# Annex 1. Conflict of Interest Declaration Form

**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.

**RFQ 23-5993**

**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:

|  |  |
| --- | --- |
|  | To my knowledge, I am not in a conflict-of-interest situation |
|  | There is a potential conflict of interest with regard to my Choose an item. relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process |
|  | I may be in a conflict of interest with regard to my Choose an item relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process |
|  | To my knowledge, there is another situation that could potentially constitute a conflict of interest:  *[Describe the situation that may constitute a conflict of interest]* |

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 **RFQ** [SPC Reference] 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 Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

# Annex 2. TECHNICAL PROPOSAL SUBMISSION FORM

##### INSTRUCTIONS TO BIDDERS

Please complete the table below and attach necessary supporting documentation to support technical evaluation of bids.

|  |  |
| --- | --- |
| Technical criteria | |
| **Mandatory Requirements** | **Response by Bidder** |
| Conflict of interest declaration: Annex 1 | Check if submitted with the proposal 🞏 |
| Technical proposal submission form: Annex 2 | Check if submitted with the proposal 🞏 |
| Specification sheets, certificates and associated information | For proposed pole mount system 🞏  For proposed PV modules 🞏  For Lorentz parts 🞏  For float valves 🞏  For pails 🞏  Please list any other applicable information sheets attached: |
| Expected dispatch date |  |
| Expected delivery date |  |
| Financial proposal submission form: Annex 3 | Check if submitted with the proposal 🞏 |
| **Organisational, technical and delivery requirements** | |
| **Functional** | |
| Compliance with functional requirements as stated in the Specification of Goods *(20%)* | *[Bidder’s answer]* |
| **Design and technical** | |
| Compliance with design and technical requirements as stated in the Specification of Goods *(20%)* | *[Bidder’s answer]* |
| **Supply experience** | |
| Evidence of at least 5 years’ practical experience in supply of similar goods (at least 2 contracts; contracts with SPC should also be included) *(20%)* | *[Bidder’s answer]* |
| **Delivery** | |
| Experience shipping goods in the Pacific and capacity to deliver items within 6 months *(10%)* | *[Bidder’s answer]* |

# Annex 3: FINANCIAL PROPOSAL SUBMISSION FORM

1. Please use the template provided below, at a minimum.
2. Other quote formats (e.g. using bidders’ system-generated software) can also be attached.
3. All prices in the proposal must be presented in AUD.

| **#** | **Item** | **Unit** | **Quantity** | **Cost [AUD]** |
| --- | --- | --- | --- | --- |
|  | 3-panel pole mount (to fit 2 or 3 x XL PV panels; complete with poles, racking, fixings and fasteners) | set | 8 | $ |
|  | General purpose Portland cement, 20 kg bag | bag | 144 | $ |
|  | Solar panel (~500 W) \* | pc | 31 | $ |
|  | 2m single core connecting cable with M/F connectors\*\* | length | 10 | $ |
|  | 5m single core connecting cable with M/F connectors\*\* | length | 10 | $ |
|  | 20mm cable conduit | m | 50 | $ |
|  | 20mm cable conduit 90° swept bend | pc | 50 | $ |
|  | Earth stakes | pc | 8 | $ |
|  | 6mm earth cable | m | 40 | $ |
|  | Spare fixings (nuts/bolts/screws) for 1 complete pole mount | set | 2 | $ |
|  | Universal solar panel clamps to suit pole mounts (spares) | pc | 20 | $ |
|  | Cable tie, plastic, ~200 mm | pc | 200 | $ |
|  | Cable tie, plastic, ~300 mm | pc | 200 | $ |
|  | Tools for installation (bidder to list tools) | set | 2 | $ |
|  | Soft and hardcopy installation, operation and maintenance manuals | set | 2 | $ |
|  | Heavy-duty 20L food-grade plastic pail (bucket with sealing lid) with handle | pc | 600 | $ |
|  | 20 mm brass ball valve with ≥6mm internal bore and plastic float, BSP M | pc | 100 | $ |
|  | 20 mm PE tank connector (bulkhead), BSP FF | pc | 100 | $ |
|  | 20 mm PE ball valve BSP FF | pc | 100 | $ |
|  | 50mm x 1-1/4” (32 mm) PE adaptor M | pc | 10 | $ |
|  | Lorentz pump end PE HRE-14-3 | pc | 2 | $ |
|  | Lorentz ECDrive 1800HRE 1.7kW motor | pc | 2 | $ |
|  | Lorentz cable splice kit | kit | 10 | $ |
|  | Shipping to Kiritimati Island | lump | 1 | $ |
|  | **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, considering all that is required for the full and proper performance of the contract and to have included all applicable costs in their rates and prices.

|  |
| --- |
| **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]* |