**ANNEX III**

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: RFP 19-058*

To: The RFP Committee

The Pacific Community

Po Box D5 - 98848

Noumea – New Caledonia

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 \_\_\_\_\_\_\_\_ 20\_\_\_.

…………………………………

Position of Representative

…………………………………

Name of Representative

…………………………………

Signature of Representative

…………………………………

***ANNEX IV***

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) –* SPC/RFP 19-058

**Part A – Organisation background**

|  |  |
| --- | --- |
| **Registered name of the Organisation:** |  |
| **Place of registration & registration N°:** |  |
| **Year established:** |  |
| **Full Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone contact:** |  |
| **Fax number:** |  |
| **Email address:** |  |
| **Website:** |  |
| **Contact person:** |  |
| **Number of employees:** |  |
| **Proprietor’s/shareholder’s details:** |  |

**Reference 1**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**Reference 3**

|  |  |
| --- | --- |
| **Name and address of International Organisation or similar major client:** |  |
| **Name of reference person and contact details:** | **Name:**  **Job title:**  **Email:**  **Telephone:** |
| **Description of actual services provided by your company. Please provide details, expanding as necessary:** |  |

**Part B: Technical competencies**

|  |  |
| --- | --- |
| **Technical competencies** | **Response from Bidder** |
| **Background/ expertise**   * Years of experience in supply, install and application training on X – Ray machine * Can source and dispatch all the necessary equipment, components and materials requested in this tender within 60 days from contract signing and have the technical expertise to provide advice when needed * Having sound financial statement (Audited) over the last three years |  |
| **Technical requirements**   * Turn-key digital x-ray system for the radiographic examination of various specimens of fish and other marine vertebrate organisms. * Equipment must use a digital imaging system and include a heavy duty stand with X-Ray tube mount. * The complete system must be able to fit in a closed cabinet to protect from radiation. Preference will be given to units with the ability to image small specimen at high resolution. * Delivery and installation approach and timing, and ability to provide maintenance and technical support * Warranty period provided |  |

**Part C: Specific requirements:**

|  |  |
| --- | --- |
| Customs clearance, if needed, shall be done by: | ☒SPC (Tax free)  ☐ Supplier  ☐Freight Company |
| Delivery Terms:  Exact Address of Delivery Location/s | Quotations shall include delivery to this address:  The Pacific Community  95 Promenade Roger Laroque  PO BOX D5  98848 – Noumea  New Caledonia |
| INCOTERM 2010 |  |
| Delivery Schedule | ☒Required  ☐Not Required |
| Preferred Currency of Quotation | ☐United States Dollars  ☒Euro  ☐ Local Currency |
| Value Added Tax on Price Quotation | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ Must be exclusive of VAT and other applicable indirect taxes |
| Period of Validity of Quotes starting the Submission Date | ☐ 30 days  ☐ 60 days  ☐ 90 days  ☒ 120 days |
| Payment Terms | ☒ 100% upon complete delivery of goods  ☐ Others |
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements and lowest price  ☒ Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]  ☒ Earliest Delivery / Shortest Lead Time  ☐ Others |
| Contact | [procurement@spc.int](mailto:procurement@spc.int) |

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name : Company seal / stamp (if any)

Functional Title:

Signature:

Date: