

EOI 23-5692

# EXPRESSION OF INTEREST (EOI)

## Tender Invitation elements

<b>Project Title:</b>	<b>FAME RESEARCH VESSEL</b>
<b>Nature of the services</b>	Build a fisheries research vessel for the Pacific Community
<b>Location:</b>	Pacific Region
<b>Date of issue:</b>	11/09/2023
<b>Closing Date:</b>	6/11/2023
<b>SPC Reference:</b>	23-5692



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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

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

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](mailto:procurement@spc.int).

Finally, SPC is an intergovernmental organisation which maintains diplomatic privileges and immunities. Nothing in or relating to this EOI and the upcoming RFP shall be deemed a waiver, express or implied, of any of the privileges and immunities of SPC.

### 1.3 SPC's EOI & 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.

Beforehand, a call for expressions of interest (EOI) can be made to allow SPC to identify a list of potential bidders that may be considered for a future detailed RFP process.

This EOI sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with required information. The EOI contains detailed instructions and templates to enable you to submit a compliant proposal. 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 EOI process, And later to the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit your proposal as required in [Part 3](#).

SPC has advertised this EOI 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 proposal. For your proposal to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Tenderers

Can submit a proposal for this EOI:

- an individual firm or
- a business consortium.

Bidding firms may be grouped as joint and several liability consortia or as joint-liability consortia.

For business consortium bids:

- One consortium firm will be named consortium representative on the proposal & binding contract,
- For joint-liability consortia, the representative must be jointly and severally liable,
- For joint and several liability consortia, the binding contract shall be a single document stating the total contract value and all services the consortium has to jointly perform,

Applications and bids shall be presented by the representative firm with required authority to represent the consortium at this stage. One firm cannot represent more than one consortium.

Bids shall be signed by the representative with required authority to represent the consortium at this stage (representative power of attorney).

It is not possible to present several public contract bids acting simultaneously as:

- Individual bidders and members of one or more consortia, or
- Members of several consortia

### 2.3 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this EOI. 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:

- a) Bidder's Letter of Application (Part 5- Annex 1).
- b) Conflict of Interest Declaration (Part 5 - Annex 2).
- c) Information about the bidder and Due diligence form and requested supporting documents (Part 5 - Annex 3, including the SER questionnaire and all required policies if existing).
- d) Technical proposal submission form (Part 5 - Annex4) accompanied by the following:
  - a. The Annex 3.2 duly fulfilled.
  - b. An overall presentation of the firm: locations and general service organisation, main service description, headcount, qualifications, training, personal profiles of people involved.
  - c. Copy of any court rulings in the event of court-ordered administration or equivalent legal

- proceedings abroad.
- d. Revenue (figures available) for the last five financial years (financial and business capacity), must not average less than €25 million per year (A tolerance for COVID years is applied)
  - e. A professional liability insurance certificate dated within one month and, if applicable, a liability insurance policy covering vessels and other ships under construction. Said certificates must at least state insurance coverage periods, excess amounts and any applicable maximum claims

Your proposal must be submitted in **one email**.

You must submit your **proposal** in English as an attachment to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission EOI 23-5692 FAME Research Vessel** .

Your proposal must be received no later than **6/11/2023** by **4:00pm Noumea Time**. Only one proposal 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.

## 2.4 Clarifications

You may submit questions or seek clarifications on any issue relating to this EOI. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification EOI 23-5692 FAME Research Vessel**. The deadline for submission of clarifications is **23/10/2023** by **04:00pm Noumea time**.

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 EOI 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.

## 2.5 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.

SPC reviews applications and selects those to participate in the RFP phase. Will be excluded:

- Applications submitted late,
- Applicants not allowed to bid,
- Bids not following specified formalities,
- Applicants failing to meet participating conditions set by the contracting authority or failing to produce necessary documents, evidence, additional documents, or explanations required by the contracting authority.

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.

SPC is considering accepting 5 (five) proposals. It reserves the right to modify this number according to the number of proposals received and their quality. A single bidder may be sufficient to commence bidding. Bidders not selected will receive notification of the decision and all selected bidders will receive written invitation to participate in the RFP.

## 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 EOI at any stage of the process. Any changes in the evaluation criteria will result in the EOI 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.

### 2.6 Contract award

The EOI process does not automatically lead to an award of contract. The purpose of the EOI process is limited to assisting SPC in identifying a shortlist of prospective vendors.

SPC may select the vendors once the Procurement Committee has determined that bidders have met the prescribed requirements and that the bidder's proposals have been determined to be the most responsive to the EOI documents, and best serve the interests of SPC.

The contracting phase will only take place at the end of the RFP process.

### 2.7 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
EOI advertised	11/09/2023
Deadline for seeking clarification	23/10/2023
EOI Closing Date	6/11/2023
Procurement Committee for Short list approval (estimated date)	30/11/2023
Send selected applicants' invitations to participate in the bidding phase (including consultation file) – RFP Advertised	To be confirmed
RFP Closing date	To be confirmed

### 2.8 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 EOI (& RFP) involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the EOI & RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the EOI & 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 EOI & 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 EOI & RFP process. Breach of this requirement can result in the exclusion of the bidder from the EOI & 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 EOI & 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](mailto:complaints@spc.int).

**Good faith:** The information in this EOI 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 EOI or any information provided by SPC in relation to this EOI.

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

**No offer of contract or invitation to contract:** This EOI 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 EOI. SPC will handle any personal information it receives under the EOI 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 EOI 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 select a bidder as a result of this EOI; (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 EOI without the EOI process being re-issued, SPC does reserve the right, at the time of initiating the RFP, to propose revised technical specifications in relation to those transmitted during the EOI, and to accept or reject any proposal, at any time prior the approval of the shortlisted vendors, 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 EOI; (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 EOI 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 EOI & RFP process.

## **2.9 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

### 3.1 Introduction of the project

The purpose of the contract which will be awarded following the EOI & the RFQ process is to build a fisheries research vessel for the Pacific Community (SPC).

The Pacific Community will be in charge of the basic design of the vessel. It will provide the bidder with a completed basic design package <sup>1</sup>, with approval from Flag Authorities and Classification Society.

SPC requires the essential tasks of the contract listed below be directly performed by the winning bidder (individual or consortium member):

- Management, oversight, worksite supervision, dealings with the vessel owner and coordination.
- Communication with the Pacific Community designers for proper Basic Design finalisation in the timeframe schedule.
- Detailed design and studies.
- Some specific studies.
- Hull construction and equipment integration
- Post-delivery trials and warranty processing

### 3.2 Technical Note – Description of the project

Refer to **Annex 3.1** of this document.

### 3.3 Corporate, social responsibility and sustainable development

This contract includes employee and environmental factors, which take sustainable development goals into account by reconciling business, environmental preservation, and employee wellbeing objectives.

The contract performance conditions are detailed in **§2.8** and thereafter.

The bidder:

- shall advise partners of their duty to comply with these requirements and shall be liable for their compliance with respect to the Contracting Authority.
- must attach to its proposal (if any) the policies detailed in question 16 of the DUE DILIGENCE and SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) form attached in Part 5. Appendix 3

#### Environment

The bidder must comply with the following requirements:

- The goods of this contract, as well as their various components, must be or have been produced in production units and according to processes which respect the environment: production units which include in particular devices for treating liquid effluents, waste storage and disposal devices, gas emission capture and processing devices... and which operate according to production processes in accordance with a sustainable use of resources.
- Have a product traceability system, in particular the location of the production sites for the goods and, if applicable, the components that constitute them, and make the results available at any request from the contracting authority.

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<sup>1</sup> Detailed content of the basic design package, as well as availability schedule of ready-to-built documents, will be provided at RFQ phase.

## Human Rights

The bidder must comply with the following requirements:

- Comply with the national regulations of the countries in which the goods are located or from which they come,
- Have a management system that considers respect for fundamental social rights.
- Comply with the employee protection rules applicable to their respective activities.

## Labour relations and conditions

The bidder must comply with the following requirements:

- Have a human resources policy structured in compliance with national regulations and international labour law standards.
- Comply with regulations and international standards of behaviour in social dialogue.
- Have a health and safety policy structured in compliance with national regulations and international labour law standards.
- If possible & necessary, keep a report on the health and safety risks of employees and subcontractors.
- Comply with the laws and standards relating to the fight against hidden work.
- Apply any sectoral health and safety system that national regulations or international standards state.
- Where applicable, comply with sectoral collective agreements.
- Comply with national minimum wage regulations (posted workers in particular).

In addition, the incumbent is required to declare to the representative of the contracting authority any conviction by a legal authority (industrial tribunal, administrative tribunal) about any problem of human resources (unfair dismissals, concealed work, etc.).

## Consumer Protection

The bidder must comply with the following requirements:

- Comply international standards applicable in matters of consumer protection.
- Provide, at the request of the representative of the contracting authority, the exhaustive list of sources of the components, as well as proof of their compliance with applicable international standards.
- Have all the information necessary for regulatory communication to consumers in English.
- Have a traceability system about compliance with international regulations and standards related to the product supplied.
- Have risk studies for users.

In addition, the holder must guarantee to the representative of the contracting authority that the implementation of his offer does not hinder the provision of services recognized as essential in national regulations and international standards of behaviour.

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

Bidder selection will be based on submitted application files.

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

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Technical requirements</b>		
<b>Requirement 1 – Annex 3.2 – Tab 2</b>	35%	15
5-year references of building of 30 to 60 m long vessels (20%) of equivalent complexity, approved by an IACS classification society.		
Innovation capacity assessment: 5-year 30 to 60 m vessel “building” references (10%)		
Schedule of projects currently under construction (5%)		
<b>Requirement 2 – Annex 3.2 – Tab 3</b>	15%	5
Bidder organisation: organisation chart + headcount per category + functional organisation chart		
<b>Requirement 3 – Annex 3.2 – Tab 4</b>	15%	5
Production capacity		
<b>Requirement 4 – Annex 3.2 – Tab 5</b>	15%	5
Bidder’s operational resources required to meet the SPC’s contract performance expectations		
<b>Requirement 5 – Annex 3.2 – Tab 6 + Part 5-Annex 3</b>	10%	5
QHSE certificates, latest audit report on steps taken to obtain certificates and for the environment		
<b>Requirement 5 – Part 5 – Annex 3</b>	10%	5
Revenue, EBITDA, EBIT, net profit		
<b>Total Score</b>	<b>100%</b>	<b>40</b>
<b>Bidders can score 0 to 5 points per criteria, a 0 point in one or more of the criteria is eliminatory.</b>		

Requirement satisfaction level		Number of points
<b>excellent</b>	Information supplied perfectly in line with the brief. Information is customised and comes with guarantees for stated commitments. Information is clear, accurate, detailed and offers several special or overriding advantages.	5
<b>Very good</b>	Information is accurate and properly in line with the brief, comes with several guarantees regarding proper service execution and offers several special advantages.	4
<b>good</b>	Information supplied properly in line with the brief and includes at least one special advantage	3
<b>uncertain</b>	Information supplied minimally in line with the brief and fails to offer any special advantages.	1
<b>clearly insufficient</b>	Information supplied insufficient, missing details and/or only provided through marketing brochures without clearly and accurately responding to the brief, the information supplied reveals bidder is clearly too small to meet needs.	0

## 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, wish to confirm our interest in the next RFP in the context of the construction of the FAME research vessel.

We acknowledge that:

- SPC may exercise any of its rights set out in the EOI documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the EOI documents may change;
- The EOI 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 EOI documents nor the acceptance of any tender nor any agreement made subsequent to the EOI documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the EOI documents, or since the date as at which any information contained in the EOI 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 EOI documents.

We understand that you are not bound to accept any proposal you may receive and that a solicitation for the upcoming RFP would result only after final evaluations and approval of the proposal.

**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 **EOI 23-5692** 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
<b>1. Please provide information related to your entity.</b>				
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]			
<b>Status of the entity:</b>				
<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]				
<b>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:</b>				
<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				
<b>3. How many employees does your company and its subsidiaries have?</b>			[provide answer]	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<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					
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<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	
<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
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]		
<b>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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>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?</b>				<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]	
<b>13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
<b>14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>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?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<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]	
<b>Does your Policy or Process cover the followings?</b>					
<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]		
<b>17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<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 5 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**

Your proposal must include the following documents:

- a) Bidder's Letter of Application (Part 5- Annex 1).
- b) Conflict of Interest Declaration (Part 5 - Annex 2).
- c) Information about the bidder and Due diligence form and requested supporting documents (Part 5 - Annex 3, including the SER questionnaire and all required policies if existing).
- d) Technical proposal submission form (Part 5 - Annex4) accompanied by the following:
  - a. The Annex 3.2 duly fulfilled.
  - b. An overall presentation of the firm: locations and general service organisation, main service description, headcount, qualifications, training, personal profiles of people involved.
  - c. Copy of any court rulings in the event of court-ordered administration or equivalent legal proceedings abroad.
  - d. Revenue (figures available) for the last five financial years (financial and business capacity), must not average less than €25 million per year (A tolerance for COVID years is applied)
  - e. A professional liability insurance certificate dated within one month and, if applicable, a liability insurance policy covering vessels and other ships under construction. Said certificates must at least state insurance coverage periods, excess amounts and any applicable maximum claims

**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]*