***Annex III***

***Proposal Submission Form***

***Request for Proposal (RFP)no: RFP19/037***

To: Procurement Committee

Pacific Community

SPC Suva Regional Office

Private Mail Bag, Suva, Fiji

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 lodgement 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.

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 201…………

…………………………………

Position of Representative

…………………………………

Name of Representative

…………………………………

Signature of Representative

…………………………………

**Annex IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

***Request for Proposal (RFP) no: 19/037***

**PART A1 – Firm /Institution Background /Expertise**

|  |  |
| --- | --- |
| Registered Name: |  |
| Year Established: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Fax Number: |  |
| Email: |  |
| Contact Person: |  |
| Position of Contact Person: |  |
| Number of Employees: |  |
| A firm /institution with at least three (3) years’ experience in supplying generators and accessories. |  |
| Having sound Financial Statement (Audited) over the last five (3) years |  |
| Skills and Qualifications of the bidder in supply and delivery of similar category of materials |  |
| Two contacts of referees /references of past similar projects conducted. Attach additional details as applicable. |  |

**PART A2 – Equipment /Appliance specifications to be supplied**

|  |  |  |
| --- | --- | --- |
| **#** | **Item Desciption** | **Specification-where possible do provide pictures of the items to be supplied (please provide on option per proposal submission form)** |
|  | **Technical Requirements**  |  |
|  | Composition  |  |
|  | Manufacture  |  |
|  | Service condition  |  |
|  | System Conditions  |  |
|  | Standards  |  |
|  | Ratings  |  |
|  | Performance  |  |
|  | Diesel Engine  |  |
|  | Speed Governor  |  |
|  | Shut down system  |  |
|  | Cooling system  |  |
|  | Pumps  |  |
|  | Lubrication  |  |
|  | Safety guards  |  |
|  | Fuel  |  |
|  | Lubricating and fuel oil filters  |  |
|  | Air Filter  |  |
|  | Starting System  |  |
|  | Exhaust system  |  |
|  | Alternator  |  |
|  | Generator Control Panel  |  |
|  | Automatic Transfer Switch  |  |
|  | Mounting  |  |
|  | Fuel tanks  |  |
|  | Outdoor weather protective Sound Attenuating enclosure  |  |
|  | Type tests  |  |
|  | **Other requirements**  |  |
|  | Forklift pockets with base frame |  |
|  | Generator control panel  |  |
|  | Automatic shutdown conditions |  |
|  | Emergency Shut-off Button visible on the exterior  |  |
|  | Warranty |  |

**Part A3 - Proposed supply plan**

|  |  |
| --- | --- |
| The supply schedule is within 90 days. |  |
| Delivery Schedule and Critical Path Activities |  |

**Part A4 - Other Supporting description to bid offered**

|  |  |
| --- | --- |
| The proposed appliance are compliant to the minimum specifications outlined in Annex II |   |
| Handling, Operation and Maintenance |   |
| Quality and Origin of Equipment |   |
| Contractor Warranties |   |
| Equipment Warranties |   |
| Technical Instruction Documents/ guide Provided by Tenderer |   |
| Characteristics of the Generators , other related materials |   |