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| **ANNEX III**  **PROPOSAL SUBMISSION FORM**  ***Request for Proposal (RFP) no: RFP21-012*** |

Pacific Community (SPC)

Procurement Unit

Private Mail Bag

Suva – FIJI

Email: 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 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: RFP21/012*** |

**PART A: Organisational Background/ Relevant Experience**

**A1: Firm/Institution Background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address/es:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Licensed Electricians:** |  |
| **Financial Standings for at least 2 years (Provide last 2 years Financial Statements if possible but not Mandatory)** |  |

**A2: Work Experience**

**(2 pages maximum, 3 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their experience

Detailed evidence of the proposed subcontractors’ relevant experience must also be submitted.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project One | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: | | | | |
| Previous Client contact name and phone number: | |  | | |
| Names of Key Delivery Team Members and Roles: | |  | | |
| Names and roles of bidders’ subcontractors: | |  | | |

**A3: Track Record**

**(3 pages maximum, 1 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their track record in completing works similar to the Contract Works.

The areas on which referees will be asked to comment may include:

* Quality of the work,
* Programme achieved versus planned,
* Management style, claims culture,
* Clarity of documentation submitted,
* Health, safety and environmental management,
* Coordination and communication skills (internally and externally),
* Effectiveness of quality assurance systems.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Track Record** | | | | |
| Track Record - Project One | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description and key points on Contractors performance: | | | | |
| Client Reference contact name and phone number: | |  | | |
| Was the project complete prior to the contract completion date including any extensions of time (if not state reasons why). | |  | | |
| Was project delivered to the required quality standards and was any rework required | |  | | |
| Was project completed within the required budget and/or what were reasons for any cost overruns | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Track Record** | | | | |
| Track Record - Project two | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description and key points on Contractors performance: | | | | |
| Client Reference contact name and phone number: | |  | | |
| Was the project complete prior to the contract completion date including any extensions of time (if not state reasons why). | |  | | |
| Was project delivered to the required quality standards and was any rework required | |  | | |
| Was project completed within the required budget and/or what were reasons for any cost overruns | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Track Record** | | | | |
| Track Record - Project Three | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description and key points on Contractors performance : | | | | |
| Client Reference contact name and phone number: | |  | | |
| Was the project complete prior to the contract completion date including any extensions of time (if not state reasons why). | |  | | |
| Was project delivered to the required quality standards and was any rework required | |  | | |
| Was project completed within the required budget and/or what were reasons for any cost overruns | |  | | |

**Projects undertaken related to alternative and renewable energy source carbon footprint monitoring and reporting.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder’s Track Record | | | | |
| Track Record - Project Four | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description and key points on Contractors performance : | | | | |
| Client Reference contact name and phone number: | |  | | |
| Was the project complete prior to the contract completion date including any extensions of time (if not state reasons why). | |  | | |
| Was project delivered to the required quality standards and was any rework required | |  | | |
| Was project completed within the required budget and/or what were reasons for any cost overruns | |  | | |

**PART B.1: Technical Capacity**

**Please share business and management structure of the firm**

Using the table below, for each key role listed, bidders shall describe their proposed team members **(one page per role). The CVs for key personnel must also be provided**

It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills

**List of Key Roles and Responsibilities each personnel will undertake:**

|  |  |
| --- | --- |
| **Personnel’s** | **Bidders Response** |
| Contract Manager/Contractor’s Representative |  |
| Site Base Electrical Engineer (Licensed) |  |
| Licensed Electrical Technician |  |

* Add more lines if necessary

**Part B.2: Contractor’s Equipment**

**(2 pages maximum)**

Using the format below, bidders shall submit details of materials and the availability, brand, age and condition of Contractor’s Equipment that will be used in the execution of the Works[[1]](#footnote-1). Tenderers must demonstrate that they own or have the ability to hire the specific plant listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials and Contractor’s Equipment (to be used on this Contract)** | **Tick One** | | |
| 1. Contractor’s Equipment *[list]* | Already Owned | Will be Purchased | Will be Hired |
| Cherry Picker trucks |  |  |  |
| Cable Pullers |  |  |  |
| Trucks |  |  |  |
| Excavator (trenching works) |  |  |  |
| Circuit Finders and Multimeters |  |  |  |
| Power Tools |  |  |  |
| Back-up Generators |  |  |  |

|  |  |
| --- | --- |
| **Responses to Technical Criteria** | **Bidder Response** |
| **Technical** |  |
| **Delivery Capacity** |  |
| Describe whether the bidder has the qualified staffing capacity to respond and provide the needed service within the required timeframe? |  |
| Describe whether bidder has the necessary tools and equipment’s to provide the services mentioned in Annex II; Scope of Services; part B 1 (List down essential tools and equipment’s owned by the company) |  |
| **Timeframe** |  |
| Timely response to request for quotation and queries. How soon does the bidder intend to respond to queries/request for quote/request for site visit and diagnosis of issues? |  |
| Explain how the bidder intends to respond to requests under the following circumstances? |  |
| 1. Respond within 2 hours after the issuance of PO to attend to electrical faults |  |
| 1. Respond within 24 Hours after the issuance of PO for installation works. |  |
| **Qualified Electrical Technician with wiremen’s licence**  All electrical contractors must have a valid Electrical Contractors License to carry out any electrical works. (Must be registered under EFL listing) Bidder must respond by providing supporting documents. |  |
| **Warranty** |  |
| What are the service warranties’ the bidder is offering for all works undertaken and materials supplied? |  |
| What is the service warranty period for labour works for each type of service?  a. New Wiring and Circuits and service upgrade  b. Circuit Panel Upgrade  c. Installing a Sub-Panel  d. Installing office lights as per requirement by the SPC facilities team  e. Electrical Outlet Replacement or relocation  f. Installing Smart Devices  g. Electrical design, construction and installation of electrical equipment’s |  |
| **Adequacy of appropriate Materials and Warranty**  Bidder to respond on brand, quality, and warranty on materials |  |
| 4ft twin led 2 x 18w - Non-Corrosive weatherproof fluorescent light with fittings |  |
| 4ft Single led 1 x 18w - Non-Corrosive weatherproof fluorescent light with fittings |  |
| 4ft twin led 2 x 18w - Non-Corrosive weatherproof fluorescent light with fittings |  |
| 4ft Single led 1 x 18w - Non-Corrosive weatherproof fluorescent light with fittings |  |
| Weatherproof Sunset Switch |  |
| 15 amps power point |  |
| 15 amps twin power point |  |
| 10 amps power point |  |
| 10 amps twin power point |  |
| 10 amps Circuit Breaker |  |
| 16 amps Circuit Breaker |  |
| 20 amps Circuit Breaker |  |
| Light Wire |  |
| Power Point Wire |  |
| Single, double, three and four Gang Light Switch |  |
|  |  |
| **Return Job Policy**  Provide response on the bidders Return Job Policy upon delivery of faulty equipment or non-compliant work that is deemed as unsatisfactory by the SPC Facilities team. |  |
| **Electrical Emergency Response Plan**  Provide response plan which would entail steps to be taken to address emergency issues |  |
| **Scheduled Maintenance Plan**  Provide a scheduled maintenance plan suited to SPC |  |
|  |  |
| **Future sustainable development plan**  Provide 2 years sustainable development plan |  |
|  |  |
| **Understanding and compliance with OHS regulations and requirements**  Health and Safety at Work Act |  |
|  |  |
| **Able to carry out work as per required standard**  Describe in the space provided or provide supporting documents in response to the bidders understanding of electrical standards as per the EFL regulation |  |
|  |  |
| **Reporting Capacity**  Describe in the space provided or provide supporting documents commenting on the analysis and reporting capacity of the bidder as specified in the Terms of Reference. |  |
|  |  |
| **Proposed Approach** |  |
| Describe the overall management approach and strategies towards planning and implementation of the tasks required under the technical specifications. And Good understanding of SPC’s construction and electrical requirements demonstrated through the appropriate methodologies and approach proposed. |  |
| **Technical Quality Assurance Mechanisms-** The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied in accordance with EFL standards. |  |
| **Sustainability Measures:** Demonstrate how you plan to integrate sustainability measures in the execution of the contract. The Bidder shall notify SPC on the power consumption and other Photovoltaic system options as specified in the Terms of Reference |  |

**Certification**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp (if any)

|  |
| --- |
|  |

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| **ANNEX V**  **FINANCIAL PROPOSAL SUBMISSION FORM**  *Request for Proposal (RFP) no: RFP21-012* |

**A) Cost Proposal** – All prices quoted are in FJD and inclusive of all taxes.

**THE FORMAT SHOWN BELOW SHOULD BE USED IN PREPARING THE PRICE SCHEDULE**

For the Price Schedule excel copy refer to Annex VI, F: Appendix, Attachments

1. The bidder is required to provide the price per unit for each of the following items and also specify if there are any discount or exemptions.

2. All costs indicated on the financial proposal should be inclusive of all applicable taxes.

3. The rate quoted should be valid and are to remain fixed for a period of one (1) year from the date of award of contract, and must be inclusive of, insurance, charges, GST, levies and taxes.

4. Where applicable, the bidder shall quote for items rated for energy efficiency (e.g 5 star rather than 1-star) and this should be noted in the comments section

* 1. **Payment Schedule**

**Labour**

Payment shall be based on the nature of works completed on an hourly rate for the technicians attending work at job site and for the material used as per the job sheet.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rate | Designation | | | | | | | |
| Electrical Engineer/Supervisor (Licenced) | | | | Support Staff/Electrical Technician (Licenced) | | | |
| Normal Rate | Weekend Rate | Public Holiday | Emergency Breakdowns | Normal Rate | Weekend Rate | Emergency Breakdowns | Public Holiday |
| Hourly Rate |  |  |  |  |  |  |  |  |
| 2nd Hourly Rate |  |  |  |  |  |  |  |  |

* 1. **Materials**

|  |  |  |  |
| --- | --- | --- | --- |
| **Material Description** | **Quantity** | **Unit Price** | **Brand (If Applicable)** |
| 4ft twin led 2 x 18w - Non-Corrosive weatherproof fluorescent light with fittings | 1 |  |  |
| 4ft Single led 1 x 18w - Non-Corrosive weatherproof fluorescent light with fittings | 1 |  |  |
| 4ft twin led 2 x 18w - Non-Corrosive weatherproof fluorescent light with fittings | 1 |  |  |
| 4ft Single led 1 x 18w - Non-Corrosive weatherproof fluorescent light with fittings | 1 |  |  |
| Weatherproof Sunset Switch | 1 |  |  |
| 15 amps power point | 1 |  |  |
| 15 amps twin power point | 1 |  |  |
| 10 amps power point | 1 |  |  |
| 10 amps twin power point | 1 |  |  |
| 10 amps Circuit Breaker | 1 |  |  |
| 16 amps Circuit Breaker | 1 |  |  |
| Light Wire | 1 meter |  |  |
| Power Point Wire | 1 meter |  |  |
| 20 amps Circuit Breaker | 1 |  |  |
| Single, double, three and four Gang Light Switch | 1 |  |  |

**Certification**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp (if any)

|  |
| --- |
|  |

**ANNEX VI**

**BIDDER’S INSURANCE STATEMENT**

*Request for Proposal (RFP) no: RFP21-012*

**(1 page maximum)**

Using the format below, bidders shall undertake to provide the insurances set out in the conditions of contract.

Bidder’s Insurance Statement

**Statement by the Bidder**

In accordance with the requirements of the Request for Proposal, this is to confirm the insurance arrangements that we undertake to make in relation to the Contract, should our proposal be successful.

We have supplied our insurer or broker with a full copy of the Request for Proposal and they have agreed to effect on our behalf insurance policies which satisfy the Agreement’s requirements for:

* Insurance for Works
* Insurance for Contractor’s Equipment
* Insurance for Public Liability
* Insurance for Contractor’s Personnel
* Insurance for workman’s compensation

**Please refer to Article 10 of the SPC General Contract Conditions.**

We acknowledge that after award of the Contract

* Evidence of the contract insurances will be completed and forwarded to SPC

**We confirm that we understand and agree to the Insurance Requirements, in particular relating to the use of approved or alternative insurers.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **ANNEX VII**  **CONFLICT OF INTEREST DECLARATION**  ***Request for Proposal (RFP) no: RFP21/012*** |

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

|  |
| --- |
| **ANNEX VIII**  **DUE DILIGENCE QUESTIONNAIRE**  ***Request for Proposal (RFP) no: RFP21/012*** |

Please complete the following questionnaire and provide supporting documents where applicable.

**For individuals operating a business in their personal capacity**

1. Please provide any two of the following documents to verify identity and proof of address:
2. Passport
3. Driver’s license
4. Voter card or other government-issued identity card
5. Bank statement with the individual’s name displayed

1. Have you been convicted for criminal offences relating to anti-money laundering or terrorism financing?  ☐Yes    ☐No

If you answered ‘yes’, please provide further details.

1. Have you ever been the subject of any investigation, indictment, conviction or civil enforcement action related to financing terrorists? ☐Yes    ☐No

If you answered ‘yes’, please provide further details.

**For companies and other legal entities**

1. Please provide the following documents to verify identity and proof of address:

1. Evidence of Power of Attorney/Board Resolution granted to the officers to transact business on its behalf; and
2. Any of the following documents:

* Certificate of Incorporation
* Memorandum and Articles of Association
* Telephone bill in the name of the company
* Bank statement with the entity’s name displayed

1. Does your entity have foreign branches and/or subsidiaries? ☐Yes    ☐No

1. If you answered ‘yes’ to the previous question, please confirm the areas of your entity covered by responses to this questionnaire

Head Office & domestic branches ☐Yes    ☐No    ☐ N/A

Domestic subsidiaries ☐Yes    ☐No    ☐ N/A

Overseas branches   ☐Yes    ☐No    ☐ N/A

Overseas subsidiaries ☐Yes    ☐No    ☐ N/A

1. Is your entity regulated by a national authority? ☐Yes    ☐No

If you answered ‘yes’ please specify the name: …………………………………………………………………………..

1. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities? ☐Yes    ☐No

If you answered ‘yes’, please send SPC your policy in English

1. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy? ☐Yes    ☐No

If yes, please state that officer’s contact details: ……………………………………………………………………

1. Does your entity provide financial services to customers determined to be high risk including but not limited to:

- Foreign Financial Institutions ☐Yes    ☐No

- Casinos ☐Yes    ☐No

- Cash Intensive Businesses ☐Yes    ☐No

- Foreign Government Entities ☐Yes    ☐No

- Non-Resident Individuals ☐Yes    ☐No

- Money Service Businesses ☐Yes    ☐No

1. If you answered ‘yes’ to any of the boxes in question 7, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types? If yes, how?

1. Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? ☐Yes    ☐No

If you answered ‘yes’ please provide details

1. Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? ☐Yes    ☐No

If you answered ‘yes’ please provide details

I declare that none of the funds received or to be received by my organisation will be used to finance terrorism or involve money laundering.

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

**Date: …/…/…… Name: ………………………………………………….**

**Signature: ……………………………………… Title: ……………………………………………..**

1. [↑](#footnote-ref-1)