**RFP 22-4036**

REQUEST FOR PROPOSAL (RFP)

**FOR SERVICES**

PART 5 – ANNEX 5

|  |  |
| --- | --- |
| **Project Title:** | **Support services for MS Dynamics Navision 2017** |
| **Nature of the** services | Provide Support services such as System configuration, system upgrade, training, related to NAVISION 2017 |
| **Location:** | Remotely, Noumea – New Caledonia; Suva - Fiji |
| **Date of issue:** | 25/01/2023 |
| **Closing Date:** | 8/03/2023 |
| **SPC Reference:** | RFP22-4036 |

**RFP** **22-4036**

# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

##### **INSTRUCTIONS TO BIDDERS**

General Informations

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted Inclusive taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

Specific instructions

The supplier must complete the attached price schedule by filling in:

* The description of the positions/skills engaged to perform the activities.
* Unit prices (lump sum, hourly rates or daily rates depending on the unit specified)
* The estimated number of days for the consulting part.

Any request for changes to the attached price schedule must be submitted to SPC for validation during the clarification request period

Price update clause

The tenderer shall detail here the proposed price discounting clause, specifying the reference index and its evolution over the last 5 years.

*Insert the price update formula here*.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |