

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Just Transition: Frameworks and modelling tools to support achievement of PICTs RE targets
Nature of the services	Preferred Supplier – Consultant to design the country Just Transition Implementation Unit
Location:	Pacific Region
Date of issue:	17/10/2024
Closing Date:	30/10/2024
SPC Reference:	RFQ24-7193

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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 ngedikesu@spc.int and with the subject line of your email as follows: **Submission RFQ24-7193**. 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
- Completed Technical and Financial Proposal Submission Forms
- Updated CV with contact details for at least 3 references

- Draft workplan and methodology

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 30/10/2024**.

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.

Ms Ngedikes Olai Uludong will be your primary point of contact for this RFQ and can be contacted at nfedikesu@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	17/10/2024
RFQ Closing Date	30/10/2024
Award of Contract	4/11/2024
Commencement of Contract	4/11/2024
Conclusion of Contract	3/11/2025

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](https://spc.int/procurement) 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 EURO 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

During the 5th Pacific Regional Energy and Transport Ministers Meeting (PRETTM), a partnership was established between SPC, PPA, the Australian Government, and the University of New South Wales. The purpose of this partnership was to pilot Planning Frameworks and Modelling Tools for Energy Transition in Vanuatu (Phase 1). As Phase 1 nears its completion, several key findings have emerged, which each of the jurisdictions will need to undertake, in order to enhance their efforts in energy transition towards achieving their respective RE goals and target.

- a) The technically viable amount of renewable energy that can be integrated into their electricity grids.
- b) How to achieve the desired level of renewable-based electricity in their overall energy mix.
- c) The optimal costs and benefits associated with these undertakings.

With more development partners offering different approaches to energy transition planning and implementation, the programmatic funding for the GEP Programme will enable it to provide the necessary leadership and streamline efforts within SPC and their member countries. This will prevent further fragmentation of initiatives across the region. Establishing and adopting a planning framework for Energy Transition for the region will facilitate progress of FESRIP initiatives, achievement of PRETTM outcomes, and serve as a crucial foundation of the soon-to-be-established Office of the Regional Energy Commissioner.

The Pacific Island countries (PICTs) currently face challenges such as high electricity costs and heavy reliance on imported fossil fuels for power generation, which leads to price and supply volatility. Recognizing the need for change, all countries in the Pacific Island region want to invest more in renewable energy to reduce dependence on fossil fuels and lower electricity costs for their citizens. Despite numerous studies supported by various partnerships and agencies in the past, and significant efforts to increase renewable energy generation, achieving national targets, SDGs, and NDCs remains challenging for most PICTs. To date, most PICTS countries are yet to determine feasible pathways for increasing electricity generation from renewable energy sources. The objectives of the Just Transition programme of works has been formulated to assist SPC's member countries to develop robust and pragmatic energy transition pathways, as follows:

- Stream 1: Strengthening SPC capabilities in the Energy Transition to support member countries in achieving their renewable energy goals and targets.
- Stream 2: Replicating custom planning frameworks and capacity expansion modelling tools for other PICTs as phase 1 of their energy transition efforts.
- Stream 3: Expanding and progressing Vanuatu's Energy Transition plans to the implementation phase and have this model replicated to other PICTs as phase 2 of their energy transition efforts.

The Client and Key Stakeholders

The major stakeholders in the energy sector in the PICTs include, but not limited to:

The National Governments of SPC member countries through their respective Department of Energy (or equivalent) who are responsible for coordinating, supporting and managing the development of the nation's energy sector on behalf of the nation and its citizens. Key partnership agreements will be established between the participating countries and the Pacific Community (SPC). The national government representatives through the elected officials such as energy working group (EWG) or equivalent, which decide on energy related matters in their respective countries.

The Pacific Community (SPC) - The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, owned and governed by 27 country and territory members, supporting development of its member states. SPC's Geoscience, Energy and Maritime (GEM) division will be the focal office implementing the Just Transition programme to benefit its member countries.

The Consumers - The electricity consumers in PICT's including the commercial and residential customers.

Development Partners - Asian Development Bank (ADB), World Bank (WB), MFAT, DFAT, EU etc

The Just Transition Objectives

The primary objectives of the Just Transition initiative are to formulate and execute customized energy plans and tools with the ultimate aim of accelerating PICTs transition efforts towards achieving their renewable energy targets in their main electricity grids. Development of customised capacity expansion models and tools will serve as decision support for energy planners, facilitating energy efficiency and zero-emission outcomes through future demand assessments, achieving renewable energy targets, ensuring grid stability with intermittent renewable energy sources, and implementing jurisdictional planning.

To meet these energy objectives and targets, comprehensive feasibility studies will be necessary, encompassing techno-economic assessments, evaluation of commercial viability, and analysis of legal and regulatory frameworks. The following objectives have been identified, but not limited to:

- I. **Technical Viability of Renewable Energy:** Assess the technical viability of renewable energy projects in PICTs member countries. This evaluation should consider factors such as renewable energy resource assessment, energy storage solutions and grid integration among others.
- II. **Commercial Viability:** Conduct analysis to determine the optimum economic and investment modalities including grant funded asset, and commercial feasibility for renewable energy development in PICT's. This analysis should emphasize the economic benefits, investment requirements, tariff impacts, and potential for cost-effective renewable energy generation and integration.
- III. **Legal and Regulatory Frameworks:** Evaluate the existing legal and regulatory landscape in PICT member country to identify any potential barriers, challenges, and opportunities. The focus should be on streamlining processes for land allocation, importation, taxation, tariff settings, and other necessary authorizations required for successful project implementation.
- IV. **Development of plans that carefully outline the renewable energy (RE) mix, providing a clear and comprehensive feasibility assessment and a strategic roadmap to effectively allocate financial resources, especially considering the expected increase in funding.**

The achievement of the key objectives will address some of the key challenges in the transition to renewable energy by enhancing the precision of technical and financial planning and ensuring optimal support for sustainable and impactful renewable energy initiatives.

The primary objectives of this initiative are to formulate and execute customized energy plans and tools with the ultimate aim of accelerating PICTs transition efforts towards achieving their renewable energy targets in their main grids. Development of customised capacity expansion models and tools will serve as decision support for energy planners, facilitating energy efficiency and zero-emission outcomes through future demand assessments, achieving renewable energy targets, ensuring grid stability with intermittent renewable energy sources, and implementing jurisdictional planning.

To meet these energy objectives and targets, comprehensive feasibility studies will be necessary to conduct techno-economic assessments, evaluate commercial viability, and analyse legal and regulatory frameworks. The following objectives have been identified, but not limited to:

- I. **Assess the technical viability of Renewable Energy projects in PICTs. This evaluation should consider factors such as RE resource assessment, energy storage solutions and grid integration among others.**

- II. **Commercial Viability:** Conduct an analysis to determine the optimum investment modalities and economic models including grant funded assets and commercial feasibility for renewable energy development in PICS. This analysis should emphasize the economic benefits, investment requirements, and potential for cost-effective Renewable energy generation.
- III. **Legal Framework and Regulatory Challenges:** Evaluate the existing legal and regulatory landscape in PICTS to identify any potential barriers, challenges, and opportunities. The focus should be on streamlining processes for land allocation, importation, taxation, tariff settings, and other necessary authorizations required for successful project implementation.
- IV. **Development of plans** that carefully outline the renewable energy (RE) mix, providing a clear and comprehensive feasibility assessment and a strategic roadmap to effectively allocate financial resources, especially considering the expected increase in funding.

The achievement of the key objectives will address a key challenge in the transition to renewable energy by enhancing the precision of technical and financial planning and ensuring optimal support for sustainable and impactful renewable energy initiatives.

B. Purpose, objectives, scope of services

This consultancy focuses on overseeing and coordinating renewable energy transition efforts across multiple Pacific Island countries. The coordinator will support national governments in aligning with the region's renewable energy goals, ensuring cohesive implementation of Just Transition frameworks.

Objective

To provide leadership, guidance, and coordination of Just Transition efforts across designated PICTs, including facilitating partnerships and ensuring alignment with the region's energy transition strategy.

Scope of Services

- a) Developing an Operations Plan for the JTIU, clearly outlining its purpose, structure, and core functions.
- b) Preparing a Human Resources Plan for the JTIU, including Position Descriptions (PDs) for key roles.
- c) Drafting an Operations Budget that encompasses staffing, salaries, and operational costs.
- d) Creating Terms of Reference (ToR) for various technical working groups (Capacity Development, Rooftop PV Working Group).
- e) Developing Training Plans to support capacity-building frameworks.
- f) Standardizing project reporting and data collection processes

Deliverables:

- a) Operations plan for the ETI Unit inclusive of Human Resources Plan and Position Description (PD's) for the key roles, Operations Budget that includes the staffing salaries, and operational cost of the unit (Scope items a, b, c)
- b) Terms of Reference document for the various Working Groups (CEM, CDF, Rooftop PV, Development Partner WG) (Scope item d)
- c) Training plan and course outlines to support Capacity Development Framework. (Scope items e)
- d) Standardised templates for data collection processes, and project reporting and closeout.

C. Timelines

This PSA will be valid for an initial period of one year and may be extended for up to three years based on satisfactory performance. Performance reviews will be conducted by SPC's Procurement Team in collaboration with the procuring section, evaluating the quality of deliverables, timeliness, and responsiveness.

D. Reporting and contracting arrangements

The country Just transition Implementation Unit (JTIU) Consultant will report closely to the Deputy Director of the SPC Georesources and Energy Programme (GEP) under the Geoscience Energy and Maritime Division (GEMD) with guidance from the Just transition regional coordinator.

- The JTIU consultant will be home based.
- The JTIU Consultant will be required to undertake a field mission to country of study as part of the scoping mission.
- All travel of the JTIU Consultant will be arranged separately by SPC.

E. Skills and qualifications

The JTIU Consultant must have the necessary qualifications, knowledge, skills, and experience to provide the required services outlined in this ToR. The Consultant will be responsible for working with SPC, National counterparts and other key stakeholders to ensure the quality of deliverables and must meet the following selection criteria:

- An advanced degree in engineering and/or business management with professional accreditation of engineering and/or technical society.
- 15+ years of experience in coordinating energy or infrastructure projects, including 5+ years in the Pacific.
- Demonstrated leadership, project management, and capacity-building experience in challenging environments.
- Proficiency in English is necessary for effective communication with stakeholders. Advanced presentation and facilitation skills are also required, particularly in settings involving audiences from diverse and culturally sensitive backgrounds.
- Previous experience in preparing project development from concept to execution, Least Cost Power Development Plans, and/or Energy Roadmaps in the Pacific Islands with experience in at least three (3) similar projects.
- Experience working with regional CROP agencies such as SPC and PPA, as well as bilateral donors and international development institutions like MFAT, DFAT, ADB, World Bank, and other donor partners.
- Demonstrated experience in meaningful consultation and engagement with senior energy officials and other relevant stakeholders in various scenarios.

F. Scope of Bid Price and Schedule of Payments

- The price will be a fixed price, based on the milestones / deliverables.
- Bidder is requested to specify the preferred schedule of payments and terms acceptable, noting that generally, SPC will not enter into arrangement requiring a 100% advance payment.

- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Submission of and approval by SPC of Inception meeting report with Workplan showing schedule of activities and their completion	End of week 1	10%
Submission of In-country visitation and scoping workshop report including Statement of Requirements (SoW) defining key priority areas for FSM	End of Week 4	20%
Submission of month end progress reports with supporting deliverables aligned to the inception workshop report - Operations plan for the ETI Unit, Terms of Reference document for the various Working Groups, Training plan and course outlines to support Capacity Development Framework, Standardised templates for data collection processes etc	End of Week 4,8,12...(depending on complexity of Arrangement in CTBDcountry)	50%
Submission and approval of Final Narrative report with supporting deliverable report	TBD	20%
TOTAL		100%

Note. In terms of complexity by country, schedule of works could be undertaken in a month for a country like Tuvalu compared to over 12 months for a country like PNG.

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		
<ul style="list-style-type: none"> a) -The Conflict-of-Interest Declaration form completed b) -Completed Technical and Financial Proposal Submission Forms c) -Updated CV with contact details for at least 3 references d) -Draft workplan and methodology 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Details about personnel experience: At least 15 years of combined experience in electricity infrastructure operations and planning, energy systems modelling, and/or energy investment planning. Of this experience, at least 10 years must have been gained working in Pacific Islands.	20%	140
Technical requirement 2: Details on managing challenging environment: Demonstrated leadership, project management, and capacity-building experience in challenging environments	10%	70
Technical requirement 3: Consultation and coordination experience in the Pacific region: (1) Experience in multi-stakeholder work environments and consultation process such as working with regional CROP agencies such as SPC and PPA, as well as bilateral donors and international development institutions like MFAT, DFAT, ADB, World Bank, and other donor partners (2) Demonstrated experience in meaningful consultation and engagement with senior energy officials and other relevant stakeholders in various scenarios.	30%	210
Technical requirement 4: Energy development plan experience: Previous experience in preparing project development from concept to execution, Least Cost Power Development Plans, and/or Energy Roadmaps in the Pacific Islands with experience in at least three (3) similar projects	40%	280
Total Score	100%	700

Part 5 :PROPOSAL SUBMISSION FORMS

CONFLICT OF INTEREST DECLARATION FORM

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.).

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the *[Select RFQ or RFP]* *[SPC Reference number]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

<p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the Bidder's representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p>
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TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) 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.

Technical Requirements	
Evaluation criteria	Response by Bidder
Mandatory Requirements:	
<p>1. An advanced degree in engineering and business management with professional accreditation of engineering and/or technical society.</p> <p>2. Proficiency in English is necessary for effective communication with stakeholders. Advanced presentation and facilitation skills are also required, particularly in settings involving audiences from diverse and culturally sensitive backgrounds</p>	Mandatory requirements: <i>[insert details of relevant experience]</i>
	Details for three references:
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	Personnel: Provide CVs and Details of personnel who will undertake service
Manager's experience: <i>[insert details about manager's experience]</i>	
Consultants' experience: <i>[insert details about consultants' experience]</i>	
Details about personnel experience	
At least 20 years of combined experience in electricity infrastructure operations and planning, energy systems modelling, and/or energy investment planning. Of this experience, at least 10 years must have been gained working in Pacific Islands	<i>[Bidder's answer]</i>
Details on managing challenging environment	
Demonstrated leadership, project management, and capacity-building experience in challenging environments	

Consultation and coordination experience in the Pacific region	
Experience in multi-stakeholder work environments and consultation process such as working with regional CROP agencies such as SPC and PPA, as well as bilateral donors and international development institutions like MFAT, DFAT, ADB, World Bank, and other donor partners	[Bidder's answer]
Demonstrated experience in meaningful consultation and engagement with senior energy officials and other relevant stakeholders in various scenarios.	[Bidder's answer]
Energy development plan experience	
Previous experience in preparing project development from concept to execution, Least Cost Power Development Plans, and/or Energy Roadmaps in the Pacific Islands with experience in at least three (3) similar projects.	[Bidder's answer]

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]*

FINANCIAL PROPOSAL SUBMISSION 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

The financial proposal is to take into account all expenses the consultant incurs in the development of their professional activity (e.g. insurance, internet, applicable income taxes in the applicant’s country of residence for tax purposes, etc.) when setting up their professional fee/rate. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in **EUR**.

Services description	Price (tax excl.) Euro	Price (tax incl.) Euro
Daily rate to carry out tasks as stipulated in the ToR. Please do not include travel as this will be covered by SPC in the event travel is undertaken by the PSP.	[unit price]	[unit price]
Other related costs (if any, please specify)	[unit price]	[unit price]
Total Daily Fee	[Total 1]	[Total 1]

SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse 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.

The Contractor’s duty station is their home country with travel as required to Kiritimati Island. SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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]