



Pacific
Community
Communauté
du Pacifique

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REQUEST FOR PROPOSAL

Extension of the deadline for the submission of the proposals:
Please note that the deadline for the submission of the proposals
has been extended to 17th April 2022 – 4 pm, Noumea Time

RFP No: RFP22-3452

DATE: 31 March 2022

SUBJECT : RFP22-3452 - PHD - Preferred Suppliers for laboratory equipment and consumables

You are requested to submit a comprehensive proposal for the above consultancy as per the Specification of goods set out in Annex II

To enable you to submit a Proposal, please find enclosed:

- Annex I:** Instructions to bidders
- Annex II:** Specification of goods
 - Annex II-A:** Technical list of Equipment and consumables
- Annex III:** Proposal submission form
- Annex IV:** Conflict of interest declaration
- Annex V:** Due diligence questionnaire
- Annex VI:** Technical submission form
- Annex VII:** Financial Proposal submission form
 - Annex VII-A:** Financial table
- Annex VIII:** SPC General Terms and Conditions of Contract

This letter is not to be construed in any way as an offer to contract with your firm/institution.

Yours Sincerely

Akhilesh Prasad
Manager- Procurement, Grant, Risk & Assets

INSTRUCTIONS TO BIDDERS
Request for Proposal (RFP) no: 22-3452

1. Submission of Proposals

1.1. Your proposal shall comprise the following documents:

- a. Annex III: Proposal submission form
- b. Annex IV: Conflict of interest Declaration
- c. Annex V: Due diligence questionnaire Financial
- d. Annex VI: Technical Proposal submission form
- e. Annex VII: Financial submission form
- f. Annex II-A: Technical list of Equipment and consumables
- g. Annex VII-A: Financial table

Please refer to 1.5 for submission requirements.

1.2. Proposals must be received by the Pacific Community (SPC) at the address mentioned below on or before **17 April 2022 – 04:00 PM Noumea Time**. Any proposal received after this date and time will be rejected. SPC may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by SPC at its own initiative or in response to a clarification requested by a prospective bidder.

1.3. All proposals submitted together with all correspondence and related documents shall be in English. If any of the supporting documentation or printed literature is in any other language, a written translation of the document in English should also be provided. In such case the interpreted document will be used for processing an evaluation purposes.

1.4. All prices in the proposals must be presented in Euro and inclusive of all taxes.

1.5. The proposal has to be in two separate emails as follows:

- i* Send in a first e-mail the technical proposal and related document(s), clearly indicating the RFP number in the email subject;
- ii* Send in a second e-mail the financial proposal and related document(s).

1.6. Proposals **must be** emailed to procurement@spc.int with the heading **RFP22-3452 - PHD - Preferred Suppliers for laboratory equipment and consumables'** (Refer 1.5(c)).

1.7. For all proposals received before the deadline, SPC will send a formal acknowledgement of receipt to the Bidder.

2. Request for Proposals Timelines and Due Dates

2.1. The timeline and due dates for the RFP is provided in Table 1 below.

| Table 1: RFP timelines and due dates | | |
|---|---------------|---------------------|
| | Date | Time |
| Deadline for seeking clarification from SPC | 13 April 2022 | 4.00 PM Noumea Time |
| Deadline for the submission of RFPs | 17 April 2022 | 4.00 PM Noumea Time |

3. Bidders' responsibilities

3.1. The bidder is expected to examine all instructions, forms, terms and specifications in this bidding document. Failure to furnish all information required by the bidding documents or to submit a proposal substantially responsive to the bidding documents in every aspect will be at the bidder's risk and may result in the rejection of the proposal.

3.2. The bidder shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPC will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.

3.3. Bidders must familiarise themselves with local conditions and take these into account in preparing their proposal to obtain information on the assignment, technical requirements, and on local conditions.

3.4. By submitting a proposal, the bidder accepts in full and without restriction the special and general conditions governing this proposal as the sole basis of this bidding procedures whatever his own conditions of sale may be, which he hereby waives.

3.5. Participation in bidding is open and on equal terms to natural persons, companies, firms, public and/or semi-public agencies, cooperative societies, joint ventures, groupings of companies and/or firms and other legal persons governed by public and private law of any country. Bidders must provide evidence of their organisational status.

3.6. The bidder might be requested to provide additional information relating to their submitted proposal, if the Procurement Committee requests further information.

3.7. The submitted proposal might be divided into portions which a potential bidder can provide goods and/or services for.

3.7.1. Bidders may submit questions and or seek clarifications on any issue relating to this RFP in writing to the following email address procurement@spc.int only. Any attempt of

communication with SPC, other than through this email address, may result in the disqualification of the bidder concerned. The deadline for submission of clarifications is **13 April 2022.**

3.7.2. Any prospective bidders seeking to arrange individual meetings with SPC during the RFP period may be excluded from the bidding procedure.

3.7.3. No clarification meeting / site visit planned.

4. One Proposal per Bidder

4.1. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. A bidder who submits or participates in more than one bid shall cause all bids with the bidder's participation to be disqualified.

5. Withdrawals of Proposals

5.1. The bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the Pacific Community prior to the deadline prescribed for submission of Proposals. The bidder's withdrawal notice shall be sent to the email address procurement@spc.int.

5.2. No Proposal may be modified subsequent to the deadline for submission of proposals.

5.3. No Proposal may be withdrawn after the deadline for submission of proposals.

6. Validity of Proposals

6.1. Bidders shall be bound by their proposal for a period of 120 days from the deadline for submission of proposals.

6.2. The successful bidder will be bound by his RFP for a further period of 60 days following receipt of the notification that he has been selected to enable SPC to complete the procurement process and obtain all the necessary approvals so that the contract can be awarded within that period.

7. Modifications to Proposals

7.1. Any additional information, clarification, correction of errors or modifications of bidding documents will be published on SPC website prior to the deadline for receipt to enable other potential bidders to take appropriate actions.

7.2. Bidders will also be informed of the right to modify and make corrections to proposals, provided that any such modifications or corrections are received by SPC in writing prior to the time specified for submission of proposals. The original proposal thus modified or corrected would then be considered as the official bid.

8. Opening and Evaluation of Proposals

- 8.1.** The Proposals will be opened in the presence of the Bids Opening Committee after the closing of the RFP.
- 8.2.** To assist in the examination, evaluation and comparison of Proposals, SPC may at its discretion, ask the bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
- 8.3.** The Procurement Committee will carry out a preliminary examination of the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.
- 8.4.** 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 the Specification of goods(Annex II). The table 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.
- 8.5.** The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria:

| Evaluation Criteria, Competency Requirements | Score Weight (%) | Points Obtainable |
|--|-------------------------|--------------------------|
| 1. The company is legally registered and have a minimum of 5 years' experience in supplying products specified in part B of Annex II to government agencies, NGOs or companies considered to be of significant size. | 5 | 35 |
| 2. Have a sound financial statement (audited) over the last 3 years. | 2 | 14 |
| 3. Ability to accept SPC Purchase Order and SPC General terms and conditions. | 2 | 14 |
| 4. Ability to supply diverse range of products and backup parts for the products specified in section B below | 20 | 140 |
| 5. The equipment, components and materials supplied should be in line and comply with all relevant international technical standards, quality control specifications and Equipments voltage should be able to meet each countries standard energy level requirement and supplied with appropriate UPS. | 20 | 140 |
| 6. Ability to provide technical support and advice on the products if and when required by SPC or the focal points In-country. | 15 | 105 |

| | | |
|---|-------------|------------|
| 7. Ability to supply and deliver the items within the agreed delivery schedule. If there are any anticipated delays in delivery, SPC should be notified immediately. | 20 | 140 |
| 8. Capacity to provide after sales support and back up parts. Sales Representatives shall have the expertise and competencies to attend to SPC's requirements in an efficient manner. | 6 | 42 |
| 9. Ability to provide a warranty on all products supplied for a minimum of 1 year. | 10 | 70 |
| Total score | 100% | 700 |
| Qualification score | 70% | 490 |

8.6. The financial proposal will be opened only for bidders that passed the minimum technical score of 490 points (70%).

8.7. Financial proposals of technically responsive proposals will be reviewed. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

8.8. The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services 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. The formula used for scoring points for financial values proposed will be:

| | |
|--|--|
| <i>Financial Proposal score</i> | <i>= (Lowest Price / Price under consideration) x 300</i> |
|--|--|

8.9 No payment will be made for items, which have not been priced; such items are deemed to be covered by other items on the financial offer

8.10 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.

8.11 Bidders must quote by estimated number of working days against fee per day and overall prices for their RFPs on all of the following bases. The fees should be inclusive of all costs related to carrying out the Consultancy, including any travel and other related costs.

8.12 The price for the contract is inclusive of all taxes and is fixed and not subject to revision.

9. Award of Contract

- 9.1.** The initial appointment under the Preferred Supplier Agreement (using the SPC template) will be for one (1) year with a possible extension for another three (3) years upon satisfactory performance by the contractor. The performance of the contractor will be monitored, and regular service audits will be carried out by SPC.
- 9.2.** The selected bidder(s) will be included on SPC's Preferred Suppliers list.
- 9.3.** The award of the contract as preferred supplier will be made to the proposal(s) considered to be most responsive to SPC's technical specifications as detailed in the Specification of goods with due consideration to SPC Procurement Policy which includes the general principle of best value for money, economy and efficiency. SPC is not in any way obliged to select the bidder offering the lowest price.
- 9.4.** SPC reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for SPC's action.
- 9.5.** SPC reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localized award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.
- 9.6.** Within 15 days of receipt of the contract the successful bidder shall sign and date the contract and return it to SPC.

10. Bidder Protest

- 9.7.** If a bidder involved in an SPC procurement process considers he is not treated fairly, or that SPC failed to properly follow the requirements of the Procurement Policy, then that bidder may lodge a protest.
- 9.8.** To lodge a protest, you can email complaints@spc.int with your allegations. Your protest will need to include:
- your full contact details;
 - the details of the relevant procurement;
 - the reasons for your protest, including how the alleged behavior negatively impacted on your bid;
 - copies of any documents supporting your grounds for protest;
 - the relief that is sought.
- 9.9.** Your protest will be recorded and will be acknowledged promptly. You may be contacted to provide more information. An officer uninvolved in the original procurement process and with no conflict of interest will be nominated to investigate your protest.

9.10. Your protest will be received in good faith and will not impact your involvement in future bids.

10. Privacy notice

10.1. The bidder understands that their proposal and their personal information will be stored and used by SPC in accordance with SPC's *Privacy Policy* and *Guidelines for handling personal information of bidders and grant applicants*. Please inform SPC if you would like copies of the policy or guidelines.

10.2. If successful, the bidder understands that SPC will publish the name of the bidder.

SPECIFICATION OF GOODS*Request for Proposal (RFP) no: 22-3452***Project Title: RFP22-3452 – PHD - Preferred Suppliers for laboratory equipment and consumables****A. Project Description**

Strengthen the capacity of Labasa Hospital in Fiji to be able to offer better COVID-19 testing capacity using real Time PCR Testing platform by in addition to the GeneXpert equipment.

RT-PCR is the accepted gold standard for testing of Novel diseases like COVID-19 and other infectious diseases that are of public health importance like Zika, Chikugunya, Influenza, Leptospirosis. The supplies are meant for Labasa Hospital laboratory, the main hospital in the Northern division of Fiji serving around 135,000 population. Currently public health specimens from the Northern division of Fiji are sent to Vitilevu for PCR testing, this service became problematic during COVID-19 pandemic lockdown resulting in delay of testing. The availability of RTPCR testing in the Northern division will alleviate this problem.

The proposal is to provide support in the following areas:

1. Bio-Rad RT-PCR machine

In our efforts to have consistency and standardisation of equipment used, we are following advice from colleagues at the Victorian Infectious Diseases Reference Laboratory (VIDRL) in Melbourne to procure Bio-Rad machine. This will ensure that there is standard equipment and standardised SOPs for all PICTs and will also make training and maintenance easier.

2. Other equipment and consumables

This includes other smaller general laboratory equipment such as fridges, centrifuges, pipettes, vortex etc that are required to store and prepare test reagents and specimens for testing.

3. Training

Planning the proper set up of the RT-PCR is important and this should be carried out properly. After the infrastructure has been appropriately set up, proper procedures for installation and training of staff is done. We currently have support from VIDRL in this area and anticipate extending this working relationship for this project.

B. Specification of items

Listed below are the Laboratory Equipment's and Consumables that SPC is looking to procure:



C. Scope of Services, Guarantees and Warranties

1. The supplier(s) shall comply with the following service standards relating to the following for the duration of the contract:
 - a) Timely delivery
 - b) Provision for supply until the contract lapses and be able to maintain prices for the duration of the contract
 - c) Comply with required safety and environmental standards.
2. The supplier (s) shall also comply with all statutory and other legal requirements relating to environmental impacts of the material supplied. Areas to be considered are:
 - a) Waste Management
 - b) Packaging
 - c) Conservation
 - d) Energy Use
 - e) Sustainability
3. SPC is committed to being a responsible organisation in the fight against climate change and biodiversity loss and in the protection of the environment, therefore all Items supplied by the contractor shall be made of environmentally friendly materials, where applicable, the bidder shall quote, and supply materials rated for energy efficiency (e.g., 5 star rather than 1-star).
4. The bidder shall quote for items that are in stock only and notify SPC immediately if stock is not available and the expected date that the materials will be restocked.
5. The bidder shall comply with any requirements and conditions relating to the services as stated in the contract for supply and all goods must conform to any specifications relating to the goods as stated in the contract.
6. All items supplied by the bidder shall be free from defects in materials and workmanship, be of merchantable quality and be fit for the purpose specified in the contract.
7. The bidder shall specify precisely the warranty period and warranty coverage for items ordered by SPC. Items shall be issued with a reasonable warranty certificate. The Warranty for the lab equipment must at least be 1 year. Should there be any manufacturing defects during the warranty period, the supplier shall replace the goods immediately at their own cost.
8. The bidder shall submit samples, brochures, photos and technical literature pertaining to the items ordered by SPC, the supplier through the SPC account manager shall also provide SPC with regular updates on new products in the market, discounts available, promotions or to demonstrate as necessary, whenever requested to do so.
9. The bidder shall appoint a designated Account Manager for SPC who contactable 24 hours 7 days in a week for the duration of the contract.

D. Delivery specifications and requirements

1. The supplier upon receipt of the official approved SPC Purchase Order shall prepare delivery of all items as listed on the order preferably by the next business day or within three (3) business days. The supplier shall select and ship the items in the next available shipment to the Fiji addressed to SPC, or to an agreed location. If an item is not available for delivery, the supplier shall notify SPC immediately the estimated time of delivery.

2. The goods ordered shall be delivered properly packed and marked, at the agreed place and time of delivery. Appropriate packing will be checked upon delivery by the requesting department in SPC. In the case where goods are not appropriately packed, receipt of goods may be refused and/or any additional costs incurred as a result will be charged to the supplier.
3. The goods ordered shall be received and the delivery docket signed by SPC staff only. Under exceptional circumstances, SPC may authorise a country focal point or Project Manager based in country to confirm receipt of the items ordered. The supplier(s) will be made known of the receiving official in the country before the order is placed. SPC will not be responsible for costs incurred from loss of items that is not received by an SPC staff or SPC authorised focal point in country.
4. The delivery docket shall state the SPC purchase order number, description and quantity of the goods delivered and the must be submitted to SPC at the time of the delivery.
5. For any goods returned to the supplier, a credit note shall be processed for the cost incurred by SPC in reshipping and a copy provided to SPC immediately. If required, the supplier shall pick up the returned materials/items from the site without any additional cost.

E. Institutional Arrangement

The vendor will be responsible to SPC's Public Health Division (PHD) Director for the overall preferred supplier agreement.

For each project executed through this agreement, a project manager within SPC will be named and will serve as the point of contact for SPC for all project-related activities. Progress on active projects should be reported to SPC points of contact no less than fortnightly.

F. Duration of the Work

The preferred supplier arrangement will last for 1 year from award date, and be renewable for up to 3 years, based on the supplier's performance.

G. Qualifications of the Successful Contractor

Technical Competencies

The Technical Proposal will be evaluated against the following criteria:

- The company must be legally registered and have a minimum of 5 years' experience in supplying products specified in part B of Annex II to government agencies, NGOs or companies considered to be of significant size.
- The bidder must have a sound financial statement (audited) over the last 3 years.
- Must be able to supply diverse range of products and backup parts for the products specified in section B above.
- The company must be able to accept SPC Purchase Order, especially SPC General Terms and Conditions.
- The equipment, components and materials supplied should be in line and comply with all relevant international technical standards, quality control specifications and Equipments voltage should be able to meet each countries standard energy level requirement and supplied with appropriate UPS.

- Must be able to provide technical support and advice on the products if and when required by SPC or the focal points In-country.
- Must be able to supply and deliver the items within the agreed delivery schedule. If there are any anticipated delays in delivery, SPC should be notified immediately.
- The Manager and the Sales and Marketing team shall have the expertise and competencies to attend to SPC's requirements in an efficient manner. Capacity to provide after sales support and back up parts.
- The bidder should be able to provide a warranty on all products supplied for a minimum of 1 year.

H. Scope of Bid Price and Schedule of Payments

The initial appointment under the preferred supplier arrangements will be for one (1) year, with a possible extension for another three (3) years upon satisfactory performance by the supplier. The prices agreed to are stated on the contract for each item quoted on the proposal shall be valid for the duration of the contract.

The Contractor will be consulted on additions to the SPC network that may be required from time to time. The contractor will be responsible for delivering the required products and services on the agreed dates, within the limit of the contract value.

Payments for products procured under the contract shall only be made upon confirmation of receipt of goods, in line with the delivery specifications and requirements. Upon receipt of invoice(s) relating to the procurement, SPC will process payments in accordance with SPC's 30 days vendor payment terms.

PROPOSAL SUBMISSION FORM
Request for Proposal (RFP) no: 22-3452

Procurement Unit

Email: procurement@spc.int

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services as per requirements and all other items described or mentioned or reasonably to be inferred from the Specification of goods provided for the sum as ascertained in accordance with the Price Component 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 lodgment of the Request for Proposal documents nor the acceptance of any RFP 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.
- **The SPC general conditions of contract are not negotiable.**

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 Price Components proposed.

Date this _____ day of _____, 2022.

Firm /Institution:

Signature of Representative:_____

Representative:

Position of Representative: _____

CONFLICT OF INTEREST DECLARATION

Request for Proposal (RFP) no: 22-3452

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

Name, Signature

Date

Title _____

DUE DILIGENCE QUESTIONNAIRE
Request for Proposal (RFP) no: 22-3452

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

For individuals operating a business in their personal capacity

1. Please provide any two of the following documents to verify identity and proof of address:
 - a. Passport
 - b. Driver's license
 - c. Voter card or other government-issued identity card
 - d. Bank statement with the individual's name displayed

2. Have you been convicted for criminal offences relating to anti-money laundering or terrorism financing? Yes No

If you answered 'yes', please provide further details.

3. Have you ever been the subject of any investigation, indictment, conviction or civil enforcement action related to financing terrorists? Yes No

If you answered 'yes', please provide further details.

For companies and other legal entities

1. Please provide the following documents to verify identity and proof of address:
 - a. Evidence of Power of Attorney/Board Resolution granted to the officers to transact business on its behalf; and
 - b. Any of the following documents:
 - Certificate of Incorporation
 - Memorandum and Articles of Association
 - Telephone bill in the name of the company
 - Bank statement with the entity's name displayed

2. Does your entity have foreign branches and/or subsidiaries? Yes No

3. If you answered 'yes' to the previous question, please confirm the areas of your entity covered by responses to this questionnaire

Head Office & domestic branches Yes No N/A

Domestic subsidiaries Yes No N/A

Overseas branches Yes No N/A

Overseas subsidiaries Yes No N/A

4. Is your entity regulated by a national authority? Yes No

If you answered 'yes' please specify the name.

5. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect money laundering or terrorist financing activities? Yes No

If you answered 'yes', please send SPC your policy in English

6. Does your entity have an officer responsible for an anti-money laundering and counter-terrorism financing policy? Yes No

If yes, please state that officer's contact details:.....

7. Does your entity provide financial services to customers determined to be high risk including but not limited to:

- Foreign Financial Institutions Yes No

- Casinos Yes No

- Cash Intensive Businesses Yes No

- Foreign Government Entities Yes No

- Non-Resident Individuals Yes No

- Money Service Businesses Yes No

8. If you answered 'yes' to any of the boxes in question 7, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types? If yes, how?

9. Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? Yes No

If you answered 'yes' please provide details

10. Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of laws and regulations relating to either money laundering or terrorism financing? Yes No

If you answered 'yes' please provide details

I declare that none of the funds received or to be received by me or my organisation are used or will be used for money laundering or terrorism financing.

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.

Dated this.....day of..... [month and year] at.....

Signature

Name.....

TECHNICAL PROPOSAL SUBMISSION FORM*Request for Proposal (RFP) no: 22-3452***PART A – Firm /Institution Background****PART A1 - Contact**

| | |
|------------------------------------|--|
| Registered Name: | |
| Year Established: | |
| Physical Address: | |
| Postal Address: | |
| Telephone Contact: | |
| Fax Number: | |
| Email: | |
| Contact Person: | |
| Position of Contact Person: | |
| Number of Employees: | |

PART A2 – Legal registration *(Please provide registration document)*

| Place of registration & registration No. | Date of Incorporation | Directors' names |
|---|------------------------------|-------------------------|
| | | |

PART A3 - References**Reference 1**

| | |
|--|---|
| Name and address of International Organisation or similar major client: | |
| Name of reference person and contact details: | Name: Job title: Email: Telephone: |

| | |
|---|--|
| Description of actual services provided by your company. Please provide details, expanding as necessary: | |
|---|--|


Reference 2

| | |
|---|---|
| Name and address of International Organisation or similar major client: | |
| Name of reference person and contact details: | Name: Job title: Email: Telephone: |
| Description of actual services provided by your company. Please provide details, expanding as necessary: | |

Reference 3

| | |
|---|---|
| Name and address of International Organisation or similar major client: | |
| Name of reference person and contact details: | Name: Job title: Email: Telephone: |
| Description of actual services provided by your company. Please provide details, expanding as necessary: | |

PART B – Experience of firm /institution and ability related to the required services

| | Evaluation Criteria | Responses by Bidder Confirming Expertise, Experience, Ability, Technical Skills And Resources To Provide Professional Services To SPC (please provide documentation to support your proposal) |
|----|---|--|
| 1. | The company must be legally registered and have a minimum of 5 years' experience in supplying products specified in part B of Annex II to government agencies, NGOs or companies considered to be of significant size. | |
| 2. | The bidder must have a sound financial statement (audited) over the last 3 years. | |
| 3. | Must be able to supply diverse range of products and backup parts for the products specified in section B above | |
| 4. | Ability to accept SPC Purchase Order and SPC General terms and conditions. | |
| 5. | The equipment, components and materials supplied should be in line and comply with all relevant international technical standards, quality control specifications and Equipments voltage should be able to meet each countries standard energy level requirement and supplied with appropriate UPS. | |
| 6. | Must be able to provide technical support and advice on the products if and when required by SPC or the focal points In-country. | |
| 7. | Must be able to supply and deliver the items within the agreed delivery schedule. If there are any anticipated delays in delivery, SPC should be notified immediately. | |
| 8 | The Manager and the Sales and Marketing team shall have the expertise and competencies to attend to SPC's requirements in an efficient manner. Capacity to provide after sales support and back up parts. | |
| 9 | The bidder should be able to provide a warranty on all products supplied for a minimum of 1 year. | |
| |  ANNEX II-A _RFP22-3452 - Techr | |

FINANCIAL PROPOSAL SUBMISSION FORM*Request for Proposal (RFP) no: 22-3452*

1. Detailed financial offer with the Financial table on the basis of the model provided (Annex VII-A) with unit costs per equipment and per batch of several units ordered simultaneously and totals relating to the performance of each operation as well as the possible mission costs, maintenance costs and management costs.



ANNEX VII-A
_RFP22-3452 - Finan

NB: All costs indicated on the financial proposal should be inclusive of all applicable taxes.