**RFQ 23-5069**

REQUEST FOR QUOTATION (RFQ)

**FOR SERVICES**

|  |  |
| --- | --- |
| **Project Title:** | **Consulting service to develop the Adaptation Fund Funding Proposal: "Strengthening the Adaptive Capacity of Coastal Communities of Fiji to Climate Change through Nature-Based Seawalls"** |
| **Nature of the services** | Consulting service |
| **Location:** | Fiji |
| **Date of issue:** | 21/02/2023 |
| **Closing Date:** | 3/03/2023 |
| **SPC Reference:** | 23-5069 |

# Part 5: PROPOSAL SUBMISSION FORMS

# Annex I - DUE DILIGENCE AND UNDERTAKINGS FORM

*RFQ Bidders/Vendors*

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. VENDOR INFORMATION | | | | | | | |
| **Are you already registered as an SPC vendor?** | | | | | | Yes | No |
| *If ‘No’, please also complete SPC Vendor Registration Form in addition to this due diligence questionnaire.* | | | | | | | |
| *If ‘Yes’, do you have any information to update?* | | | | | | Yes | No |
| *If ‘Yes’, please complete the form. If ‘No’, sign directly the form without completing it* | | | | | | | |
| 1. **Please provide information related to your entity.** | | | | | | | |
| **Company name** | *[Enter company name]* | | | | | | |
| **Status of the entity:**  For-profit entity (company),  NGO,  International organisation,  Government body,  University,  Association,  Research Institute,  Other: *[insert details]* | | | | | | | |
| 1. **How many employees does your company have?** | | | | | *[provide answer]* | | |
| 1. **Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?** | | | | | | Yes | No |
| *If ‘No’, what type o insurance do you have?* | | | | *[provide answer]* | | | |
| 1. **Are you up to date with your tax and social security payment obligations?** | | | | | | Yes | No |
| *If ‘No’, please explain the situation:* | | | *[Provide details]* | | | | |
| 1. **Is your entity regulated by a national authority?** | | | | | | Yes | No |
| *If ‘Yes’, please specify the name:* | | *[Insert name of the national regulation authority]* | | | | | |

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| 1. DUE DILIGENCE | | | | | | | |
| 1. **Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption and money laundering or terrorist financing activities?** | | | | | Yes | | No |
| *If ‘Yes’, please send SPC your policy in English.* | | | | | | | |
| *If ‘No’, what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?* | | | *[provide answer]* | | | | |
| 1. **Does your entity have an officer responsible for anti-corruption, anti-money laundering and counter-terrorism financing policy?** | | | | | Yes | | No |
| *If ‘Yes’, please state that officer’s contact details:* | | *[Insert name and contact details]* | | | | | |
| 1. **Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?** | | | | | Yes | | No |
| *If ‘Yes’, please provide details:* | *[Provide details]* | | | | | | |
| 1. **Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?** | | | | Yes | | No | |
| *If ‘Yes’, please provide details:* | *[Provide details]* | | | | | | |

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| 1. SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) | | | | |
| 1. **Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?** | | | Yes | No |
| *If ‘Yes’, please send SPC your policy in English.* | | | | |
| *If ‘No’, what process does your entity have in place to ensure your social and environmental responsibility?* | | *[provide answer]* | | |
| **Does your Policy or Process cover the followings?**  Child protection  Human rights  Gender equality  Social inclusion  Sexual harassment, abuse or exploitation  Environmental responsibility | | | | |
| 1. **Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?** | | | Yes | No |
| *If yes, please state that officer’s contact details:* | *[Insert name and contact details]* | | | |

|  |  |
| --- | --- |
| 1. SUPPORTING DOCUMENTS (where relevant) | |
| * SPC Vendor Registration Form completed (with Business registration/license proof and Bank account details document) |  |
| * Fraud, corruption, anti-money laundering and counter terrorist financing Policy |  |
| * Social and Environmental Policy |  |

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.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](http://purl.org/spc/digilib/doc/fbire), and the [Guidelines for handling personal information of bidders and grantees](http://purl.org/spc/digilib/doc/qiy7x).

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

# ANNEX II - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

*INSTRUCTIONS TO BIDDERS*

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Requirements | | | |
| *Evaluation criteria* | | *Response by Bidder* | |
| **Experience and specified personnel/sub-contractors** | | | |
| **Details for three references:** | | | |
| 1. Client’s name: *[insert name of client 1]* | | | |
| Contact name: | *[insert name of contact]* | | |
| Contact details: | *[insert contact details]* | | |
| Value contract: | *[insert value of contract]* | | |
| 1. Client’s name: *[insert name of client 2]* | | | |
| Contact name: | *[insert name of contact]* | | |
| Contact details: | *[insert contact details]* | | |
| Value contract: | *[insert value of contract]* | | |
| 1. Client’s name: *[insert name of client 3]* | | | |
| Contact name: | *[insert name of contact]* | | |
| Contact details: | *[insert contact details]* | | |
| Value contract: | *[insert value of contract]* | | |
| **Personnel:** | | **Details about personnel/sub-contractors** | |
| Manager’s experience: | *[insert details about manager’s experience]* |
| Consultants’ experience: | *[insert details about consultants’ experience]* |
| **Education/Diploma:** | | | |
| At least a master’s degree in climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field. | | *[Bidder’s answer]* | |
| **Work experience:** | | | |
| Demonstrated experience with GCF, GEF or AF policies and RMFs | | *[Bidder’s answer]* | |
| Demonstrated experience in social sciences and the development of practical measures and indicators of  behavioural change.  (Ideally demonstrated to 5-7 years of relevant experience in project design and/or management) | | *[Bidder’s answer]* | |
| Demonstrated experience in carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS. | | *[Bidder’s answer]* | |

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| **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]* |

# ANNEX III -

# FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

*INSTRUCTIONS TO BIDDERS*

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

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

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.

**BIDDER’S FINANCIAL PROPOSAL – SERVICES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Costs* | | | | |  |
| Services description | | Daily rate | Unit | Total quantity | Total Amount USD and TAX exclusive | Total Amount USD and TAX inclusive |
| Professional Fees | | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* | *[total amount]* |
| Any other related costs specify (operating, management, and any administrative cost) –Reimbursable based on actuals. | | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* | *[total amount]* |
| **Total** | | | | | *[Total 1]* | *[Total 2]* |

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.

|  |
| --- |
| **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]* |