



REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Freelance Translators and Revisers (French to English)
Nature of the services	French to English translation and revision services
Location:	From the contractor's home base
Date of issue:	4/12/2023
Closing Date:	4/02/2024
SPC Reference:	RFP23-5997

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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.

1.3 SPC's 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.

This RFP sets out SPC's requirements and it asks you, as a candidate, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. 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 candidates can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO CANDIDATES

2.1 Background

SPC invites you to submit a proposal to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP 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 candidates and to ensure that all candidates 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 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. 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 (annexes of [Part 5](#) of the RFP):

- a) Candidate's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the Candidate and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4) indicating the services you are making a proposal for (translation / revision) + your CV and cover letter

Your proposal must be submitted in a single email.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email.

You must submit **all documents** required in this RFP. Your proposal must be sent to procurement@spc.int with the subject line of your email as: **Submission RFP23-5997 – Freelance Translators and Revisers (French to English)**.

Your proposal must be received no later than **4/02/2024** by **8 pm Noumea time**. Only one proposal per candidate 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.

2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to procurement@spc.int with the subject line: **Clarification RFP23-5997 – Freelance Translators and Revisers (French to English)**. The deadline for submission of clarifications is **21/01/2024** by **8 pm Noumea time**.

Details will be kept of any communications between SPC and Candidates. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFP 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 candidates.

2.4 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.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the candidate for clarification of its proposal or additional information. The request for clarification will be in writing.

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 RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Candidates 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.

As part of this RFP and after the technical evaluation of proposals, a test will be organized for candidates:

- Who have not previously worked with SPC on this type of service.
- Who obtained a score above 70 points after technical evaluation of their proposal, according to the criteria defined in part 4.

Candidates who have already successfully completed this test, and/or whose work has already been evaluated by the SPC Translation team, will not be subject to a new test.

Financial

This RFP does not require the submission of a financial offer, as the cost of each service is defined by SPC on the basis of an hourly or per-word rate.

Currently, the rate per source word is set at:

- 0.19€ for translation work.
- 0.10€ for revision work.

These rates do not include tax, in accordance with applicable legislation, and may be re-evaluated at SPC's initiative.

2.5 Contract award

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) with freelance French to English translators/revisers.

A sample PSA is attached to this RFP for your information.

PSAs are drawn up for an initial period of 1 (one) year and may be renewed for a period not exceeding 3 (three) years, depending on the results and quality of the services rendered.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, also attached to the enclosed sample PSA, unless otherwise agreed. Any request for modification of the general contractual conditions must be made at the time of proposal submission. The candidate must therefore

enclose with its offer requests for any amendments to the contractual clauses and/or General Conditions (annex IV of the PSA).

In the absence of such requests, the General Terms and Conditions of Contract and the PSA will be deemed to be known, understood and accepted by the candidate.

SPC may award the contract once the Procurement Committee has determined that a candidate has met the prescribed requirements and the candidate's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

The award of the contract will be made by contract signed and dated by both parties.

2.6 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
RFP advertised	4/12/2023
Deadline for seeking clarification	21/01/2024
RFP Closing Date	4/02/2024
Technical translation test	From 12/02/2024 (to be confirmed)

2.7 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 candidate. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the candidate, candidates shall at all times treat the contents of the RFP and any related documents as confidential. SPC will also treat the information it receives from the candidates as confidential.

Conflict of interest: candidates 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 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 RFP process. Breach of this requirement can result in the exclusion of the candidate from the RFP process or in SPC terminating any contract with a successful candidate.

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 candidate is bound by their proposal for a further 60 days following notification they are the preferred candidate 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: candidates 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 candidate 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 candidate from the RFP process or in SPC terminating any contract with a successful candidate. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

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

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a candidate has submitted a proposal before the clarification, correction or modification, the candidate 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 RFP is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The candidate 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of candidates 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 RFP at any time, or to re-invite proposals on the same or any alternative basis; (2) seek clarification or documents in respect of any candidate's submission; (3) choose not to award a contract as a result of this RFP; (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 RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected candidate or any obligation to inform the affected candidate/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any candidate that does not submit a proposal in accordance with the instructions in this RFP; (2) any candidate that misrepresents information to SPC; (3) any candidate that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Candidates shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a proposal to SPC.

Warranty, representation, assurance, undertaking: The candidate 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 RFP process.

2.8 Complaints process

Candidates 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. The candidate 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 candidate; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: Terms of Reference

A. Background/context

The Pacific Community seeks to establish preferred supplier agreements (PSAs) with experienced professional freelance English translators and revisers, who will be called upon to provide their services under an external contracting system.

While the Pacific Community does regularly outsource English translation and revision work (French-to-English), no guarantee can be given in advance as to the nature or amount of work that may be offered to each service provider.

SPC has a previously approved roster of freelance we currently work with. Those freelance translators who are already on the translation-and-revision services roster **must respond** to this request for proposals (RFP) if they wish to keep working with SPC, otherwise SPC will not be able to offer them PSAs.

A selection process will be carried out for service providers who respond to this RFP. After an initial review of the applications, a short list will be drawn up. Those candidates on the shortlist who have never worked as translator/reviser for SPC, or who have never taken part in a selection process, will be invited to take a French-to-English translation test. So, final selection of candidates for SPC's external contracting system will be based on:

- ✓ The admissibility of the application submitted;
- ✓ Successful completion of the technical translation test (where relevant); and
- ✓ Final approval by the Procurement Committee of the applications submitted.

B. Purpose, objectives, scope of services

Service providers will be required to submit, by electronic means, high-quality translations or revisions in final and immediately useable format to the SPC Translation team in Noumea, within the deadlines given by the Translation team or previously negotiated with them. The subject matter may be scientific, technical, legal or administrative and will relate to the [SPC's various areas of development activity](#) in the Pacific Islands region. For translation, the work may involve self-revised translations. Such work will be subject to quality-control inspections.

To ensure the quality of the services provided, SPC expects to be able to assess the skills and abilities of the individual translators before any collaboration and subsequently maintain direct contact with the translator once a job has been assigned to them.

Documents to be translated will be sent out electronically.

Service providers will be expected to ensure the terminology used in their translation is consistent with SPC's by using the linguistic and terminology resources provided to them (Logiterm files and terminology database, TMX) along with any reference documents.

Service providers must retain the source document formatting and layout so the translation can be delivered to clients as is, without any further processing by the SPC Translation team.

For certain jobs, particularly documents in IDML format, the service provider may be asked to do the translation in Trados Studio software (or an equivalent). The format of the translation to be delivered will, in such cases, be given in the translation request (SDLXliff, exported target document and/or

translation memory). As for all translations, the file delivered by the service provider must be reread and its spelling checked. Service providers may be asked to reread the PDF once layout is completed.

Please note: SPC currently uses the following CAT tools:

- Logiterm 6.2.0
- Trados Studio 2022

Service providers will be able to access the Translation team's translation memory and terminology database through a web portal at no charge.

C. Timelines

The initial PSA set up with successful candidates will be for one (1) year with a possible extension for another three (3) years depending on the outcomes and quality of the services provided.

During that time, the Translation team will inform the service provider of the project deadline for each request. In the event the delivery deadline changes, the Translation team will inform the relevant service provider of such changes. If, exceptionally, the person assigned that translation or revision job can no longer deliver the project on time, they will immediately inform SPC.

D. Reporting and contracting arrangements

Outsource service providers report to the SPC Translation team in terms of the quality of their translation or revision work (normally the English Reviser – Translation Quality Supervisor).

They will be expected to contact the Translation team, before delivery, about any problems they encounter during their work, e.g. to clarify certain phrasing and have certain terminological choices approved.

Service providers will carry out translation and/or revision work destined for SPC solely through SPC's Translation team.

The email addresses of the various official contacts within the team will be provided to successful candidates.

E. Skills and qualifications

Mandatory qualifications:

Native English speaker (or equivalent level) and fluent in French

Duly registered in their country of operations/residence

Crucial qualifications:

Post-graduate or master's degree in translation or equivalent professional experience.

At least five years' sound experience in translation and/or revision in SPC's work areas (French into English).

Proven translation/revision experience in an institutional setting as either a staff or freelance translator, e.g. international organisations, NGOs, public sector.

Good working knowledge of the Pacific will be an asset.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical requirements** being completed prior to any **Technical Translation Assessment** being completed.

The competencies which will be evaluated are detailed in [Part 3](#).

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

The technical component, which has a total possible value of 100 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight	Points obtainable
Mandatory requirements		
Native English speaker (or equivalent level) and fluent in French Duly registered in country of operations/residence	Candidates will be disqualified if any of the requirements are not met	
Technical requirements		
Post-graduate or master's degree in translation or equivalent professional experience	25 %	25
Sound translation or translation/revision experience (French into English) in SPC's work areas (5 years minimum)	40 %	40
Translation/revision experience in an institutional setting as a staff or freelance translator/ reviser (international organisations, public sector) or with NGO	25 %	25
Good working knowledge of the Pacific	10 %	10
Total Score	100 %	100
Qualification score	70 %	70

4.2 Technical Translation Assessment

New candidates must obtain at least the qualification score specified above in order to advance to the technical translation test stage. Any candidate must successfully complete the technical translation test to be considered.

Candidates who have already completed work with SPC will be assessed on the quality of services previously provided (feedback).

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: CANDIDATE'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal 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 lodgement of the Request for Proposal documents nor the acceptance of any tender 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.

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 Financial Components proposed.

For the Candidate: *[insert name of the company]*

Signature:

Name of the Candidate'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 CANDIDATES

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 candidate 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 candidate 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.**

Candidates 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 candidate, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the Candidate 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 **RFP 23-5997** 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 Candidate: *[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 CANDIDATE 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
1. Please provide information related to your entity.				
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]			
Status of the entity:				
<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]				
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:				
<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				
3. How many employees does your company and its subsidiaries have?			[provide answer]	
4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			[provide answer]	
5. Are you up to date with your tax and social security payment obligations?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			[Provide details]	
6. Is your entity regulated by a national authority?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			[Insert name of the national regulation authority]	
7. Is your entity a publicly held company?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your entity have a publicly available annual report?			<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					
9. Does your entity have foreign branches and/or subsidiaries?			<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	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:					
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]		
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:		[Provide explanation]			
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?				<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]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:		[Insert name and contact details]			
14.Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:		[Provide details]			

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?				<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]	
Does your Policy or Process cover the followings?					
<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]			
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<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 3 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 candidates and grantees](#).

For the Candidate: *[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

Technical requirements	
Experience and designated personnel	
Experience:	Experience:
	Click or tap here to enter text.
	Contact of 3 clients
	1. Name of your client: Click or tap here to enter text.
	Contact person: Click or tap here to enter text.
	Email: Click or tap here to enter text.
	2. Name of your client: Click or tap here to enter text.
	Contact person: Click or tap here to enter text.
	Email: Click or tap here to enter text.
	3. Name of your client: Click or tap here to enter text.
	Contact person: Click or tap here to enter text.
	Email: Click or tap here to enter text.

Additional documents to be provided:

Candidates must provide a curriculum vitae/resume and cover letter providing evidence of their qualifications and experience.

This application must also specify the nature of the proposed services via the table below:

Work area sought	YES / NO	Corresponding number of years of experience
TRANSLATION		
REVISION		

For the Candidate: *[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]*