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| **ANNEX III**  **PROPOSAL SUBMISSION FORM**  *Request for Proposal (RFP) no: 20-065* |

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.
* **The SPC general conditions of contract are not negotiable.**

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: …………………………………

Position of Representative: …………………………………

Name of Representative: …………………………………

Signature of Representative: …………………………………

**Dated this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_**

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| **ANNEX IV**  **TECHNICAL PROPOSAL SUBMISSION FORM**  *Request for Proposal (RFP) no: 20-065* |

**PART A – Firm /Institution Background**

**PART A1**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| Two contacts of referees /references of past similar projects conducted. Attach additional details as applicable. |  |
|  |
| Legal registration of firm (attach documentation) |  |

**PART A2 – Experience of firm /institution and ability related to the required services**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Responses by Bidder Confirming Expertise, Experience, Ability, Technical Skills And Resources To Provide Professional Services To SPC (please provide documentation to support your proposal)** |
| **1. Institutional profile, experience and capacity** | |
| At least, 5 years extensive experience on customer focus survey with demonstrated experience on website survey |  |
| Extensive experience with live website examples built within the last 3 years. Demonstrate experience (at least 3 years) of development using contemporary web and databases technologies (e.g. HTML5, CMS, MySQL).  Demonstrated successful experience building multilingual sites on Drupal 8 and later |  |
| Working experience in the Pacific region |  |
| Fluent English and French |  |
| **2. Methodology** | |
| Relevance of the proposed methodology for the customer survey |  |
| Relevance and perceived feasibility of the specifications production |  |
| Website development methodology |  |
| **3. Costs** | |
| Customer survey and producing specifications |  |
| Web coding and development |  |

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| **ANNEX V**  **FINANCIAL PROPOSAL SUBMISSION FORM**  *Request for Proposal (RFP) no: 20-065* |

1. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule.

|  |  |  |
| --- | --- | --- |
| **Price Schedule- Request for Proposals RFP20-005** | | |
|  | **Estimated # of Days** | **Amount in Euros** |
| Professional fees related to the Terms of Reference |  |  |
| Any travel costs |  |  |
| Other related costs |  |  |
| **TOTAL** |  |  |

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp (if any)