**RFQ 23-5659**

REQUEST FOR QUOTATION (RFQ)

**FOR SERVICES**

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| --- | --- |
| **Project Title:** | **Assessment of travel expectations of recreational fishers in the Pacific Island region**. |
| **Nature of the services** | The purpose of this consultancy is to assess the travel expectations of recreational fishers who have visited the Pacific Island region or would be interested in doing so. |
| **Location:** | Remote |
| **Date of issue:** | 1/09/2023 |
| **Closing Date:** | 15/09/2023 |
| **SPC Reference:** | RFQ23-5659 |

ANNEX I -

FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

**INSTRUCTIONS TO BIDDERS**

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

As an indication, please detail below the daily costs of the speakers solicited as part of this service

|  |  |
| --- | --- |
| Position Description | Daily Rate EUR |
| *[Position description]* | *[unit price]* |
| *[Position description]* | *[unit price]* |
| *[Position description]* | *[unit price]* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cost of the Service with regard to the services described in §B | | | | | | |
| Services description | Unit | | Quantity | | Total Amount Euro (including taxes) | |
| Inception report based on literature review and adapted research tools (e.g. questionnaire and interview schedules); (subject to acceptance by SPC of the sampling and analysis method proposed by the consultant). | Lump sum | | 1 | | *[total amount]* | |
| Datasets, list of interviewees and final report with clear recommendations for the development of recreational fisheries. | Lump sum | | 1 | | *[total amount]* | |
| **Total 1** |  | |  | | ***[Total 1]*** | |
| Other costs | | | | | | | |
| Item description | | Unit Price EUR | | Total quantity | | Total Amount EUR | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| *[Item description]* | | *[unit price]* | | *[quantity]* | | *[total amount]* | |
| **Total Other costs** | | | | | | *[Total]* | |

|  |  |
| --- | --- |
| Total amount | *[total amount for the services (1)]* |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL (€)** |  |

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.

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| **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]* |