**ANNEX III  
PROPOSAL SUBMISSION FORM  
*Request for Proposal (RFP) no: 20/045***

**Consultancy to prepare an integrated watershed management plan for the Soasoa drainage catchment, Labasa, Vanua Levu, Fiji**

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 20/045***

**Consultancy to prepare an integrated watershed management plan for the Soasoa drainage catchment, Labasa, Vanua Levu, Fiji**

**PART A – Background**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Name: |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Email: |  |
| Contact details for two referees. Attach additional details as applicable. |  |

**PART B – Qualifications**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |
| Team comprising qualified experts with a minimum Masters or equivalent qualification in: (i) climatology, hydrology and watershed/coastal engineering; (ii) land use conservation and management, water resources management; (iii) socio-economic competencies; evidenced by CVs, and clearly showing the number of days to be spent on the project by each expert. |  |

**PART C – Knowledge / Experience / Proposed Approach**

|  |  |
| --- | --- |
| **CRITERIA** | **RESPONSE BY BIDDER** |

|  |  |
| --- | --- |
| Experts to have minimum combined 20 years’ experience in Pacific Islands (experience in Fiji would be an added advantage), in (i) climatology, hydrology and watershed/coastal engineering; (ii) land use conservation and management, water resources management; (iii) socio-economic competencies. |  |
| Experts to have minimum combined 20 years’ experience in Pacific Islands (experience in Fiji would be an added advantage), in (i) climatology, hydrology and watershed/coastal engineering; (ii) land use conservation and management, water resources management; (iii) socio-economic competencies. |  |
| Excellent verbal and written communication skills in English, evidence of minimum 10 years’ experience conveying complex technical information to a non-technical audience, and clear evidence of involvement in minimum 3 projects using participatory consultative approaches in Pacific Islands. |  |
| Short technical proposal (maximum 2,000 words) outlining the approach to be used to deliver this consultancy, the special skills and experience the team would bring, and the number of days to be spent on site in Labasa, Fiji, by each consultant. |  |

**ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

***Request for Proposal (RFP): RFP 20/045***

**Consultancy to prepare an integrated watershed management plan for the Soasoa drainage catchment, Labasa, Vanua Levu, Fiji**

**Part A: Declaration**

1. The undersigned contractor proposes 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 prepare a Consultancy to prepare an integrated watershed management plan for the Soasoa drainage catchment, Labasa, Vanua Levu, Fiji.
3. Contractor agrees to complete the services for the following price (VIP) per month:

|  |  |
| --- | --- |
| **Particulars** | **Amount (EURO)** |
| Fees (daily rate for each consultant) |  |
| Travel related costs (air travel, local travel in Fiji, accommodation and meal costs) |  |
| Any other costs, e.g. printing, communications\* |  |
| **Total financial offer (inclusive of all taxes)** |  |
| \*Invitations and costs for the Consultation and Mapping workshop (Outputs 4 and 8) will be arranged and paid separately by the project. | |

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Print name and sign Date

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