**ANNEX III
PROPOSAL SUBMISSION FORM
*Request for Proposal (RFP) no: 20/017***

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 20/017*

1. **BACKGROUND**
	1. **Bidders Detail**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Registered TIN Number:**Please provide FRCS Tax Compliance Certificate |  |
| **Financial Standing:**  |  |
| **Year Established:**Please provide Business Registration certificates |  |
| **Physical Address:** |  |
| **P.O. Box and Mailing Address:** |  |
| **Telephone Contact:** |  |
| **Email Address:** |  |
| **Website** |  |
| **Bidder’s Authorized** **Representative:** | Name :Title : |

* 1. **Referees :** **Provide at least three current customers who can attest to the Bidder’s capabilities in undertaking contracts of similar technical scope and monetary value**

**Referee No.1**

|  |  |
| --- | --- |
| **Company Name(If applicable)** |  |
| **Physical address** |  |
| **Contact Person**  |  |
| **Project Experience(s)** |  |
| **Telephone** |  |
| **e-mail** |  |

**Referee No.2**

|  |  |
| --- | --- |
| **Company Name(If applicable)** |  |
| **Physical address** |  |
| **Contact Person**  |  |
| **Project Experience(s)** |  |
| **Telephone** |  |
| **e-mail** |  |

**Referee No.3**

|  |  |
| --- | --- |
| **Company Name(If applicable)** |  |
| **Physical address** |  |
| **Contact Person**  |  |
| **Project Experience(s)** |  |
| **Telephone** |  |
| **e-mail** |  |

1. **This section should demonstrate the bidder’s responsiveness to the criteria’s advertised by addressing the requirements and indicating clearly how they comply with the technical criteria required by the RFP.**

|  |  |
| --- | --- |
| **1.0** |  **ORGANISATIONAL BACKGROUND**  |
| 1.1 | Year of Establishment (please provide evidence and Registration Certificate) |  |
| 1.2 | Financial standing of the firm:Please provide the audited financial report for the past 3 years. |  |
| 1.3 | How many staff are employed by your company. |  |
| 1.4 | Number and Location of Branch Offices within the Country. |  |
| **2.0** | **ORGANISATIONAL EXPERIENCE** *The bidder shall provide details on the 4 largest contracts by volume of business during the* *last three years:* |
| 2.1 | 1. Client Name and Contact Details
2. Duration (Specify Start and End Date)
3. Description of the Project Task & Relevance to this project
 |  |
| 2.2 | 1. Client Name and Contact Details
2. Duration (Specify Start and End Date)

 1. Description of the Project Task & Relevance to this contract
 |  |
| 2.3 | 1. Client Name and Contact Details
2. Duration
3. Description of the Project Task & Relevance to this project
 |  |
| 2.4 | 1. Client Name and Contact Details
2. Duration (Specify Start and End Date)
3. Description of the Project Task & Relevance to this project
 |  |
| **3.0** | **TECHNICAL CAPACITY FOR THE PROVISION OF MINIMUM REQUIREMENTS** *This section shall demonstrate whether the Bidder has the available resources to provide the minimum required services* |
| **3.1** | **Venue Requirements** |
| 3.1.1 | **Category 1: SPC Business (Average 3 days in duration)- minimum 2-25 participants**   Does the bidder have the following?1. 1 meeting room with a capacity of 30 pax
2. 1 participants’ centre
3. Availability of standard rooms for people with disabilities (at least 1 room)
4. Registration centre (smooth reg)
5. Conference package:
6. Morning tea, afternoon tea, lunch
 |  |
| 3.1.2 | **Category 2: Regional Meetings (Average 5 days) –minimum 26-50 Participants** Does the bidder have the following? 1. 1 x meeting room with the capacity of 60 pax- 1 x Secretariat room- 1 participants’ business centre with access to internet
2. availability of standard rooms for people with disabilities (at least 1 room)
3. Registration centre (smooth reg)
4. Cocktail
5. Press room
 |  |
|  | **Category 3:Regional/International/Ministerial Meetings (Average 5 days) – 51-100 Participants**1. 1 x Conference room with capacity of 120 – 150 pax- 1 x Secretariat Room
2. Table microphones
3. Sound system
4. at least three projector around the room
5. at least 26 flag poles
6. table flag stand
7. Ability to set up interpretation booths- participants’ business centre with access to internet
8. availability of standard rooms for people with disabilities (at least 1 room)
 |  |
|  | **General Requirements on Venue** **Availability -** The meeting premises shall be available before the start of the meeting and, normally, at least 24 hours after its conclusion in accordance with the time line for set-up, installation, testing and dismantling of equipment determined by the SPC. It shall normally remain at the disposal of the SPC 24 hours a day throughout the duration of the meeting.**Layout -** The detailed layout of offices, meeting space and service areas shall be designed in close cooperation with the SPC. In all areas particular attention should be given to lighting, ventilation, air-conditioning, heating and adequate soundproofing.**Utilities and essential services -** The meeting premises referred to below shall include all necessary utility services, such as: water, electricity and Internet services, a sufficient number of utility facilities such as separate public toilets for gentlemen and ladies, adequate cleaning and maintenance services, and waste management, in accordance with the total expected amount of participants. **Connectivity-**The provider shall ensure a stable and uninterrupted power supply in the meeting premises, with special attention to sensitive technical areas such as registration, server rooms, network switching rooms, webcast live stream rooms, etc. Sufficient number of extension cords shall be provided for the connection of electrical/electronic equipment such as staff laptops.Testing equipment / onsite support  |  |
|  | **Accommodation Requirements** – Bidders must demonstrate the availability to provide no. of rooms available for accommodation |
|  |  **Booking** - Rooms to accommodate the total number of participants and SPC staffs follows:2-25 Guests 26-50 Guests 51-100 GuestsDescribe the different types of rooms available  |  |
|  | **Security** * Control access card system with deadlock on the door
* Availability of emergency exits
* Emergency exit signs and emergency lights
* Smoke detection system in each room and other premises (lobby,
* hallways, conference rooms, dining area, kitchen, bathroom)
* Fire alarm and sprinklers installed
* 24hrs Security Guards around the campus
* Fire escape ladders and stairs
* Availability of Security box
* First Aid Kits / medical referral
* Luggage storage / security
 |  |
| * + 1.
 | **Utilities and Services*** Availability of individual bathroom facilities
* Availability of toiletries (towels, soap, shampoo, etc.)
* Room cleaning frequency (min 1 time per day)
* Pest control services
* Heating / Air Conditioning Unit
* Daily room clean up and change of beddings and towels
* Breakfast inclusive in the rate
 |  |
|  | **Communication** Wired or wireless Internet access in the room - Wi-Fi conference room / participants |  |
|  | **Hotel Focal Point** Marketing QuotationEvents managerAccounting focal point |  |
|  | **Dietary requirements** Special Dietary VegetarianGluten freeHalal Attach the policy healthy catering gathering |  |
|  | **SER Policy**Give context on the Social Environmental Measures being undertaken  |  |
| **3.3** | **Equipment Requirements**Bidders must demonstrate availability of the minimum equipment’s required below  |
|  | * 1. Projector - LCD projector c wireless switch presentation slides
	2. Screen
	3. Laptop
	4. Wireless Microphone
	5. Set of Microphones for round tables
	6. Laser printer
	7. Projector Slide Passing
	8. Sound system
	9. Flip Chart
	10. Pin Board or wall space
	11. Extender
	12. Simulation translation equipment Kit
 |  |
|  | **Catering Services**  |
|  | **Coffee Break -** a minimum set - coffee (natural), tea, milk, soft drinks at least two species, at least 2 types of dessert or dessert and fruits, sugar; |  |
|  | **Lunch-** minimal set - hot first course, hot second course (meat/fish with a side dish), salad, bread, tea or a soft drink |  |
|  | **Dinner-** minimal set - a salad/soup, appetizer, main dish, tea, coffee (natural), milk, soft drink, dessert, sugar |  |
|  | **Water on conference table -** with / without gas 0.5 litters per person; should be placed on the tables in the conference room |  |
|  | **Cocktails –** 3 types of Alcohol Beverages and 2 types of finger foods |  |
| **3.5** | **Meeting Room Setup-** Demonstrate ability to meet the meet the below minimum meeting room set up requirements  |
| 3.5.1 ` | 1. Classroom setup – 120 to 250 People -230-500 Square Meters
2. U- Shape - 70 people – 200 Square Meters
3. Square – 20 people -60 Square Meters
4. Square – 10 people – 30 square Meters
5. U-Shape – 30 People – 100 Square Meter
 |  |
| **3.6.**  | **Transportation** |
|  | Airport Shuttle- Should be made available to pick up participants from airport and drop off at no additional cost |  |
|  | Taxi- Available and ability to provide services at any time of the day |  |
|  | Mini Bus- Available with minimum number of people - 7, with the ability to provide services at any time of the day |  |
| * 1.
 | **Cancellation Policy**  |
|  | Under **Annex II section E part VIII and IX** ; SPC has mentioned their approach for cancellation of bookings either fully or partially Provide and Describe the Hotel Cancellation Policy that the bidder is willing to provide to SPC if the above approach is not acceptable or requires negotiation |  |
|  | **Proposed Approach**  |
|  | **Manage SPC Account***This section should demonstrate how the**bidder proposes to manage SPC account***.** |
|  |  How does the bidder propose to manage the SPC account. Please provide details on the key personnel (Team Leader, Managerial and general staff) that will be allocated as SPCs focal point/account manager. Provide the CVs for the key personnel. CVs should demonstrate qualifications in area of expertise relevant to the Contract.Please provide details of services to be provided by the SPC account manager. **E.g.** * Curtesy visits to SPC , (Number of visits per month)
* Market Information- Providing SPC regular updated on new products in the market, specials available, promotions etc.
* Demonstration of new products /technology etc
* Any market or industry update or promotions
 |  |
|  | Is the bidder able to respond the SPCs request for quotation within 1 business day andprovide at least a minimum of 30 days Quotation validity date.**Provide details**  |  |
|  | Will the bidder be able to provide technical Quality review mechanisms and quality control systems.**Provide Details.** |  |
|  | Will the bidder be able to Provide technical advice during workshop arrangement phase if and when required. **Provide Details.** |  |
|  | **Contingencies** |
|  | Please provide details on bidders proposed actions in cases where booking of additional rooms/venues/ additional services are requested on the same day for a workshop.(Normal process of soliciting quote/proposal and raising of order will still apply) |  |
|  | Please provide details on bidders proposed actions where one/more participants requires change in rooms due to personal reasons.  |  |
|  | Please provide details on bidders’ proposed actions in cases where the SPC account Manager is not available.  |  |
|  | Please provide details on bidders’ proposed actions in cases where their services is required in the weekend and on public holidays .  |  |
|  | Please provide details on bidders proposed actions in cases where Guests property is lost  |  |
|  | **Local or International Hotel Accreditation and Standards** **(Any Hotel Quality and Sustainability Standards)** |
|  | Provide details of quality, safety and Sustainability standards being followed  |  |
|  | Provide details of any acclaimed accreditations received by any relevant Hotel monitoring bodies  |  |

**Annex-V**

**FINANCIAL PROPOSAL**

*Request for Proposal (RFP) no: 20/017*

1. The bidder is required to provide the price per unit for each of the following items and also specify if there are any discount or exemptions.
2. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
3. The rate quoted should be valid and are to remain fixed for a period of one (1) year from the date of award of contract, and must be inclusive of freight, insurance, charges, GST, levies and taxes.
4. Where applicable, the bidder shall quote for items rated for energy efficiency (e.g 5 star rather than 1-star) and this should be noted in the comments section.
5. The bidder shall take into consideration all the factors mentioned above in Specification of services (Annex II).
6. The bidder shall fill the below table and **provide a PDF and excel version of the table as part of their Financial Proposal Submission in line with Annex I “Instruction to Bidders” section 1.5:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Description of Services/items**  | **Qty**  | **Unit Price(VIP)** | **Exemptions or** **Discount** | **Price After Discount (VIP)** | **Additional Details /Comments**  |
| **Rate Based**  | **Schdule of Rates for Services**  |  |  |  |  |  |
|  | 1. **Venue**
 |  |  |  |  |  |
|  | Meeting Room for 30pax  | 1  |  |  |  |  |
|  | Participants Centre  | 1  |  |  |  |  |
|  | Standard rooms for people with Disabilities  | 1 |  |  |  |  |
|  | Registration Centre  | 1  |  |  |  |  |
|  | Meeting Room for 60 pax  | 1 |  |  |  |  |
|  | Secretariat room | 1 |  |  |  |  |
|  | Participants centre with access to internet  | 1  |  |  |  |  |
|  | Internet in meeting venue  | 1 |  |  |  |  |
|  | Press room  | 1 |  |  |  |  |
|  | Conference room with capacity of 120-150 pax  | 1 |  |  |  |  |
|  |  Flag poles (capacity to provide 26) | 1 |  |  |  |  |
|  | Table flag stand  | 1 |  |  |  |  |
|  | Interpretation booths  | 1 |  |  |  |  |
|  | **Add any additional items related to venue**  |  |  |  |  |  |
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|  | 1. **Accommodation**
 |  |  |  |  |  |
|  | Single room  | 1  |  |  |  |  |
|  | Double  | 1 |  |  |  |  |
|  | Twin  | 1 |  |  |  |  |
|  | Triple | 1 |  |  |  |  |
|  | Studio room  | 1 |  |  |  |  |
|  | Suite/Executive room  | 1 |  |  |  |  |
|  | Accessible Room (Room for Disabled) | 1 |  |  |  |  |
|  | Connecting rooms  | 1 |  |  |  |  |
|  | **Add any additional type of rooms that may be available**  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | 1. **Equipment’s for use during Workshop**
 |  |  |  |  |  |
|  | Projector - LCD projector c wireless switch presentation slides | 1 |  |  |  |  |
|  | Screen | 1 |  |  |  |  |
|  | Laptop | 1 |  |  |  |  |
|  | wireless microphone  | 1 |  |  |  |  |
|  | a set of microphones forthe round table | 1 |  |  |  |  |
|  | laser Printer  | 1 |  |  |  |  |
|  | Projector slide passing  | 1 |  |  |  |  |
|  | sound system  | 1 |  |  |  |  |
|  | flipchart  | 1 |  |  |  |  |
|  | Pin board or wall space | 1 |  |  |  |  |
|  | extender  | 1 |  |  |  |  |
|  | simultaneous translationequipment kit | 1 |  |  |  |  |
|  | **Include additional equipment’s that may be available but not mentioned above**  |  |  |  |  |  |
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|  | 1. **Catering**
 |  |  |  |  |  |
|  | **Coffee Break** (a minimum set - coffee (natural), tea, milk, soft drinks of at least two types , at least 2 types of dessert or dessert and fruits, sugar;) | Per person  |  |  |  |  |
|  | **Lunch –(** minimal set - hot first course, hot second course (meat/fish with a side dish), salad, bread, tea or a soft drink) | Per person  |  |  |  |  |
|  | **Dinner – (**minimal set - a salad/soup, appetizer, main dish, tea, coffee (natural), milk, soft drink, dessert, sugar) | Per Person  |  |  |  |  |
|  | Water on conference table (with / without gas 0.5 litters per person; should be placed on the tables in the conference room) | Per bottle  |  |  |  |  |
|  | **Include any additional information /items/charges that may be applicable**  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 1. **Transportation**
 |  |  |  |  |  |
|  | Airport Shuttle (include if charges are applicable) | By KM  |  |  |  |  |
|  | Mini Bus (Available with minimum number of people - 7, with theability to provide services at any time of the day) | By KM |  |  |  |  |
|  | 1. **Include any additional services that are available which has a cost to it**
 |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **All Inclusive**  | **Conference Package for each Workshop Category**  |
|  | * + 1. **SPC Business (minimum 2-25 participants)**

(inclusive (Provide rate per person per day inclusive of minimum required services described in part C and D of annex II for this workshop category)Rooms for accommodation to be used for determining rate shall be standard rooms | Per person, per day  |  |  |  |  |
|  | **ii. Regional Meeting****Average**  **(26-50 participants )**(Provide rate per person per day inclusive of all minimum required services described in part C and D of annex II for this workshop category)Rooms for accommodation to be used for determining rate shall be standard rooms | Per person per day  |  |  |  |  |
|  | 1. **Regional/International/Ministerial (51-100 Participants)**

(Provide rate per person per day inclusive of all minimum required services described in part C and D of annex II for this workshop category)Rooms for accommodation to be used for determining rate shall be standard rooms | Per person per day  |  |  |  |  |