**ANNEX III**

**PROPOSAL SUBMISSION FORM**

Request for Proposal (RFP) no: RFP20-037

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 period 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) –* RFP20-037

**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:** |  |
| **Partner organizations if the bidder submits on behalf of a network or consortium** |  |

**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**

The bidders must submit a proposal containing:

* A description of the country and targeted province(s) context in relation to the status of community-based fisheries management, community networks, community representation and government support to communities. This description shall provide a rationale for the activities to be implemented in relation to scaling up community-based fisheries management and improving community representation, highlighting entry points for inclusive, gender sensitive approaches.
* A description of specific activities to be implemented including deliverables in line with the 2 objectives of the project: 1. Strengthening national and provincial community networks and representation: 2. Refocusing efforts of communities and governments to sustainable coastal fisheries management that is resilient and secures livelihoods.
* A timeline for implementation of activities and submission of deliverables in line with the milestones, payment and timeline presented in the table above. Alternatively, the bidder may propose its own schedule for payments based on submission of deliverables provided quarterly and annual reports are submitted within the timeline shown in the table (quarterly report in October and February and annual reports in June).
* If the bidder submits on behalf of a consortium or a network, an endorsement of the proposal by each of the consortium/network partners with an official recent meeting minutes of the highest level of governance that shows that all partners were part of the design of the proposal, approved the proposed activities and budget and that they have agreed to assist in the implementation would the proposal be funded.
* Qualifications and experience of the staff members to be involved and responsibilities of each of the members in the project implementation
* A short description of each of the 4 competency requirements stated above including supporting documentation to prove a good track record of grant management, technical and financial reporting (please include the latest audit)

**ANNEX V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: RFP20-037*

**Price of the proposal shall be in EURO.**

**(please provide professional fees, administration cost, travel cost etc)**