

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	PAPGREN Meeting Rapporteur
<b>Nature of the services</b>	Consultant to provide rapporteur services for the Pacific Agricultural Plant Genetic Resources (PAPGREN) Meeting from the 18-22 September 2023 in Suva, Fiji.
<b>Location:</b>	Suva, Fiji
<b>Date of issue:</b>	22/08/2023
<b>Closing Date:</b>	6/09/2023
<b>SPC Reference:</b>	RFQ 23-5657

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
1. BACKGROUND/CONTEXT	6
2. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
3. TIMELINES	8
4. REPORTING AND CONTRACTING ARRANGEMENTS	8
5. SKILLS AND QUALIFICATIONS	9
6. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
7. ANNEXES TO THE TERMS OF REFERENCE	10
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>10</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
<b>PART 5: PROPSOAL SUBMISSION FORMS .....</b>	<b>11</b>
BIDDER'S LETTER OF APPLICATION FORM .....	11
TECHNICAL PROPOSAL SUBMISSION FORM.....	12
BIDDER'S FINANCIAL PROPOSAL.....	14

## 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](mailto: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 [logow@spc.int](mailto:logow@spc.int) and with the subject line of your email as follows: **Submission RFQ 5657- PAPGREN Meeting Rapporteur**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Bidders Letter of Application Form, Technical Proposal Submission form, Financial Proposal Submission form

- Curriculum Vitae (CV)

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 **6/09/2023**.

### 2.3 Evaluation & Contract Award

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

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

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

### 2.4 Key Contacts

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

**Logotonu Meleisea Waqainabete** will be your primary point of contact for this RFQ and can be contacted at [logow@spc.int](mailto:logow@spc.int). You should copy any communications into [rfg@spc.int](mailto:rfg@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
<b>RFQ sent to potential vendors</b>	22/08/2023
<b>RFQ Closing Date</b>	6/09/2023
<b>Award of Contract</b>	13/09/2023
<b>Commencement of Contract</b>	13/09/2023
<b>Conclusion of Contract</b>	31/10/2023

### 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](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 bidders local currency and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

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

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

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

## 2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](mailto: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

### 1. Background/context

Plant genetic resources (PGR) play a crucial role in food security, nutrition, livelihoods and in the provision of environmental services. Conserving and redeploying crop and tree diversity can provide the foundation for improving livelihoods in the Pacific and ensuring their resilience in the face of climate change and other challenges – provided that these genetic resources can be protected from the immediate abiotic, biotic, and socio-economic threats facing our world today. The lack of crop diversity can spell disaster for agricultural production as demonstrated by the taro leaf blight (TLB) outbreak in Samoa in 1993. The conservation of local diversity can also support the development and exploitation of traditional, underutilized crops and trees which are often more resilient to the projected changes in climate and are of higher nutritional value than the commercial monoculture varieties and imported staples. In recognition of the important contribution of PGR to addressing regional needs and meeting regional priorities and outcomes, the Pacific Heads of Agriculture and Forestry Services (PHOAFS) supported the establishment of the Pacific's regional genebank, the Centre for Pacific Crops and Trees (CePaCT) in 1998 and the Pacific's regional PGR network, the Pacific Agricultural Plant Genetic Resources Network (PAPGREN) in 2001 by the Pacific Community (SPC).

Since its establishment, CePaCT has been dynamic in its regional role to conserve the region's important PGR and to make them available for use by all PICTs. CePaCT currently conserves over 2,300 accessions of >70 crop and tree species in their facilities in Suva, Fiji. In addition, the Centre has distributed >97,000 plant tissue cultures of >15 crops and >1000kg of seeds to >50 countries including all 22 PICTs. In 2018, CePaCT was identified by SPC's governing body as a Regional Public Good which led to the establishment of the Centre's 10-year (2019-2029) business case in 2019 with a long-term focus on improving operational and management capacities for improved service delivery to all PICTs as well as improving regional coordination on the conservation and utilisation of PGR in the region. The business plan took into consideration regional PGR priorities collated during the Pacific Seed Forum in 2017 and 2018 as organised by SPC. To best implement this 10-year plan, CePaCT focused on two short-term (5-years) phases. Subsequently, an Investment Plan was developed to focus on the first 5-year (2019-2023) implementation phase with the view to develop the next Investment Plan for the next 5-years (2024-2029) at the end of this first implementation phase. The first implementation phase primarily focused on making internal improvements in the CePaCT itself including developing proper protocols and procedures for outreach programs with member countries. At the core of CePaCT's improvement efforts is meeting international genebank standards based on the FAO Genebank standards (2014) and to strengthen key partnerships to support protocol development and optimisation including the PAPGREN.

PAPGREN's key role is to support regional and national programmes targeting the conservation, utilization, exchange, and management of plant genetic resources linking to the work of CePaCT. The network also provides relevant policy advice to PHOAFS on PGR work and in alignment with countries' obligations under relevant international frameworks including but not limited to the Convention on Biological Diversity (CBD) and the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA). The SPC through CePaCT was recognised by PHOAFS as the 'agent' to support the implementation of the ITPGRFA in the region in close consultation with PAPGREN. From its establishment, the network's operational structure was based on membership nominations with secretariat support from SPC CePaCT. Work activities were

based on priorities identified during annual PAPGREN meetings and were therefore short-to-medium-term focused. The network is open to all 22 SPC member countries, and the stakeholders include government agricultural ministries, non-governmental organisations (NGOs), farmer groups, planting material supply networks, universities, and others. PAPGREN has been fundamental to the successful implementation of several regional PGR initiatives including creating awareness on the importance of PGR conservation and use in the Pacific linking to the work of CePaCT. The network in its earlier years received direct funding support from the New Zealand government, the Australian Centre for International Agricultural Research (ACIAR) and SPC. This direct funding ceased in 2009 and since then the network's work activities have been sporadic with a few regional projects being implemented primarily under the ITPGRFA Benefit Sharing Fund mechanism as well as through small sequential technical projects under the Global Crop Diversity Trust. Acknowledging the importance of having a network to enhance coordination and collaboration on PGR matters, PICTs during the Pacific Seed Forum (2017 & 2018) recommended the need to institutionalise the network and further asked SPC to support the drafting of a 'PAPGREN Charter' to formalise the network.

Complimenting the work of CePaCT and PAPGREN and to further enhance the conservation and utilisation of PGR in Pacific Communities, SPC in 2017, launched a regional initiative, the 'Pacific Seeds for Life (PS4L)' with the main aim of addressing key challenges with insufficient supply of quality planting materials and seeds as well as poor access of farmers and growers to these materials at both national and community levels. The PS4L initiative has now become one of the SPC Land Resources Division's main programs with a long-term focus on developing sustainable seed systems that directly support farmers and growers through strengthening seed and planting material supply networks at the national level underscored by quality standards and enhanced collaborations on all levels. Under the PS4L program and based on a regional recommendation from the 2017 and 2018 Pacific Seed Forum consultations, SPC developed a Pacific Seeds Systems Roadmap (PSSR) to guide regional collaborations on strengthening seed systems both in countries and through regional coordination.

The Land Resources Division of SPC is organising the next PAPGREN meeting from the 18-22 September 2023 in Suva Fiji to finalise and/or validate the PAPGREN Charter and the Pacific Seed Systems Roadmap and to identify priorities for PGR work for the next 5 years (2024-2029) as a requisite for CePaCT's work activities. The meeting will have opportunities for capacity building sessions on relevant international frameworks such as the FAO ITPGRFA as well as updates from the 2023 PHOAFS and Pacific Ministers of Agriculture and Forestry Services (PMAFS) recommendations.

This consultancy will provide rapporteur support to the proceedings of this upcoming PAPGREN meeting.

## **2. Purpose, objectives, scope of services**

***Under the supervision of the Program Leader-Genetic Resources, and in close consultation with the Deputy Director LRD, the PAPGREN Meeting Rapporteur consultant will:***

1. Organise a planning meeting with the LRD Program Leaders – Genetic Resources and Sustainable Agriculture programs to map out what is expected of the Consultant as the main Rapporteur for the PAPGREN meeting. Develop a workplan of activities and timelines and submit to meeting organisers.
2. Review of background meeting documents in preparation for the meeting.

3. Undertake the recording of minutes of the PAPGREN meeting at plenary and breakout groups.
4. At the end of each PAPGREN meeting day, prepare a summary of the main discussion points including key points/areas raised by participants. These daily summaries should be presented to the meeting organizers at the end of each day.
5. Regularly consult with the meeting organisers, facilitators, and presenters for the accurate recording of the Minutes and proceedings of the PAPGREN meeting.
6. Prepare a draft report on the meeting outcomes and key findings for presentation to the meeting participants by the meeting chair.
7. Take note of amendments to the draft report and incorporate for preparation of the full and final meeting report.
8. Compile the draft full Meeting Report and circulate to all meeting participants for feedback. The full meeting report should include the following areas:
  - i. Report should be a maximum 25-30 pages highlighting the main content of the discussions throughout the event.
  - ii. The report to include:
    - Main proceedings and summaries of each session.
    - Inputs/feedback and recommendations from the participants.
    - Key follow-up actions and recommendations going forward (if any).
    - Compile presentations and photographs, annex them to the main report.
    - Final meeting participants list
9. Submit Final Meeting report to the meeting organisers for review and endorsement.

**Key outputs/deliverables:**

1. Planning meeting to map out expectations for the work and a workplan of activities submitted to meeting organisers.
2. Daily meeting summaries and meeting preliminary findings compiled and submitted to meeting organisers as expected during the PAPREN meeting.
3. Draft full meeting report compiled and circulated to all participants for feedback.
4. Final Meeting Report submitted and endorsed by meeting organisers.

### **3. Timelines**

This work is expected to commence upon signing and to be completed before 31<sup>st</sup> October 2023.

The consultant will be paid according to days worked up to a maximum of 20 days.

### **4. Reporting and contracting arrangements**

The consultant will report to Logotonu Waqainabete, Program Leader – Genetic Resources, Land Resources Division.

The consultant is expected to work both remotely as well as be physically present during the full PAPGREN meeting duration from the 18-22 September 2023. All other related costs will be reimbursable based on actuals.



In cases where SPC feels it is more cost effective to directly arrange travel and pay DSA, it will do so in its best interest. SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The consultant shall also provide his/her own workspace and computer for the duration of the assignment along with stable internet connection for zoom interactions when necessary.

Milestone deliverables will constitute reporting requirements.

## 5. Skills and qualifications

### Meeting Rapporteur Consultant:

- Highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, literature, journalism, agriculture, or related field.
- Sound experience in rapporteur of technical workshops of at least 3 years.
- Excellent report writing skills and ability to use a neat, concise, and clear style in writing.
- Have a fair understanding of agricultural and forestry developments and key issues in the Pacific.
- Proven experience in writing high quality reports for international or regional agencies will be advantageous.

## 6. Scope of Bid Price and Schedule of Payments

The bidder must include in the computation of contract price professional fees, management and operating costs, travel costs, per diems and any other administrative costs.

The contract price is lump sum payments based on the following milestones.

Milestone/deliverables	Deadline (date)	Verification	%Payment
Planning meeting and Work plan outlining key activities and timelines of delivery.	2 days after contract signing	Program Leader – Genetic Resources and Deputy Director LRD endorse workplan.	20%
Daily meeting summaries and preliminary meeting findings compiled and submitted during the meeting proper.	22 Sept 2023	Program Leader – Genetic Resources and Deputy Director LRD endorse daily meeting summaries and overall preliminary meeting findings.	25%
Draft full meeting report compiled and circulated to all meeting participants for feedback	7 October 2023	Program Leader – Genetic Resources and Deputy Director LRD endorse draft meeting report.	25%

Final Meeting Report submitted.	20 October 2023	Program Leader – Genetic Resources and Deputy Director LRD endorse final meeting report	30%
<b>TOTAL</b>			<b>100%</b>

## 7. Annexes to the Terms of Reference

*This will be provided to the bidder that gets selected upon signing of the contract:*

- *CePaCT Investment Plan*
- *Crop Trust CePaCT Review Report*
- *Draft SOPs*
- *PAPGREN meeting documents (draft PAPGREN Charter and Pacific Seeds Systems Roadmap)*

## 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
<b>Mandatory requirements</b>		
<b>CV</b>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, literature, journalism, agriculture, or related field.	25%	175
<b>Technical requirement 2:</b> Sound experience in rapporteur of technical workshops of at least 3 years. Excellent report writing skills and ability to use a neat, concise, and clear style in writing.	25%	175
<b>Technical requirement 3:</b> Have a fair understanding of agricultural and forestry developments and key issues in the Pacific.	15%	105
<b>Technical requirement 4:</b> Proven experience in writing high quality reports for international or regional agencies will be advantageous.	20%	140
<b>Other:</b> Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory. .	15%	105
<b>Total Score</b>	<b>100%</b>	<b>700</b>

## Part 5: PROPSOAL SUBMISSION FORMS

### BIDDER'S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required *[Choose an item]* 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 RFP/RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ 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]*

## TECHNICAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria 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
<b>Experience and specified personnel/sub-contractors</b>	
<b>Experience:</b> <i>[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]</i>	<b>Experience:</b>
	<i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	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>	
<b>Personnel:</b> <i>[insert details of the personnel/sub-contractors required ]</i>	<b>Details about personnel/sub-contractors</b>
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, literature, journalism, agriculture, or related field	<i>[Bidder's answer]</i>
Sound experience in rapporteur of technical workshops of at least 3 years. Excellent report writing skills and ability to use a neat, concise, and clear style in writing.	<i>[Bidder's answer]</i>
Have a fair understanding of agricultural and forestry developments and key issues in the Pacific	<i>[Bidder's answer]</i>
Proven experience in writing high quality reports for international or regional agencies will be advantageous.	<i>[Bidder's answer]</i>
Experience in the Pacific region would be useful but not mandatory. Prior experience working with SPC Pacific Community would be advantageous but not mandatory.	<i>[Bidder's answer]</i>

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

**Signature:**

**Name of the representative:** *[insert name of the representative]*

**Title:** *[insert Title of the representative]*

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

## BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in EUR.

Particulars	Amount (Insert Currency)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (please specify)	
<b>TOTAL</b>	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

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 consultant's 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. If travel is required, SPC will pay/reimburse semi flexible economy airfares, meals, incidentals and accommodation (DSA).

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:

Signature:

Name of the representative:

Title: