# PART 5: PROPOSAL SUBMISSION FORMS

### 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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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.

## 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 *[mention 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*[Select RFQ or RFP]**[SPC Reference number]* 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]* |

**RFQ23-6091**

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

Bidders must meet the mandatory requirements defined in the pricing request or else be disqualified if they do not.

|  |
| --- |
| Technical requirements |
| *Assessment criteria* | *Bidder’s response* |
| **Experience and dedicated staff/sub-contractors** |
| **Experience:** evidence of the bidder's relevant experience must be submitted. Bidders must submit details of three contracts demonstrating their experience in providing services similar to those referred to in the terms of reference at part three of this request for quotation. Bidders must provide the contact details of a referee for each contract. Please attach a CV and any supporting information, if necessary. | **Experience :**  |
| *Provide details of required experience* |
| **Three referees’ contact details** |
| 1. *Client Name: Indicate client’s name*
 |
| Contact name: | *Indicate the contact’s name* |
| Contact details: | *Indicate the contact’s details* |
| Contract amount: | *Indicate the contract amount* |
| 1. *Client Name: Indicate client’s name*
 |
| Contact name: | *Contact name:* |
| Contact details: | *Contact details:* |
| Contract amount: | *Contract amount:* |
| 1. *Client Name: Indicate client’s name*
 |
| Contact name: | *Contact name:* |
| Contact details: | *Contact details:* |
| Contract amount: | Contract amount: |
| ***Technical requirement 1*** |
| Master’s degree in sustainable development, conservation, management, and/or 6 years of relevant experience | *Bidder’s response* |
| ***Technical requirement 2*** |
| Experience in developing training packages/capacity building material and delivering training | *Bidder’s response* |
| ***Technical requirement 3*** |
| Experience in supporting climate change adaptation, including disaster risk reduction indicatives | *Bidder’s response* |
| ***Technical requirement 4*** |
| Experience conducting community awareness and capacity building,including monitoring and evaluation, is essential. | *Bidder’s response* |
| ***Technical requirement 5*** |
| Understanding of the realities of project implementation in the Small Island Developing States | *Bidder’s response* |
| **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]* |

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### FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

All costs indicated in the financial offer must include all applicable taxes. The price schedule must follow the format provided below.

|  |  |
| --- | --- |
| Description of services | Amount USD  |
| Professional fees (specify if daily or lumpsum) | *Unit price* |
| Other (specify) |  |
| **TOTAL** |  |

Professional fees: staff salaries, consultants’ fees and other professional fees.

SPC will not cover separate overhead/operating cost or contingency items. SPC will neither provide nor refund any insurance for consultants travel or health costs, professional cover or any other risk or liability that may arise during the consultancy (including subcontractors or partners that the consultant may employ). SPC will not be liable for any arrangements or payments related to visas, taxes or duty for which the consultant may be liable.

The consultant must also provide its own workspace and computer during the service provision with a stable Internet connection for Zoom meetings, if required.

Any Travel required under this contract will be organised by SPC.

SPC will not cover any computer or communication equipment during the consultancy. Consultants must provide a stable Internet connection for any virtual meetings that may be required.

No payments will be made for any items for which no price has been indicated. Such items shall be deemed to be covered by the financial offer. Bidders are deemed to have ensured that their bids are accurate and exhaustive prior to submitting them, have covered everything required for the full and proper performance of the contract and have included all costs and their rates and prices.

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