

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Unlocking Pacific Prosperity: An initiative for protecting and managing coastal ecosystems and developing a collaborative mechanism for mobilising sustainable financing
Nature of the services	Facilitator for two Co-design Workshops
Location:	Remote based and required to attend workshop in Fiji
Date of issue:	31/03/2023
Closing Date:	16/04/2023
SPC Reference:	RFQ 23-5224-PRO

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to Karenal@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5224-PRO**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical proposal submission form including a bio which outlines the Facilitators philosophy/approach/key experiences.

- Financial proposal Submission form
- CV
- Business registration certificate if available

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **11.59pm Fiji time on 16/04/2023**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Karena Lyons, Director Integration and Resource Mobilization will be your primary point of contact for this RFQ and can be contacted at Karenal@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	31/03/2023
RFQ Closing Date	16/04/2023
Award of Contract	21/04/2023
Commencement of Contract	1/05/2023
Conclusion of Contract	20/06/2023

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in bidders' local currency and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

This request for expressions of interest sets out the requirements for a short-term consultancy - “the Facilitator” - to work with the Pacific Community (SPC) on the facilitation, preparation, and the successful convening of two co-design workshops that will be attended by a small group of country representatives, CROP officials, and non-state actors. The two workshops are scheduled to take place in-person over the course of the whole week beginning 29 May – 2 June 2023 in Nadi, Fiji.

Pacific context

Our Pacific Leaders have articulated a 30-year vision for the prosperity of people and nature in the *2050 Strategy for the Blue Pacific Continent*, which was launched in 2022. This high-level instrument underpinned by Pacific unity and solidarity, highlights the region’s stewardship of the Blue Pacific Continent, through collective responsibility, commitment, and investment in its ocean and lands to “secure the Blue Pacific Continent by 2050”. Leaders have emphasised the need for action and deepened their commitment to regional solidarity as a way forward.

The SPC is a founding member of the Council of Regional Organisations in the Pacific (CROP) and works collaboratively with CROP and other partners towards the sustainable development of the Pacific Ocean and its life-giving resources. To enable and empower Pacific peoples to realize our expressed development aspirations, SPC is working closely with its Members, the Pacific Islands Forum Secretariat (PIFS), the Pacific Regional Environment Programme (SPREP), and other partners to take a “futures thinking” approach to achieving targeted impacts and results. We are building and/or enhancing strategic relationships with partners who have shared values around Pacific people and livelihoods, environmental justice, and nature. We are interested in working alongside philanthropic partners such as the Bezos Earth Fund which is committed to environmental justice and investing in initiatives that promote the well-being of communities and the planet.

Transformational impact through Pacific-led solutions

‘Unlocking Pacific prosperity’ is an ambitious, concerted effort by regional, national, and non-state actors to take an innovative, futures-oriented approach to achieving our development goals. We want to scale Pacific-led solutions and traditional knowledge to benefit our communities across each country and across the region. The ambition of this initiative is to build a region-wide movement that aligns and supports existing and evolving CROP processes to scale coastal sustainability – supporting robust co-management of coastal resources, healthy sustainable coastal food systems, and networks of Marine Protected Areas - that will mobilise resources from a coalition of partners.

Building on the understandings developed through high-level discussions between Pacific leaders, philanthropic partners, CROP leaders, and traditional partners undertaken throughout 2022, the next stage in realising these ambitions and supporting the existing CROP processes is the convening of two co-design workshops to develop a roadmap leading to a business plan, and to seed the beginning of a collaborative mechanism – a coalition – for mobilising sustainable financing.

Our intentional approach: Co-creation

This initiative is a collective attempt to achieve transformational impacts across our Blue Pacific continent by applying a people-centred approach to science, research, and technology. We are intentionally seeking out and using methods and tools that manifest a people-centred approach, underpinned by Pacific values such as enginkelap (generosity), katiakitanga (stewardship), gida gaituvwa (unity), and aroha (care). As such, we are cohering Pacific-led solutions through the lens of co-creation. When we create an environment conducive to co-creation, we go beyond knowledge sharing or learning from various stakeholders and move toward interactive and ongoing engagement with those who are affected by or are well-positioned to address an issue. We are thinking *with* key partners and stakeholders. Co-creation is an important component for developing partnerships that create systemic impact – or what we would call “transformational partnerships”. These types of partnerships lead to more enduring results that catalyse changes in social and business norms, shifts in market system and network structures, or influences industry-wide behaviour.

B. Purpose, objectives, scope of services

SPC is convening two co-design workshops to bring together participants from the Pacific region to develop concrete goals and a program of work to secure investment from philanthropic donors, national donors, and other coalition partners for the benefit of the Pacific region.

The two workshops will be hosted in Nadi, Fiji from 29 May-2 June, with a debrief session planned for 3 June, and the Facilitator will need to be available for that entire period.

The purpose of the two co-design workshops is threefold:

1. Produce a Pacific-led futures-oriented roadmap, which will inform a detailed business case, with input from Pacific countries and partners (which include non-governmental organisations and non-state actors). The workshops will produce outputs that set out concrete goals and clearly articulates the activities and investments needed to achieve the collective aspirations of the oceans and coastal food systems as articulated in the *2050 Strategy for the Blue Pacific Continent* and other relevant regional frameworks.
2. Provide rich ideas and solutions to develop a detailed business case to secure investment from donors and partners. The business case will outline a plan to develop and protect Pacific coastal ecosystems and foods systems, complement and progress existing marine spatial planning efforts, and align and support the *2050 Strategy for the Blue Pacific Continent* implementation and planning processes.
3. Initiate an active coalition of partners who are committed to working with Pacific countries and CROP organisations to achieve expressed development goals and targets. In other words, seed a mechanism that galvanizes transformational partnerships and looks to provide innovative financing solutions that are tailored for Pacific contexts now and for the next 30 years.

The objectives of this consultancy are to:

- Inform and contribute to best practice in terms inclusive, people-centred approaches to development and co-designing outputs.
- Facilitate two separate co-design workshops, known as (i) the Pacific workshop; and (ii) the Coalition workshop.
- Successfully engage all workshop participants during the workshop, as well as key CROP stakeholders leading up to the workshops by, but not limited to:
 - creating and maintaining a co-creation environment conducive to an open and interactive exchange of ideas, as well as focussed dialogue translating to specific and agreed actions.
 - producing clear and specific outcomes that support the two key deliverables:
 1. defined goals and a roadmap that will inform a business case
 2. framework for a coalition for mobilising sustainable financing
 - delivering shared outputs that enjoy the overarching support of participants.

Additional objectives include:

- To work closely with SPC Director of Integration and Resource Mobilisation and SPC Taskforce in workshop preparation and planning;
- To familiarise self with dedicated background materials;
- To attend CROP discussions relating to this initiative, to better understand CROP engagement mechanisms and to contribute to CROP harmony;
- Ensuring the design and workshop approaches incorporate culturally appropriate frameworks, designs, methods, and approaches, emphasising those highlighted in this document.

SPC expectations of practice includes:

Culturally responsive approaches

We are looking for a consultant/consultancy with Pacific regional fluency. We want to ensure this work is grounded in people-centred approaches that encourages co-creation amongst partners and contributes to the body of knowledge that moves Pacific countries and peoples closer towards realizing our development aspirations.

Pacific experience and capacity building

We are looking for a consultant/consultancy to value and build on the expertise of Pacific people and Pacific experiences.

C. Timelines

The Consultant(s) to commence work on 1 May 2023 for a maximum of 11 days, concluding no later than 9 June 2023. The Consultant(s) must be available to facilitate in-person for the five days throughout the week beginning 29 May in Nadi, Fiji.

Output	Description	Target delivery date
1. Understanding context and goals	SPC briefing to be arranged during the first week of May (or before/after by arrangement) either virtually or in-person. Timeline and schedule for regular check-ins and meetings with SPC Taskforce discussed and agreed. Background materials to be shared, including those being developed for the two workshops.	The week beginning 1 May or within a week of signing the contract for services (whichever is earlier).

2. Plan and preparation	Engaging the SPC Taskforce to contribute to, and inform the design of, a workshop environment conducive to co-creation; meeting with CROPS via dedicated engagement channel; working with SPC taskforce and partners to co-design the flow and agenda for the two workshops.	At least 2 weeks prior to workshop commencement on 29 May 2023.
3. Workshop: The Pacific Workshop	Prep Day – tbc, onsite in Fiji; Day 1: 9 hours facilitation and prep for day 2; Day 2 – 9 hours facilitation. Onsite Nadi, Fiji	29-30 May
4. Workshop: The Coalition workshop	Prep day – tbc, onsite in Fiji Day 1: 9 Hours facilitation and prep for day 2 Day 2: 9hours facilitation Onsite Nadi, Fiji	1-2 June
5. Wrap-up workshop	Debrief (expectations to be discussed and agreed)	No later than 9 June

D. Reporting and contracting arrangements

Duty station and travel

Of the total contracted period of 11 working days, four to five of those days will be spent planning and undertaking preparatory work at the Consultant’s usual work location. The preparation and planning of both workshops are expected to take place during the two-three weeks prior to the workshop delivery. The exact days and availability of the consultant(s) should be included in a proposal by the consultant(s) and will be specified in the contract.

The two co-design workshops will be delivered over 5 consecutive days and the Consultant(s) will need to be physically present in Nadi, Fiji for the Workshop Prep Day (exact date to be agreed but likely to be between 26-28 May) and be present throughout the week beginning 29 May-2 June to facilitate face to face.

SPC will be responsible for arranging the airfare and DSA when the dates are confirmed, however, SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

Reporting

The consultant(s) focal point in SPC shall be the Director of Integration and Resource Mobilisation Karena Lyons who will approve outputs as per timelines and associated payments to be made.

The consultant(s) will be managed by the Director of Integration and Resource Mobilisation, who will be responsible for day-to-day management of the contracted work. Their responsibilities include

briefing and preparing material for the consultant, managing feedback from reviews of the draft report, and liaising with the team throughout the contract to ensure the work is being undertaken as agreed.

Given the workshops are during 29 May-2 June and the timeline for work to be generated is over a 14-day window, the update/check-in meetings will need to be regularised and agreed. Closer to the event (workshops), the check-in meetings will be more frequent.

The consultant(s) will keep the Director regularly informed on the progress of work. The exact timeframe for updates is to be discussed with the successful consultant(s). The consultant will also work closely with SPC taskforce who will be able to provide further guidance or relevant information for the contractor's work.

E. Skills and qualifications

Workshop Programme Design and Facilitation

Required

- Demonstrated track record of designing effective workshops
- Understanding of, and demonstrable experiences of, facilitation in complex stakeholder environments to support material development for projects such as business cases, roadmaps and the like
- Proven track record of designing intensive and/or sprint workshops for philanthropic agencies, public sector and/or private sector agencies and ability to facilitate with a wide range of stakeholders including government, private sector and community actors
- Demonstrated experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation
- Demonstrated ability to capture and summarise workshop discussions, including diverse viewpoints
- Demonstrated experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches

Desirable

- Demonstrated expertise or familiarity with the proposed subject matter – notably fisheries, land or marine resources and/or oceans and/or food systems and/or governance and/or project management.
- Familiarity with key Pacific regional instruments and development principles.

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F. Scope of Bid Price and Schedule of Payments

The consultant(s) will be paid at a rate commensurate with qualifications and experience required for the role and represents value for money. We welcome a conversation around this.

The consultant will submit an invoice for payment of work completed in line with the milestone/deliverable's dates.

In your expression of interest please include proposed day rate, along with a statement addressing the qualifications and experience section. Cost components must also include professional fees, management and operating costs, travel costs & per diems, and other administration costs.

Milestone/deliverables	Deadline	% payment
Signature of Contract	5 May	-
Preparation of a draft workshop facilitation plan, and design report outline	19 May	40%
Delivery of two workshops plus agreed debrief reporting outputs	9 June	60%
TOTAL		

G. Annexes to the Terms of Reference

The following documents are intended to help bidders understand the scope and nature of this work:

[SPC Strategic Plan 2022-2031](#)

[2050 Strategy for the Blue Pacific Continent – Forum Sec](#)

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
CV and bio which outlines the Facilitators philosophy/approach/key experiences mandatory	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Demonstrated track record of designing effective workshops	20%	140
Technical requirement 2: Understanding of, and demonstrable experiences of, facilitation in complex stakeholder environments to support material development for projects such as business cases, roadmaps and the like	20%	140
Technical requirement 3: Proven track record of designing intensive and/or sprint workshops for philanthropic agencies, public sector and/or private sector agencies and ability to facilitate with a wide range of stakeholders including government, private sector and community actors	20%	140
Technical requirement 4: Demonstrated experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation	20%	140
Technical requirement 5: Demonstrated ability to capture and summarise workshop discussions, including diverse viewpoints and Demonstrated experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches	20%	140
Total Score	100%	700

PART 5 TECHNICAL AND FINANCIAL PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 4) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received. With this form bidders are also required to submit:

- A valid CV
- bio which outlines the Facilitators philosophy/approach/key experiences mandatory

Technical Requirements	
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant	
Mandatory	
Attach latest CV with the proposal	
<i>Evaluation criteria</i>	<i>Response by Bidder</i>
Experience and specified personnel/sub-contractors	
<p>Experience: : Minimum 5 years' experience in facilitating workshops with broad range of stakeholders involving donors, private sector and governmental organisations.</p>	<p>Experience: Include an outline of the Facilitators philosophy/approach/key experiences</p>
	<p>Details for three references:</p>
	<p>1. Client's name: <i>[insert name of client 1]</i></p>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	<p>2. Client's name: <i>[insert name of client 2]</i></p>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	<p>3. Client's name: <i>[insert name of client 3]</i></p>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
<p>Personnel: <i>[insert details of the personnel/su-contractors required]</i></p>	<p>Details about personnel/sub-contractors (if applicable)</p>
	<p>Manager's experience (if required for this work): <i>[insert details about manager's experience]</i></p>

	Consultants' experience:	<i>[insert details about consultants' experience]</i>
Technical Requirements		
Demonstrate track record of designing effective workshops		<i>[Bidder's answer]</i>
Explain your understanding of, and demonstrable experiences of, facilitation in complex stakeholder environments to support material development for projects such as business cases, roadmaps and the like		<i>[Bidder's answer]</i>
Demonstrate track record of designing intensive and/or sprint workshops for philanthropic agencies, public sector and/or private sector agencies and ability to facilitate with a wide range of stakeholders including government, private sector and community actors		<i>[Bidder's answer]</i>
Demonstrate experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation		<i>[Bidder's answer]</i>
Demonstrate ability to capture and summarise workshop discussions, including diverse viewpoints and		<i>[Bidder's answer]</i>
Demonstrate experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches		<i>[Bidder's answer]</i>

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]*

BIDDER'S FINANCIAL PROPOSAL

Services description	Lump sum Price [Currency]	Total quantity	Total Amount Put local [currency]
Professional Fees (Specify Daily rate)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Other related costs (if applicable)- Please specify cost (reimbursable based on actual acquittals).	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total Cost inclusive of all taxes (state the currency bidding in)			<i>[Total 1]</i>

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]*