**RFQ 23-5894**

REQUEST FOR QUOTATION (RFQ)

**FOR SERVICES**

|  |  |
| --- | --- |
| **Project Title:** | **Programme Design Support for the SPC Oceans Flagship** |
| **Nature of the services** | Project/programme design |
| **Location:** | Home based, with travels to Suva (Fiji) and Noumea (New Caledonia) |
| **Date of issue:** | 18/10/2023 |
| **Closing Date:** | 1/11/2023 |
| **SPC Reference:** | RFQ23-5894 |

# Part 5: FINANCIAL SUBMISSION FORM

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.

The financial proposal must be submitted in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **Unit** | **Qty** | **Lump sum in EUR**  **(tax excluded)** | **Lump sum in EUR**  **(tax included)** |
| Workplan and deliverables timeline | Lump sump | 1 |  |  |
| Reviewed Oceans Capacities Mapping and contextual analysis of ocean activities and resources at SPC | Lump sump | 1 |  |  |
| Contributions to the draft Oceans Flagship design document | Lump sump | 1 |  |  |
| Draft institutional mechanisms to operationalise the Oceans Flagship in SPC and regionally | Lump sump | 1 |  |  |
| Initial mapping of the financial landscape | Lump sump | 1 |  |  |
| **TOTAL** | | |  |  |

As an indication, the tenderer will communicate in the table below the daily rates for the consultants involved in the performance of the services:

|  |  |
| --- | --- |
| Position of the consultant | Daily Rate EUR |
|  | *[unit price]* |
|  | *[unit price]* |
|  | *[unit price]* |
|  | *[unit price]* |