |
| Professional fees  |  |
| Travel costs by country (should come with the travel plan): FijiVanuatuSamoaNauruCook Islands KiribatiSolomon Islands Tuvalu PNG Palau (please refer to page 15 of the RFP for more information) |  |
| Other related costs |  |
| TOTAL VIP |  |

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Print name and sign Date

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