**RFP 23-5015**

REQUEST FOR PROPOSAL (RFP)

**FOR SERVICES**

**Part 5 – Annex 5**

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| **Project Title:** | **Selection of Preferred Suppliers for the provision of services related to charter of commercial tuna fishing vessels providers** |
| **Nature of the** services | Charter of commercial tuna fishing vessels providers  |
| **Location:** | Equatorial and Central Pacific Ocean |
| **Date of issue:** | 9/03/2023 |
| **Closing Date:** | 28/04/2023 |
| **SPC Reference:** | 23-5015 |

**RFP** **23-5015**

# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

##### **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.

The financial proposal must be submitted inclusive of 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.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ .

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

* The financial offer is part of the implementation of a preferred supplier agreement (PSA). Therefore, prices detailed below are firm and not negotiable for the first implementation contract that will be signed. Thereafter, the contractor may submit a request for a price review, with arguments and according to a detailed formula. SPC reserves the right to accept or negotiate this price review.
* Payment will be made on a daily rate basis, calculated from the date and time of departure from the designated port and the date and time of return to the designated (or other agreed) port.
* Preparation of the vessel to comply with the Terms of Reference shall occur prior to activation of the charter contract. The Charterer will bear the costs of any staff time or materials required for preparation of the vessel for tagging operations, i.e. any costs over and above preparation for normal commercial fishing activities. Such costs will be subject to written prior approval from the Charterer and will be reimbursed on receipt of an invoice.
* Port, bait and food costs will be borne by the Contractor and should be included in the charter price (daily rate).
* Fuel costs shall not be included in the table below. At the time of the activation of the contract, fuel costs will be based on estimation and at the current rate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COSTS | Unit | Quantity |  Exclusive of tax (in USD) | Inclusive of tax (in USD) |
| Charter fee shall include all administrative, operational and logistical costs (inclusive of Port, bait and food costs) | Daily rate | 1 | *[total amount]* | *[total amount]* |
| Please detail costs to address defects and to bring existing conditions in compliance with TOR requirements (as per technical proposal submission check list) | Lump Sum | 1 | *[total amount]* | *[total amount]* |

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.

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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]* |