**RFP 24-6218**

# Annex 5 -

# FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

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

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 *[Choose between inclusive or exclusive 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/RFQ and in particular:

*[Instructions to be inserted by SPC for bidders to better understand SPC's requirements for their financial proposal (including all costs for which a financial proposal is expected from the bidder: insurance, etc.)]*

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| **Lot 1****Courier Services Pacific Region****Educational papers** | **Weight of Boxes** |
| 1kg to Up 3kg | 4 kg Up to 5kg |  Up to 10kg | Up to 15kg | Up to 20kg | Up to 25kg | Up to 30kg | Up to 35kg | Up to 40kg | Up to 45kg | Up to 50kg |
| **Price of box per weight for delivery to the pacific islands mentioned below from/to SPC EQAP Division (Nabua)** |
| 1 | Cook Islands |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Federated States of Micronesia |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Kiribati |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Christmas Island |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Niue |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Palau |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Papua New Guinea |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Republic of Marshall Islands |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Samoa |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Solomon Islands |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Tokelau Islands |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Tonga |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Tuvalu |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Vanuatu |  |  |  |  |  |  |  |  |  |  |  |

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| **For the Bidder:** *[insert name of the company]* | Name of the representative: *[insert name of the representative]* |
| Signature: | Title: *[insert Title of the representative]* Date: *[Click or tap to enter a date]* |

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| **Lot 2****Courier Services to all SPC member states and implementation locations** | **Weight of envelop** |
| ≤0.5kg | ≤1kg | ≤1.5 kg |  ≤ 2kg | ≤2.5kg | ≤3kg | ≤3.5kg | ≤4kg | ≤4.5kg | ≤5kg | ≤5.5kg | ≤6kg | ≤6.5Kg | ≤7Kg | ≤7.5Kg | ≤ 8kg | ≤ 8.5kg | ≤ 9kg |
| **Price of envelop per weight for delivery to the pacific islands mentioned below from/to SPC Fiji - Nabua, Narere, Mead Road**  |
| 1 | American Samoa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Australia |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Cook Islands |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Federated States of Micronesia |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Fiji (national courier) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | France |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | French Polynesia |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Guam |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Kiribati |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Kiribati (Christmas Island) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Nauru |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | New Caledonia |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | New Zealand |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Niue |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Northern Mariana Islands |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Palau |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Papua New Guinea |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Pitcairn islands |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Republic of Marshall Islands |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Samoa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | Solomon Islands |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | Tokelau Islands |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | Tonga |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | Tuvalu |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | United Kingdom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | United States of America |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 | Vanuatu |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | Wallis and Futuna |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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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]* |