***Annex III***

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP20/131)*

Procurement Unit

Email: procurement@spc.int

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services as per requirements and all other items described or mentioned or reasonably to be inferred from the Terms of Reference provided for the sum as 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.

Date this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 2020.

|  |  |
| --- | --- |
| **Firm /Institution:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Representative:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Position of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

***Annex IV***

**TECHNICAL PROPOSAL SUBMISSION FORM**

**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**

|  |  |  |
| --- | --- | --- |
|  |  | **Responses By Bidder Confirming Expertise, Experience, Ability, Technical Skills And Resources To Provide Professional Services To SPC (please provide documentation to support your proposal)** |
|  | Knowledge and experience in national and regional cultural development issues in the Pacific, and appreciation for the Regional Cultural Strategy for the Pacific  |  |
|  | Strong research delivery, analysis, evaluation and report writing skills |  |
|  | Prior experience in undertaking similar consulting assignments, including with respect to festivals/events with similar objective(s) as the Festival of Pacific Arts and Culture (FestPAC)  |  |
|  | Commitment to participatory values and practice, and proven ability to successfully organize and lead interview and consultation processes at different levels |  |
|  | Other non-listed skills that could support an application such as ‘team fit’ and interpersonal skills, experience with Microsoft Office and presentation tools etc |  |
|  |  |  |

***Annex V***

**FINANCIAL PROPOSAL SUBMISSION FORM**

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** |
|  | **Estimated # of Days**  | **Amount in NZD** |
| Professional fees related to the Terms of Reference  |  |  |
| Any travel costs |  |  |
| Other related costs |  |  |
| **TOTAL** |  |  |

# Annex VI

# CONFLICT OF INTEREST

#

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

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

Name, Signature Date

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