

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Building Safety and Resilience in the Pacific II
Nature of the services	Site Analysis and Design for the Tulagi Provincial Emergency Operations Centre in Central Province, Solomon Islands
Location:	Tulagi, Central Province, Solomon Islands)
Date of issue:	16/11/2024
Closing Date:	15/12/2024
SPC Reference:	RPF24-7299

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR PROPOSAL (RFP) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	4
2.1 BACKGROUND	4
2.2 SUBMISSION INSTRUCTIONS	4
2.3 CLARIFICATIONS	4
2.4 EVALUATION	5
2.5 CONTRACT AWARD	5
2.6 KEY DATES	5
2.7 LEGAL AND COMPLIANCE	6
2.8 COMPLAINTS PROCESS	7
PART 3: [CHOOSE THE RELEVANT SPC STATEMENT OF NEEDS: FOR SERVICES/GOODS/WORKS]	8
PART 4: PROPOSAL EVALUATION MATRIX	22
4.1 EVALUATION CRITERIA & SCORE WEIGHT	22
4.2 FINANCIAL EVALUATION	24
PART 5: PROPOSAL SUBMISSION FORMS	25
ANNEX 1: BIDDER'S LETTER OF APPLICATION	25
ANNEX 2: CONFLICT OF INTEREST DECLARATION	26
ANNEX 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE	28
VENDOR INFORMATION	28
DUE DILIGENCE	28
SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)	29
SUPPORTING DOCUMENTS (where relevant)	29
ANNEX 4: TECHNICAL PROPOSAL SUBMISSION FORM	31
ANNEX 5: FINANCIAL PROPOSAL SUBMISSION FORM	33

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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

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

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in EURO. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to procurement@spc.int with the subject line of your email as: **Submission RFP24-7299**.

Your proposal must be received no later than **15/12/2024** by **23.45PM FJT**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

Pre-Bid Meeting

A Pre-bid Meeting will be arranged by SPC Procurement Team **on the 21 November 2024**. The pre-bid meeting will be undertaken virtually. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email (procurement@spc.int) by **4pm, on 18 November 2024**.

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP24-7299**. The deadline for submission of clarifications is **5/12/2024 by 23.45pm FJT**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted exclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

Click or tap here to enter text.

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission. In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood, and accepted by the bidder.

The award of the contract will be made by contract signed and dated by both parties.

2.6 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
RFP advertised	16/11/2024
Pre-bid meeting	21/11/2024
Deadline for seeking clarification	5/12/2024
RFP Closing Date	15/12/2024
Award of Contract	TBC
Commencement of Contract	TBC
Conclusion of Contract	TBC

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

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.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty,

assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

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 RFP process.

2.8 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

1. Project Description

The Pacific Community (SPC), through the Building Safety and Resilience in the Pacific Phase II (BSRP II) project, is seeking to prioritize the construction of the Tulagi Provincial Emergency Operation Centre in Central Province, Solomon Islands, in alignment with the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM) plans to decentralize their services to the nine provinces across the Solomon Islands.

BSRP II is a component of the EU Intra-ACP Natural Disaster Reduction (NDRR) Programme funded under the 11th European Development Fund (EDF). BSRP II operates in 14 Pacific Island Countries and in Timor-Leste.

The project has a number of regional and national activities arranged around four expected outputs:

- i. Increased availability of reliable disaster and climate risk data, information and knowledge.
- ii. Enhanced integration of risk-informed regulations, planning and financing.
- iii. Strengthened capabilities, collaboration and coordination for risk reduction, response and recovery.
- iv. Increased risk awareness and risk reduction actions with sub-national, community and local stakeholders.

Solomon Islands has identified 7 national activities under BSRPII Project, and the 6 KRAs are detailed below:

KRA 1: Risk-Informed Planning, Financing and Implementation

- 1.1 Align National Health Emergency Plan to NDOC

KRA 2: EOCs, evacuation centres and/or pre-positioned supply facilities

- 2.1 Construct a Provincial Emergency Operation Centre in Central Island Province

KRA 3: Community-Based Disaster Risk Management

- 3.1 Support the evacuation preparedness and planning work required in Savo, tying it to the NDOC and PDOC arrangements.

KRA 4: Safer Schools

- 4.1 Pilot and evaluate the roll out of the Education Sector DRM plan two provinces 3 in Central Province and 3 in Guadalcanal.

KRA 5: Communications

- 5.1 Communication activities will focus on project visibility and public awareness.

KRA 6: Coordination of project activities

- 6.1 Project Coordinator
- 6.2 Project Steering Committee

2. Tender Specification

Contractors are hereby informed that this tender is divided into multiple packages, each corresponding to distinct services required for the project. Contractors may submit bids in one of the following ways:

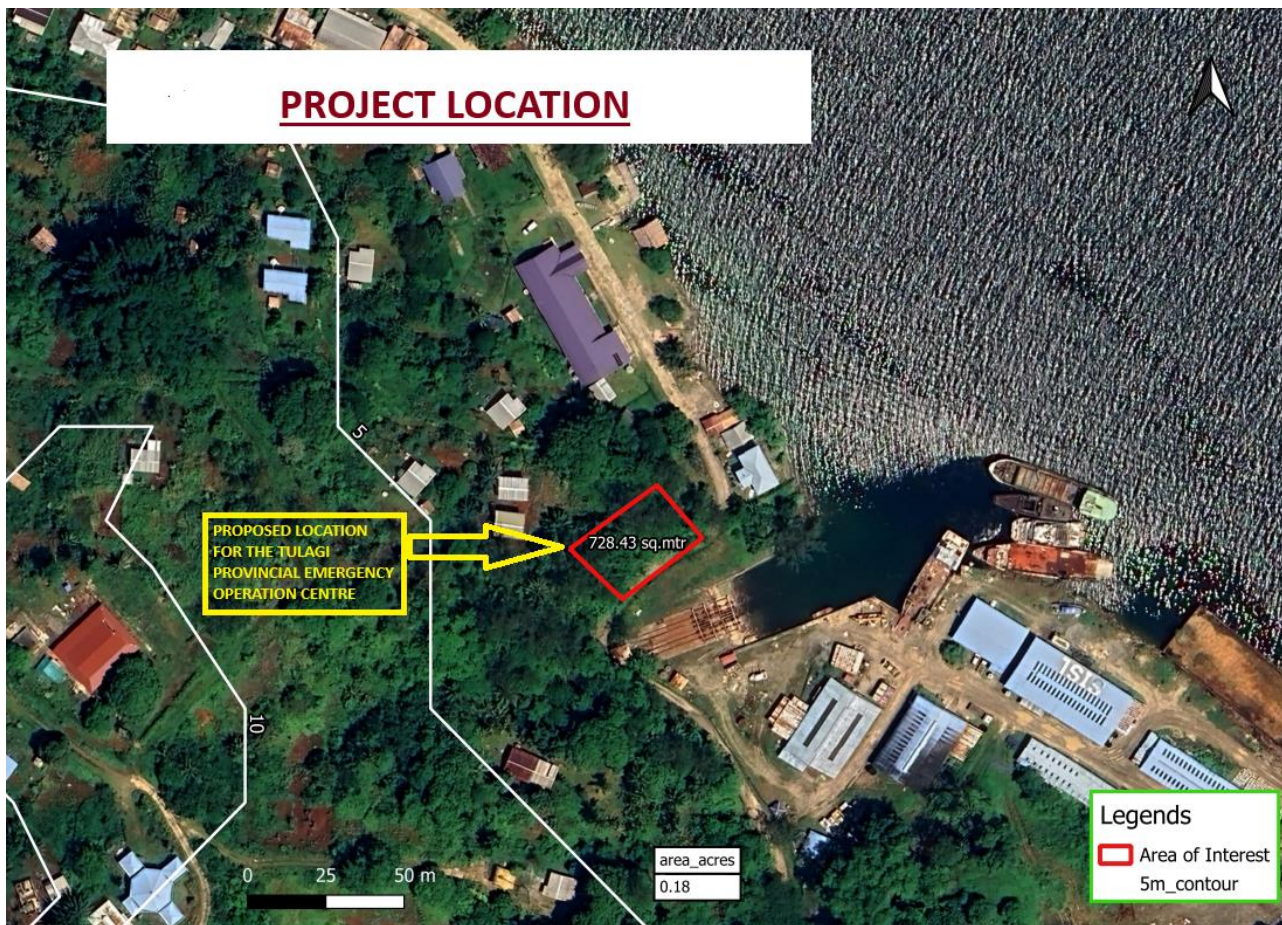
1. **Full Scope Bid:** Bidders may submit a comprehensive proposal for all packages outlined in the tender, thereby offering to execute the entirety of the project scope.
2. **Selective Package Bid:** Bidders may also choose to submit a proposal for only those packages which they are capable and qualified to execute. In such cases, bidders should ensure that all relevant technical and financial details for the selected package(s) are included in their proposal.

Bidders are encouraged to carefully review the Terms of Reference (ToR) for each package and submit proposals based on their expertise and resources. The evaluation will be conducted separately for each package, and contracts may be awarded to different bidders for each package, depending on the suitability of the proposals received.

The proposed construction project is situated in the Solomon Islands, an area with diverse ecological landscapes, historical significance, and potential hazards from past military activities. Prior to initiating construction, it is essential to conduct a series of assessments and surveys to ensure the safety of personnel, protect the environment, and comply with local regulations. The following packages have been outlined to systematically address these critical preparatory tasks:

1. **Unexploded Ordnance (UXO) Survey**
2. **Topographic Survey**
3. **Geo-Technical Survey**
4. **Environmental Impact Assessment (EIA)**
5. **Design and Document Preparation**

PROJECT LOCATION



- The total area of the site is approximately **728.43m²**

B. Purpose

- **Package 1: Unexploded Ordnance (UXO) Survey**
 - To ensure the safety of construction personnel and local communities by identifying and managing any unexploded ordnance present on-site.
- **Package 2: Topographic Survey**
 - To provide accurate and comprehensive topographic data that will inform the design and planning stages of the project.
- **Package 3: Geo-Technical Survey**
 - To assess the soil and geological conditions of the site, ensuring the structural integrity and stability of the proposed construction.
- **Package 4: Environmental Impact Assessment (EIA)**

- To evaluate the potential environmental impacts of the project, identifying measures to mitigate adverse effects and promote sustainability.
- **Package 5: Design and Document Preparation**
 - To prepare comprehensive architectural and structural designs and detailed construction documents for submission to the government of the Solomon Islands.

C. Objectives

- **Package 1: Unexploded Ordnance (UXO) Survey**
 - Conduct a comprehensive survey to identify the presence of UXO.
 - Develop a plan for the safe disposal of identified UXO.
 - Execute the removal of UXO in accordance with established safety protocols and regulatory requirements.
- **Package 2: Topographic Survey**
 - Conduct a detailed survey to capture the topographic features of the project site.
 - Provide digital files containing the topographic data collected during the survey.
- **Package 3: Geo-Technical Survey**
 - Conduct a thorough geo-technical survey to assess soil and geological conditions.
 - Prepare and submit a comprehensive report detailing findings, soil characteristics, and recommendations for construction.
- **Package 4: Environmental Impact Assessment (EIA)**
 - Conduct a detailed environmental impact assessment to evaluate potential effects on the environment.
 - Develop an environmental management plan outlining strategies to minimize environmental harm during construction.
- **Package 5: Design and Document Preparation**
 - Prepare comprehensive architectural and structural designs, including detailed drawings for relevant aspects of the project.
 - Create detailed construction documents that outline specifications, materials, and methods to be used.
 - Develop a bill of quantities (BoQ) and detailed cost estimates for the construction project.

D. Scope of Services

- **Package 1: Unexploded Ordnance (UXO) Survey**
 - Conduct UXO survey
 - Develop a UXO disposal plan
 - Execute UXO removal.
- **Package 2: Topographic Survey**
 - Conduct a comprehensive topographic survey.
 - Provide digital topographic data files in formats compatible with common design software.
- **Package 3: Geo-Technical Survey**
 - Conduct a geo-technical survey involving soil sampling and analysis.
 - Prepare a detailed geo-technical report including site recommendations.
- **Package 4: Environmental Impact Assessment (EIA)**
 - Conduct an environmental impact assessment following relevant guidelines and standards.
 - Develop a comprehensive environmental management plan to mitigate identified risks.
- **Package 5: Design and Document Preparation**
 1. Prepare architectural & structural designs including all necessary drawings and specifications for a single storey building with the following features:
 - **Four desk spaces** for administrative or operational use.
 - **Emergency Operation Room** for crisis management activities.
 - **Mini-conference room** for meetings and briefings.
 - **Female and male ablution block** with all necessary plumbing and sanitary facilities.
 - **Kitchen** for staff use and meal preparation.
 - **Tearoom** as a designated break area for staff.
 - **Storeroom** for storage of essential materials and equipment.
 - **Rainwater Harvesting Systems with Water tank (2-10,000L)** installation to ensure access to water for the building's operations.
 - **Generator shed** for housing backup power equipment.
 - **Multi-purpose shed** for flexible use, depending on operational needs.
 - **Disability access** throughout the building to ensure compliance with accessibility regulations.

Building Specifications

- The **Proposed Emergency Operation Center (PEOC)** will be a **concrete structure**, with dimensions of **18 meters by 12 meters**, as advised by the Ministry of Infrastructure Development (MID).
 - Concrete structures are recommended for cost efficiency and durability, also as per MID's advice.
2. Prepare detailed construction documents that comply with regulatory requirements.
 3. Develop construction cost estimates (BoQ) with a breakdown of anticipated costs.

E. Reporting and Contracting Arrangements

- **Package 1: Unexploded Ordnance (UXO) Survey:**
 - Weekly progress reports submitted to the project manager.
 - Final report upon completion of UXO survey and removal.
- **Package 2: Topographic Survey:**
 - Bi-weekly updates shared with relevant stakeholders.
 - Submission of final survey report and digital files upon completion.
- **Package 3: Geo-Technical Survey:**
 - Weekly progress updates.
 - Submission of a final comprehensive geo-technical report detailing findings.
- **Package 4: Environmental Impact Assessment (EIA):**
 - Regular updates throughout the assessment process.
 - Stakeholder consultations as necessary, with a final report including findings and recommendations.
- **Package 5: Design and Document Preparation:**
 - Monthly progress reports.
 - Submission of all documentation for review, including design drafts and final documents.

F. Timelines

Detailed Timeline					
Package	Tasks	Duration	Start Date	End Date	Milestones
Package 1: Unexploded Ordnance (UXO) Survey	1. UXO Survey	4 weeks			Completion of UXO Survey
	2. Submission of UXO Disposal Plan	2 weeks			Submission of UXO Disposal Plan
	3. Execution of UXO Removal	3 weeks			Completion of UXO Removal
Package 2: Topographic Survey	1. Topographic Survey	3 weeks			Completion of Topographic Survey
	2. Submission of Digital Topographic Data Files	1 week			Submission of Digital Files
Package 3: Geo- Technical Survey	1. Geo-Technical Survey	4 weeks			Completion of Geo-Technical Survey
	2. Submission of Geo-Technical Report	2 weeks			Submission of Geo-Technical Report
Package 4: Environmental Impact Assessment (EIA)	1. Environmental Impact Assessment	5 weeks			Completion of EIA
	2. Submission of Environmental Management Plan	2 weeks			Submission of Environmental Management Plan
Package 5: Design and Construction Documentation	1. Architectural & Structural Designs, including detailed drawings for all relevant aspects of the project. E.g. Site and Drainage plans, as well as Electrical Plan.	4 weeks			Submission of Architectural & Structural Designs
	2. Preparation of Detailed Construction Documents	3 weeks			Submission of Construction Documents
	3. Development of Construction Cost Estimates	2 weeks			Submission of Cost Estimates (BoQ)

G Skills and Qualification

Package 1: Unexploded Ordnance (UXO) Survey

- **Business Registration:** Proof of **Business Registration from Company Haus**.
- **TIN Number:** Valid **Taxpayer Identification Number (TIN)** from the **Inland Revenue Division (MOFT)**.
- **Lead Personnel:** Provide **CVs of key personnel**, including a **lead UXO specialist** with a minimum of **5 years of experience** in UXO surveys and safe removal.
- **Experience in UXO Operations:** At least **5 years of experience** in **Unexploded Ordnance (UXO) detection and disposal** in compliance with safety and regulatory standards.
- **Remote Locations:** Demonstrated experience in conducting UXO operations in **remote island environments** with challenging logistical conditions.
- **Government Projects:** Experience in working on **government contracts** related to UXO management.

Package 2: Topographic Survey

- **Business Registration:** Proof of **Business Registration from Company Haus**.
- **TIN Number:** Valid **Taxpayer Identification Number (TIN)** from the **Inland Revenue Division (MOFT)**.
- **Lead Personnel:** Provide **CVs of key personnel**, including the **lead surveyor** with at least **5 years of experience** in topographic surveys.
- **Survey Experience:** At least **5 years of experience** in conducting **topographic surveys** in remote or challenging geographical locations.
- **Technical Skills:** Expertise in using modern survey technologies, including **GPS and total station equipment**, with proficiency in **digital mapping** and **data management**.
- **Remote Locations:** Capability to perform **topographic surveys in remote islands** of the Solomon Islands under adverse travel conditions.
- **Government Projects:** Demonstrated experience in completing topographic surveys for **government infrastructure projects**.

Package 3: Geo-Technical Survey

- **Business Registration:** Proof of **Business Registration from Company Haus**.
- **TIN Number:** Valid **Taxpayer Identification Number (TIN)** from the **Inland Revenue Division (MOFT)**.
- **Lead Personnel:** Provide **CVs of key personnel**, including the **lead geotechnical engineer** with a minimum of **5 years of experience** in geo-technical surveys.

- **Survey Experience:** At least **5 years of experience** in performing **geo-technical surveys**, including **soil testing, borehole drilling, and geological assessments**.
- **Remote Locations:** Proven ability to work in **remote island environments** with challenging terrain and logistical constraints.
- **Government Projects:** Experience in conducting **geo-technical surveys** for **government infrastructure projects**.

Package 4: Environmental Impact Assessment (EIA)

- **Business Registration:** Proof of **Business Registration from Company Haus**.
- **TIN Number:** Valid **Taxpayer Identification Number (TIN)** from the **Inland Revenue Division (MOFT)**.
- **Lead Personnel:** Provide **CVs of key personnel**, including the **lead environmental specialist** with at least **5 years of experience** in conducting **Environmental Impact Assessments (EIA)**.
- **EIA Experience:** At least **5 years of experience** conducting **environmental studies** and developing **Environmental Management Plans (EMP)**.
- **Regulatory Compliance:** Knowledge of **environmental regulations** in the Solomon Islands and experience in obtaining necessary **environmental permits**.
- **Remote Locations:** Experience in performing EIAs in **remote and environmentally sensitive areas** of the Solomon Islands.
- **Government Projects:** Demonstrated experience working on **government environmental projects**.

Package 5: Design and Construction Documentation

- **Business Registration:** Proof of **Business Registration from Company Haus**.
- **TIN Number:** Valid **Taxpayer Identification Number (TIN)** from the **Inland Revenue Division (MOFT)**.
- **Lead Personnel:** Provide **CVs of key personnel**, including the **lead architect and lead engineer** with at least **5 years of experience**.
- **Architectural and Structural Design Experience:** At least **5 years of experience** in **architectural and structural design** for buildings, particularly in remote island locations.
- **Construction Costing:** At least **5 years of experience** in **preparing construction cost estimates** for **remote locations**, including shipping logistics.
- **Survey Work:** Experience in **survey work**, including **topographic, geo-technical surveys, and Environmental Impact Assessments (EIA)**.
- **Government Projects:** Proven track record in completing **design and documentation** for **government infrastructure projects**.

- **Remote Locations:** Ability to design for **remote island projects** under difficult logistical conditions and **environmental constraints**.

H. Scope of Bid Price and Schedule of Payments

Scope of Bid Price and Schedule of Payments		
Package	Scope of Bid Price	Payment Schedule
Package 1: Unexploded Ordnance (UXO) Survey	- Conducting the UXO survey, including personnel, equipment, and materials.	30% Upon Completion of UXO Survey
	- Development and submission of the UXO disposal plan.	20% upon submission of UXO disposal plan: Payment following review and approval of the disposal plan.
	- Execution of the UXO removal process in accordance with safety and regulatory requirements.	50% upon completion of UXO removal: Final payment upon completion, subject to inspection and approval.
Package 2: Topographic Survey	- Conducting the topographic survey, including labor, equipment, and materials.	40% Upon Completion of Topographic Survey
	- Provision of digital topographic data files and associated documentation.	20% upon submission of topographic data files: Payment after review and acceptance of the files.
		40% upon final approval of the survey report: Final payment after completion and approval of the report.
Package 3: Geo- Technical Survey	- Conducting the geo-technical survey, including testing, equipment, and analysis.	50% Upon Completion of Geo-Technical Survey
	- Preparation of the comprehensive geo-technical report detailing findings and recommendations.	20% upon submission of the geo-technical report: Payment following review and acceptance of the report.
		30% upon addressing any identified issues: Final payment contingent on resolution of any discrepancies.
Package 4: Environmental Impact Assessment	- Conducting the EIA, including environmental studies, reporting, and compliance checks.	40% Upon Completion of the EIA
	- Development of the Environmental Management Plan based on the EIA findings.	20% upon submission of the EIA report and Environmental Management Plan: Payment after review and acceptance.

		40% upon final approval of the EIA findings: Final payment after approval of all deliverables.
Package 5: Design and Construction Documentation	- Preparing architectural and structural designs, including labor, software, and materials.	30% Upon Submission of Architectural & Structural Designs
	- Development of detailed construction documents and bill of quantities (BoQ).	30% upon submission of design drafts: Payment following review and approval of draft designs.
		40% upon submission of final construction documents: Final payment upon delivery of all documentation.

I. Insurance Requirements

General Insurance Clause for All Packages

- Insurance Not Covered:** The contracting entity acknowledges and agrees that the provision of insurance for personnel, equipment, and services engaged in all packages (including but not limited to the Unexploded Ordnance (UXO) Survey, Topographic Survey, Geo-Technical Survey, Environmental Impact Assessment, and Design and Construction Documentation) is not included in the scope of work.
- Liability Waiver:** The contractor shall assume full responsibility for any risks associated with the execution of the work in all packages, including but not limited to injury, loss, or damage resulting from their activities and any related risks.
- Contractor's Responsibility:** The contractor is responsible for ensuring that all personnel involved in the execution of the work across all packages are adequately trained and equipped to handle potential hazards and are fully aware of the associated risks.
- Indemnification:** The contractor agrees to indemnify and hold harmless the client and its representatives from any claims, damages, or liabilities arising from the contractor's performance of the work in all packages, including claims related to personal injury or property damage.

J. Warranty

Package 1: Unexploded Ordnance (UXO) Survey

- Warranty Scope:** The Contractor warrants that the UXO survey, disposal plan, and removal services will be conducted in accordance with all applicable laws, industry standards, and safety regulations.
- Warranty Duration:** This warranty shall remain in effect for a period of **12 months** from the date of completion of the UXO removal.
- Remedies for Breach of Warranty:**

- The Contractor shall, at no additional cost to the Client, correct any defects in the services within the warranty period.
- If defects cannot be adequately corrected, the Contractor shall refund fees paid for the defective services.

4. Limitations and Exclusions:

- This warranty does not cover defects caused by misuse, neglect, or unauthorized modifications by the Client.
- It excludes defects resulting from external factors beyond the Contractor's control.

5. Notification of Defects: The Client must notify the Contractor in writing of any defects within **30 days** of discovery for the Contractor to take corrective action.

Package 2: Topographic Survey

1. Warranty Scope: The Contractor warrants that the topographic survey and digital data files will be prepared using professional standards and accurately reflect the site conditions.

2. Warranty Duration: This warranty shall remain in effect for a period of **12 months** from the date of submission of the digital topographic data files.

3. Remedies for Breach of Warranty:

- The Contractor shall correct any identified errors or inaccuracies in the survey data at no additional cost to the Client.
- If errors cannot be corrected, the Contractor shall refund fees associated with the defective survey.

4. Limitations and Exclusions:

- This warranty excludes inaccuracies due to changes in site conditions after the survey date.
- It does not cover any damages resulting from Client modifications or misinterpretations of the survey data.

5. Notification of Defects: The Client must notify the Contractor in writing of any defects within **30 days** of discovery for the Contractor to take corrective action.

Package 3: Geo-Technical Survey

1. Warranty Scope: The Contractor warrants that the geo-technical survey and report will be conducted and prepared in accordance with industry standards and accurately assess soil and geological conditions.

2. Warranty Duration: This warranty shall remain in effect for a period of **12 months** from the date of submission of the geo-technical report.

3. Remedies for Breach of Warranty:

- The Contractor shall rectify any identified errors or inaccuracies in the geo-technical report at no additional cost.
- If errors cannot be corrected, the Contractor shall refund fees associated with the defective report.

4. Limitations and Exclusions:

- This warranty excludes conditions that change after the survey date, including natural events or construction activities that affect the site.
- It does not cover damages resulting from Client modifications or misinterpretations of the report.

5. Notification of Defects: The Client must notify the Contractor in writing of any defects within **30 days** of discovery for the Contractor to take corrective action.

Package 4: Environmental Impact Assessment (EIA)

1. Warranty Scope: The Contractor warrants that the EIA and Environmental Management Plan will be conducted in compliance with relevant environmental laws and regulations and will accurately assess potential environmental impacts.

2. Warranty Duration: This warranty shall remain in effect for a period of **12 months** from the date of submission of the Environmental Management Plan.

3. Remedies for Breach of Warranty:

- The Contractor shall address any identified deficiencies in the EIA or Environmental Management Plan at no additional cost to the Client.
- If deficiencies cannot be adequately addressed, the Contractor shall refund fees associated with the defective assessment.

4. Limitations and Exclusions:

- This warranty excludes impacts caused by changes in project scope or external factors beyond the Contractor's control.
- It does not cover damages resulting from Client modifications or misinterpretations of the assessment.

5. Notification of Defects: The Client must notify the Contractor in writing of any defects within **30 days** of discovery for the Contractor to take corrective action.

Package 5: Design and Construction Documentation

1. Warranty Scope: The Contractor warrants that all architectural and structural designs, detailed construction documents, and cost estimates will be prepared in accordance with applicable building codes, regulations, and industry standards.

2. Warranty Duration: This warranty shall remain in effect for a period of **12 months** from the date of submission of the final construction documents.

3. Remedies for Breach of Warranty:

- The Contractor shall correct any errors or omissions in the designs or documents at no additional cost to the Client.
- If errors cannot be adequately corrected, the Contractor shall refund fees associated with the defective documentation.

4. Limitations and Exclusions:

- This warranty does not cover issues arising from changes made by the Client after the submission of the final documents.
- It excludes damages resulting from external factors or project modifications that affect the integrity of the designs.

5. Notification of Defects: The Client must notify the Contractor in writing of any defects within **30 days** of discovery for the Contractor to take corrective action.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Description of Evaluation Criteria:

1. **Mandatory Requirements:** Bidders must meet all the listed conditions (e.g., business registration, financial statements, conflict of interest declaration). If any are missing, the bidder is disqualified.
2. **Technical Requirements 1:** This criterion evaluates the bidder's relevant experience in similar projects, including their track record with international organizations or government departments.
3. **Technical Requirements 2:** This criterion evaluates the bidder's methodology for delivering each service package, ensuring their ability to meet service specifications (e.g., precision in surveys or compliance with UXO safety standards). It also covers warranty provisions, including equipment or service guarantees, and insurance coverage for liability or risks associated with the project. The speed or turnaround time, particularly in critical areas like UXO clearance or topographic data collection, is assessed, as well as adherence to environmental and geotechnical standards.
4. **Technical Requirements 3:** This criterion evaluates how well the bidder identifies and manages risks associated with each service package. It assesses the strategies in place for mitigating environmental, safety, and technical risks during the project.
5. **Technical Requirement 4:** The most heavily weighted criterion, this assesses the bidder's ability to meet the detailed functional specifications of each package, such as compliance with design requirements for Package 5 or environmental regulations for the EIA.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> a) Vendor Registration; b) Having sound financial statement (audited) over the last three years; c) Bidder's Letter of Application (Annex 1); d) Conflict of Interest Declaration (Annex 2); e) Information about the bidder and Due diligence (Annex 3); f) Technical proposal submission form (Annex4); g) Financial proposal submission form (Annex 5). h) Business Registration from Company Haus and Tin Number from the Inland Revenue Division (MOFT). Personal CVs, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the applicant and at least three (3) professional references. 		Bidders will be disqualified if any of the requirements are not met
Technical requirements 1		
Years of experience relevant to the package in question, including working with international organizations and government departments.	20%	140
Technical Requirements 2		
Methodology, including ability to meet service specifications, warranty, and insurance requirements (for example: turnaround time for UXO, topographic survey precision, and adherence to environmental and geotechnical standards, design and construction).	20%	140
Technical Requirements 3		
The bidder's ability to identify, assess, and mitigate risks (e.g., environmental risks, safety risks during UXO disposal, technical challenges in surveying). The focus is on safety, quality, and compliance with standards.	20%	140
Technical Requirement 4		
Adherence to detailed specifications of each package, including the ability to design in compliance with project requirements (Package 5) and meet technical standards across all other packages.	40%	280
Total Score	100%	700

Qualification score	70%	490
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4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the *[Choose an item]* and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

For the Bidder: *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

Annex 2: CONFLICT OF INTEREST DECLARATION

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 concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned 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>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 **RFP 24-7115** 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.

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 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Please provide information related to your entity.				
Company name	[Enter company name]		Address	[Enter address]
Director/CEO	[Enter name of the executive person]		Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]			
Date of business registration	[Enter date of business registration]			
Country of business registration	[Enter country of business registration]			
Status of the entity:				
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]				
2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please send SPC your audited financial statement from the last 3 financial years if available				

DUE DILIGENCE					
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered 'yes' to the previous question, please confirm the branches:					
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> 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]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
15.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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<input type="checkbox"/> Yes	<input type="checkbox"/> 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?					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

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](#), and the [Guidelines for handling personal information of bidders and grantees](#).

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 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

Please complete the table below to support technical evaluation of bids.

Technical Requirements	
Competency Requirements	Response by Bidder
<p>Experience: Evidence of the bidder's relevant experience must be submitted. Bidders shall provide details of two contracts and/or references that demonstrate their track record in completing works/services similar to the ToR in Part 3 of this RFP. Contact details for each reference/contract to be provided. The contracts should have been completed or substantially completed within the last 10 years.</p>	<p>Details for two references</p>
	<p>1. Client's name: <i>[insert name of client 1]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Scope or work</p>
	<p>Contract value: <i>[insert value of contract]</i></p>
	<p>2. Client's name: <i>[insert name of client 2]</i></p>
	<p>Contact name: <i>[insert name of contact]</i></p>
	<p>Contact details: <i>[insert contact details]</i></p>
	<p>Scope of work</p>
<p>Contract value: <i>[insert value of contract]</i></p>	
<p>Curriculum vitae (CV) all proposed technicians/supervisors.</p>	<input type="checkbox"/> Check box if attached
<p>Business registration or equivalent.</p>	<input type="checkbox"/> Check box if attached
Technical Requirements 1	
<p>Years of experience relevant to the package in question, including working with international organizations and government departments.</p>	<p><i>[Bidder's answer]</i></p>
Technical Requirements 2	
<p>Methodology, including ability to meet service specifications, warranty, and insurance requirements (for example: turnaround time for UXO, topographic survey precision, and adherence to environmental and geotechnical standards, design and construction).</p>	<p><i>[Bidder's answer]</i></p>
Technical Requirements 3	

<p>The bidder's ability to identify, assess, and mitigate risks (e.g., environmental risks, safety risks during UXO disposal, technical challenges in surveying). The focus is on safety, quality, and compliance with standards.</p>	<p><i>[Bidder's answer]</i></p>
<p>Technical Requirement 4</p>	
<p>Adherence to detailed specifications and requirements of each package, including the ability to design in compliance with project requirements (. Eg. Package 5) and meet technical standards across all other packages.</p>	<p><i>[Bidder's answer]</i></p>

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 5: FINANCIAL PROPOSAL SUBMISSION FORM

1. All costs indicated on the Financial Proposal should be **inclusive** of applicable taxes.
2. You must submit this Financial Proposal in a separate email to the technical proposal. All prices in the proposal must be presented in AUD. Your Financial Proposal is to be password protected. SPC will request the password if required.
3. Please fill out the financial proposal table below and also complete the attached spreadsheet.

FINANCIAL PROPOSAL TABLE

Financial Proposal Summary							
Item No.	Package	Description of Services	Quantity	Unit Price (SBD)	Unit Price (EUR)	Total Price (SBD)	Total Price (EUR)
1	Package 1: Unexploded Ordnance (UXO) Survey	UXO Survey	1				
2		UXO Disposal Plan	1				
3	Package 2: Topographic Survey	Topographic Survey	1				
4		Digital Topographic Data Files	1				
5	Package 3: Geo-Technical Survey	Geo-Technical Survey	1				
6		Geo-Technical Report	1				
7	Package 4: Environmental Impact Assessment (EIA)	Environmental Impact Assessment	1				
8		Environmental Management Plan	1				
9	Package 5: Design and Construction Documentation	Architectural & Structural Design (Full Details)	1				
10		Detailed Construction Documents	1				
11		Construction Cost Estimates (BoQ)	1				
All travel and site inspection costs are to be covered by the bidders							
Total Cost (Tax Inclusive)							

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]*