**RFP 24-6153**

REQUEST FOR PROPOSAL (RFP)

**FOR SERVICES**

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| **Project Title:** | **Independent Institutional Review of SPC)** |
| **Nature of the** services | **Independent Institutional Review** |
| **Location:** | **Pacific region** |
| **Date of issue:** | **24/01/2024** |
| **Closing Date:** | **21/02/2024** |
| **SPC Reference:** | **24-6153** |

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# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

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 inclusive of taxes 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.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP and in particular:

**The Financial Proposal Submission Form must be stamped & signed and protected by a password.**

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

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| Independent Institutional Review of SPC | | | | |
| Milestones / Deliverables | Unit | Unit Price USD | Total Quantity | Total Amount USD |
| **Preparation / Inception**  Deliverable 1.1: Inception report with methodology and implementation timeframe, submitted to the CRGA Co-Chairs | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| **Data collection, analysis, and validation**  Deliverable 2.1: Comprehensive list of relevant references, with summary of surveys, if implemented | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| Deliverable 2.2: First draft of emerging findings to CRGA Co-Chairs | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| Deliverable 2.3: Consultation workshop with CRGA Subcommittee and other stakeholders | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| **Reporting, launch and presentation**  Deliverable 3.1: Draft report, summary and presentation to CRGA Subcommittee Co-Chairs | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| Deliverable 3.2: Final draft report, summary and presentation to CRGA | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| Deliverable 3.3: Final report and summary incorporating feedback from CRGA | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total** | | | | *[total amount]* |

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 as to its correctness and completeness, taking into account 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]* |