**Annex III**

**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no****: 21/025***

**RFP 21/025–** PREFERED courier service providers for spc eqap division

Pacific Community (SPC)

Procurement Unit

Private Mail Bag

Suva – FIJI

Email: [procurement@spc.int](mailto: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 equipment, delivery, handling of all materials, guarantee for all products listed as per requirements and all other items described or mentioned or reasonably to be inferred from the specifications and drawings 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.

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 \_\_\_\_\_\_\_\_, 2021

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

**Annex IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal* ***(RFP) no: 21/025***

**PART A – Firm /Institution Background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| A firm /institution with at least (three) 3 years’ experience in Courier Services capable of secure delivery of examination papers |  |
| Successful in meeting deadlines. |  |
| At least two (2) letters of reference from clients with similar shipping and security needs |  |

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

With reference to the SPC service standards relating to these services listed below, provide specified details of the services offered.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Details of Service** |  | Performance Standards | YES/NO | Responses by bidder confirming expertise, experience, ability, technical skills and resources to carry out the Consultancy (please attach all relevant documents such as CV’s etc) |
| 1 | **Storage** | 1.1 | Able to store packed consignments free of any costs in facilities properly sheltered from external weather until uplifted to the carrier vessel. |  |  |
| 2 | **Personnel** | 2.1 | Appropriately trained staff to carry out end to end shipping of secure packages. |  |  |
| 2.2 | Assigned contact to Reply and respond to correspondences such as emails or phone calls promptly and sign off on confidentiality forms |  |  |
|  | **Service Areas** |  | Performance Standards |  |  |
| 3 | **Confidentiality of Documents** | 3.1 | Appropriate measures which will be put in place to ensure security and confidentiality of package contents clearly articulated in proposal |  |  |
| 4 | **Quarantine and Customs Requirements** | 4.1 | Process for quarantine and customs is clearly articulated in proposal for delivery to:   1. Cook Islands 2. Federated States of Micronesia 3. Republic of Kiribati 4. Republic of Nauru 5. Niue 6. Palau 7. Papua New Guinea 8. Republic of Marshall Islands 9. Samoa 10. Solomon Islands 11. Tokelau Islands 12. Tonga 13. Tuvalu 14. Vanuatu |  |  |
| 5 | **Insurance** | 5.1 | Clearly defined Insurance processes and protection levels. All consignments shall be CIF. |  |  |
| 6 | **Tracking of the Consignment** | 6.1 | Clearly articulated processes for tracking of consignments and notifications to Shipper and recipients  Provide estimate delivery time for each of the country. |  |  |
| 7 | **References** | 7.1 | At least two (2) letters of reference from clients with similar shipping and security needs |  |  |

**Annex V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal* ***(RFP) no: 21/025***

1. *All prices quote to be in FJD*
2. *Only one set quote should be provided for each route for evaluation purpose*
3. *For the proposed route the bidder has to provide quotes with demonstrated best value for money for Door-to-Door Services.*

Please note that the number of boxes used will depend on the class roll.

***Table: 1***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated Box dimensions for UNUSED SCRIPTS Maximum Length per box**: 46cm **Maximum Width per box**: 46cm **Maximum Height per box**: 63cm **Maximum Weight per box**: 30kg | | | | **COSTS** | | | |
| **Estimated Box Quantity** | **Collection** | **Destination** | **Frieght Cost Charges** | | **Fuel Surcharge** | **Emergency Situation** | **Total (VIP)** |
| **Export (Return Freight)** | | | | | | | |
| **5** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, PO Box 97, Nikao, Rarotonga, **Cook Islands** |  | |  |  |  |
| **26** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Palikir, Pohnpei, **Federated States of Micronesia** |  | |  |  |  |
| **33** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Bikenibeu, Tarawa, Republic of **Kiribati** |  | |  |  |  |
| **6** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Linnix Office, **Christmas Island**, Republic of Kiribati |  | |  |  |  |
| **4** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Government Offices, Yaren District, **Republic of NAURU** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Alofi, **Niue** |  | |  |  |  |
| **5** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Koror, **PALAU** PW 96940 |  | |  |  |  |
| **33** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Measurement Services Division, Waigani, **Papua New Guinea** |  | |  |  |  |
| **22** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Majuro, **Republic of Marshall Islands** |  | |  |  |  |
| **30** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Sports & Culture, Apia, **Samoa** |  | |  |  |  |
| **32** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education and Human Resources Development, Honiara, **Solomon Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education\ Atafu, Atafu, **Tokelau Islands** |  | |  |  |  |
| **34** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education and Training, Nukualofa, Tongatapu, **Tonga** |  | |  |  |  |
| **4** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Youth & Sports, Department of Education, Funafuti, **Tuvalu** |  | |  |  |  |
| **28** | SPC (EQAP Office), 3 Luke Street, Nabua | Examination & Assessment Unit, Ministry of Education, Joint Court, Port Vila, **Vanuatu** |  | |  |  |  |

***Table: 2***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated Box dimensions for CODING MATERIALS Maximum Length per box**: 46cm **Maximum Width per box**: 46cm **Maximum Height per box**: 63cm **Maximum Weight per box**: 30kg | | | | **COSTS** | | | |
| **Estimated Box Quantity** | **Collection** | **Destination** | **Transportation Charges** | | **Fuel Surcharge** | **Emergency Situation** | **Total (VIP)** |
| **Export (Return Freight)** | | | | | | | |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, PO Box 97, Nikao, Rarotonga, **Cook Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Palikir, Pohnpei, **Federated States of Micronesia** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Bikenibeu, Tarawa, Republic of **Kiribati** |  | |  |  |  |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Government Offices, Yaren District, **Republic of NAURU** |  | |  |  |  |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Alofi, **Niue** |  | |  |  |  |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Koror, **PALAU** PW 96940 |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Measurement Services Division, Waigani, **Papua New Guinea** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Majuro, **Republic of Marshall Islands** |  | |  |  |  |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Sports & Culture, Apia, **Samoa** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education and Human Resources Development, Honiara, **Solomon Islands** |  | |  |  |  |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education\ Atafu, Atafu, **Tokelau Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education and Training, Nukualofa, Tongatapu, **Tonga** |  | |  |  |  |
| **1** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Youth & Sports, Department of Education, Funafuti, **Tuvalu** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Examination & Assessment Unit, Ministry of Education, Joint Court, Port Vila, **Vanuatu** |  | |  |  |  |

***Table: 3***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated Box dimensions for CODING TABLETS**  **Maximum Length per box**: 46cm  **Maximum Width per box**: 31cm  **Maximum Height per box**: 19cm  **Maximum Weight per box**: 14kg | | | | **COSTS** | | | |
| **Estimated Box Quantity** | **Collection** | **Destination** | **Transportation Charges** | | **Fuel Surcharge** | **Emergency Situation** | **Total (VIP)** |
| **Export (Return Freight)** | | | | | | | |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, PO Box 97, Nikao, Rarotonga, **Cook Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Palikir, Pohnpei, **Federated States of Micronesia** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Bikenibeu, Tarawa, Republic of **Kiribati** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Government Offices, Yaren District, **Republic of NAURU** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Alofi, **Niue** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Koror, **PALAU** PW 96940 |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education, Measurement Services Division, Waigani, **Papua New Guinea** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Majuro, **Republic of Marshall Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Sports & Culture, Apia, **Samoa** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education and Human Resources Development, Honiara, **Solomon Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Department of Education\ Atafu, Atafu, **Tokelau Islands** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education and Training, Nukualofa, Tongatapu, **Tonga** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Ministry of Education, Youth & Sports, Department of Education, Funafuti, **Tuvalu** |  | |  |  |  |
| **2** | SPC (EQAP Office), 3 Luke Street, Nabua | Examination & Assessment Unit, Ministry of Education, Joint Court, Port Vila, **Vanuatu** |  | |  |  |  |
| **Import (Return Freight)** | | | | **Transportation Charges** | **Fuel Surcharge** | **Emergency Situation** | **Total (VIP)** |
| **2** | Ministry of Education, PO Box 97, Nikao, Rarotonga, **Cook Islands** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Department of Education, Palikir, Pohnpei, **Federated States of Micronesia** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Department of Education, Bikenibeu, Tarawa, Republic of **Kiribati** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Department of Education, Government Offices, Yaren District, **Republic of NAURU** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education, Alofi, **Niue** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education, Koror, **PALAU** PW 96940 | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Department of Education, Measurement Services Division, Waigani, **Papua New Guinea** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education, Majuro, **Republic of Marshall Islands** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education, Sports & Culture, Apia, **Samoa** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education and Human Resources Development, Honiara, **Solomon Islands** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Department of Education\ Atafu, Atafu, **Tokelau Islands** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education and Training, Nukualofa, Tongatapu, **Tonga** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Ministry of Education, Youth & Sports, Department of Education, Funafuti, **Tuvalu** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |
| **2** | Examination & Assessment Unit, Ministry of Education, Joint Court, Port Vila, **Vanuatu** | SPC (EQAP Office), 3 Luke Street, Nabua |  | |  |  |  |