

# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	<b>Pacific Maritime Boundaries (PMB) Project</b>
<b>Nature of the services</b>	Preferred Service Provider (s) for the preparation of comprehensive submissions for the continental shelf's outer limits beyond 200 nautical miles for the Pacific Region.
<b>Location:</b>	Solomon Islands, Papua New Guinea, Federated States of Micronesia and Cooks Island
<b>Date of issue:</b>	23/02/2024
<b>Closing Date:</b>	24/03/2024
<b>SPC Reference:</b>	24-6221

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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](mailto: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 bidder, 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 bidders can request further information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid 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 bidders and to ensure that all bidders are given equal and fair consideration.

Please read the instructions carefully before submitting your bid. For your bid 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) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4);
- e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in GBP. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP 24-6221**.

Your proposal must be received no later than **24/03/2024** by **11.59pm Fiji Time**. Only one bid per bidder 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](mailto:procurement@spc.int) with the subject line: **Clarification RFP 24-6221**. The deadline for submission of clarifications is **10/03/2024** by **12.00PM Fiji Time**.

Details will be kept of any communications between SPC and bidders. 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 bidders.

## **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 bidder 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.

Bidders 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.

### **Financial**

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

## **2.5 Contract award**

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) based on work areas. Initial contract will be for one (1) year and can be renewed for three (3) more years based on performance.

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder'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.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission. In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood, and accepted by the bidder. A sample PSA is attached to this RFP.

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	16/02/2024
Deadline for seeking clarification	10/03/2024
RFP Closing Date	17/03/2024
Award of Contract	30/04/2024

## 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 bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto: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 bidder, bidders 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 bidders as confidential.

**Conflict of interest:** Bidders 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 bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**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 GBP 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 bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder 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:** Bidders 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 bidder 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 bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto: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 bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid 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 bidder 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 bidders 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 bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder'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 bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

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

**Use of material:** Bidders 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 bid to SPC.

**Warranty, representation, assurance, undertaking:** The bidder 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

Bidders 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](mailto:complaints@spc.int). The bidder 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 bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: Terms of Reference

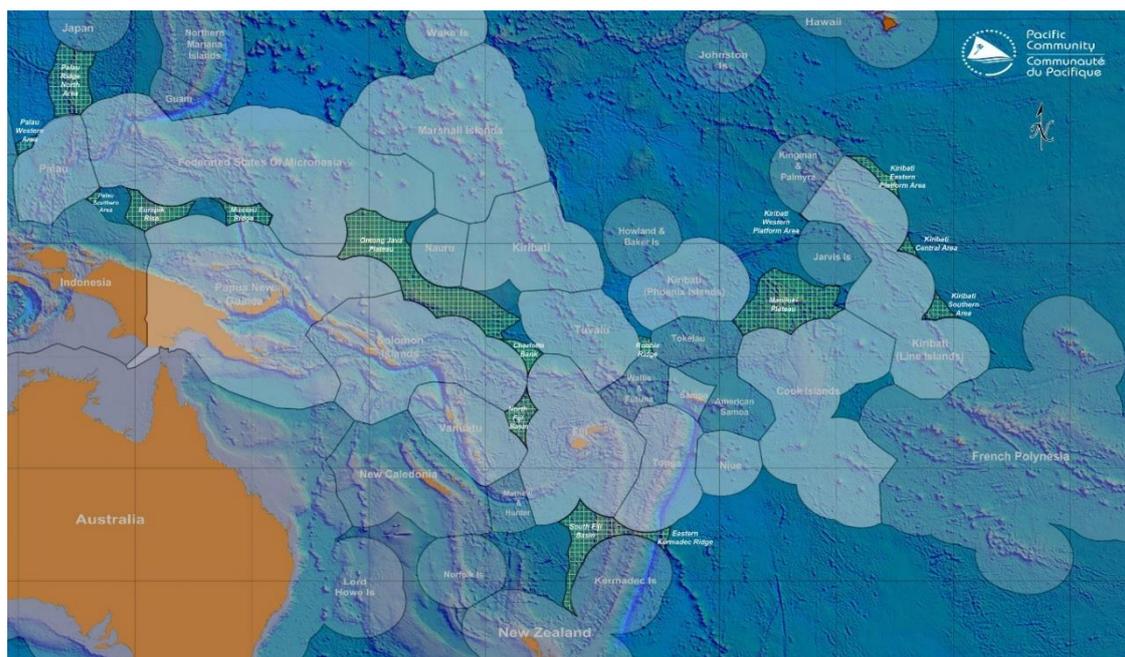
### Background/context

The Pacific Community (SPC) Geoscience, Energy and Maritime Division (GEM) is assisting the Governments of Federated States of Micronesia, Papua New Guinea, Solomon Islands, and Cook Islands in the preparation of their outer limits of the continental shelf beyond 200 nautical miles submissions to the United Nations Commission on the Limits of the Continental Shelf (CLCS) in accordance with Article 76 of the 1982 United Nations Convention on the Law of the Sea.

This important exercise is funded by the UK Government through the Pacific Maritime Boundaries (PMB) Project of the GEM Division. SPC intends to contract experts to assist in the technical and legal preparation for the joint and individual submissions awaiting examination for – Ongtong Java, Eauripik Rise, Mussau Ridge, Manihiki Plateau and an enclave in between Solomon Islands, Papua New Guinea and Australia (see map below).

Article 76 of the United Nations Convention on the Law of the Sea (UNCLOS) outlines the conditions under which a coastal state can claim exclusive rights to search for and utilize resources found on the continental shelf that goes beyond its 200 nautical mile exclusive economic zone (EEZ). The ability to assert ownership over these extended continental shelf (ECS) regions could be essential for the growth and political stability of Pacific nations. Until these unclaimed areas are officially recognized, coastal states might struggle to safeguard their interests or proceed with plans for sustainable development.

There are 10 Pacific Island Countries (PICs) with 17 ECS submissions at various stages in the queue awaiting examination and recommendation from the United Nations Commission on the Limits of the Continental Shelf (UN-CLCS). Of these, 3 submissions are only preliminary information notes, requiring additional information before they can be reviewed.



States have worked individually and collaboratively to develop submissions and preliminary information documents that define their outermost limits of the continental shelf. They have been supported by the SPC and a consortium of partners in this complex technical process.

These countries need to stay abreast of recommendations relevant to their submissions and country teams need to incorporate new scientific and technical data, including bathymetric and geological information, as it becomes available. At present, the region does not have sufficient technical expertise or financial resources to support much of this work—an issue this proposed consultancy seeks to directly address.

### **Purpose, objectives, scope of services**

The goal is to ensure the preparation of comprehensive submissions for the continental shelf's outer limits beyond 200 nautical miles, aiming for a successful recommendation by the Committee on the Limits of the Continental Shelf (CLCS) for one or more of the ECS areas, specifically **Ongtong Java Plateau, Eauripik Rise, Mussau Ridge, Manihiki Plateau, and an enclave area between the Solomon Islands, Papua New Guinea, and Australia claimed by Solomon Islands**. These submissions should adhere to the scientific and technical guidelines and the rules of procedure established by the Commission on the Limits of the Continental Shelf (CLCS).

Proposals must clearly itemise the costs for each of these four distinct work packages. These scope of services for these three packages is summarised as follows:

- **ECS Areas 1 – (1) Ontonga Java Plateau**  
Experts are invited to offer proposals on (i) conduct consultations and build awareness, (v), develop strategies and materials for potential revised submission, (vi) drafting of the ECS submission report, and (vii) other project-related tasks (*detailed in corresponding numerals below*)
- **ECS Area 2 – (2) Eauripik Rise**  
Experts are invited to offer proposal on (i) conduct consultations and build awareness, (iv) production of final data report, (v) analysis of relevant scientific and technical data, (vi) drafting of the ECS submission report, and (vii) other project-related tasks (*detailed in corresponding numerals below*)
- **ECS Area 3 – (3) Mussau Ridge:**  
Experts are invited to offer proposal on (i) conduct consultations and build awareness, (v) analysis of relevant scientific and technical data, (vi) drafting of the ECS submission report, and (vii) other project-related tasks (*detailed in corresponding numerals below*)
- **ECS Area 4 – (3) Solomon Islands Enclave:**  
Experts are invited to offer proposals on (i) conduct consultations and build awareness, (ii) data review & gap analysis(v) analysis of relevant scientific and technical data, (vi) drafting of the ECS submission report, and (vii) other project-related tasks (*detailed in corresponding numerals below*)

Further detail on the scope of services:

- i) **Country consultations and awareness** – Conduct in-country consultations and updates with all key stakeholders in the governments of Federated States of Micronesia, Papua New Guinea, Solomon Islands, and Cook Islands to ensure they provide input to the development of the submission as well as to instil and foster ownership to the process, data and information. A workplan will be developed as part of the inception report which will provide in detail the consultation methodology and approach including various stakeholders and partners that need to be consulted from start to the completion of work. The consultation will be led by Government personnel supported by the consultant and in coordination by SPC. Capacity development will be delivered by way of engagement throughout the project, ensuring that local experts are included in all activities.
- ii) **Data review & gap analysis** – In order to determine the volume and quality of data available for the area(s) of interest, an audit of data including gap analysis will be conducted by collating data relevant to the delineation of the continental shelf. The primary and first source will be those data held in-country and with SPC.
- iii) **Research complementary data** - Secondary source of data will be those available in the public domain and academic database. A desktop study of data archive centres will be used to explore potential marine data sources, in particularly bathymetry and seismic data. These will include global databases, such as those hosted by international and national organisations, such as the USA’s National Centres for Environmental Information, of the National Oceanographic and Atmospheric Administration, or research centre databases, such as the British Oceanographic Data Centre, UK. Academic marine databases, scientific literature and where available industry report will also be reviewed.
- iv) **Production of a final data report** - a report on the data, both those held nationally and those sourced from publicly available source will be provided. This report shall include an initial analysis of the application of Article 76 of UNCLOS and shall identify any potential weakness arising from data gaps. Recommendations on additional data to be collected will also be made.
- v) **Analysis of relevant technical data and legal aspects** – Interpretation of all relevant existing and new data and legal parameters will be conducted. Development of strategies and materials for potential revised submission (when applicable). This assessment will feed into and underpin the final submission document if sources are of sufficient quality (see next activity).
- vi) **Drafting of the ECS Full or revised submission report** – The following provides an overview of the activities required for each part of the submission.
  - **Part 1: Executive summary**– Provide text as prescribed in the CLCS guidelines (Document ref: CLCS/11) for publication on the Division for Ocean Affairs and Law of the Sea (DOALOS) website.
  - **Part 2: Main body**– The main body constitutes the main component of the analysis and delineation of the outer limits of the continental shelf. All chapters of the main body shall be underpinned by a robust scientific and legal analysis of the available data using the appropriate software tools.
  - **Part 3: Supporting documentation and data**– All data used in the submissions will be detailed in this section such as:
    - Data and GIS
    - Data handling and GIS packages

- vii) **Other Project-related Tasks** – Cooperate with the SPC team assigned to the project and carry out such other related tasks as may be required by SPC in connection with the implementation of this project, including, but not limited to, training, participation in virtual meetings, workshops, and provision of expert advice where required.

## Timelines

The consulting firm will be responsible for producing and submitting the following deliverables for each work package:

### **Deliverable 1 - Inception report and workplan**

The consulting firm will submit and present an inception report at the end of the first week following contract award. The inception report must include a workplan to be implemented throughout the consultancy. It should detail the consultant's understanding of the scope of work and proposed methodology for collection of data including consultation with key stakeholders and SPC. The inception report should also include a proposed schedule of work, major milestones on deliverables and stakeholder engagement plan for consultations and including data collection. The inception report must also include capacity building initiatives proposed for government planning staff at the national level.

The communication plan should highlight key stakeholders to be consulted and how they will be engaged in providing input to the development of the full submission. The plan must also include key agencies the consulting firm will be working with and should be based on the approach with Government leading the communications/awareness supported by the consultant. It should also state the Government processes to be followed for Government approval of the plans. The communication plan should also cover the awareness activities that will be implemented from start to end of the consultancy and training to be provided.

### **Deliverable 2 – Final data report**

This report shall include an initial analysis of the application of Article 76 of UNCLOS and shall identify any potential weakness arising from data gaps.

### **Deliverable 3 – Analysis of relevant scientific and technical data for submission**

In coordination with SPC the consultant will interpret and interrogate all relevant data and a pertinent scientific and technical documentation as well as legal considerations that constitute the final submission document.

### **Deliverable 4 – Drafting of the full submission**

A full submission includes the Executive Summary, the Main Body, and Supporting documentation and data. Data handling and GIS development will be required for this delivery.

### **Deliverable 5 – Final report**

For each of the three areas, a final report will be required.

A final report is to be produced that captures the entire process, highlighting achievements, lessons learned, and recommendations that can be used in other ECS projects. Additionally, a secured weblink must be created containing all scientific, technical, and legal information or references in a digital format,

packaged for submission to the CLCS along with the report.

The consulting firm will be contracted under a milestone contract based on acceptance (not submission) of key deliverables.

- i. For ECS area 1 – Ontong Java Plateau consulting firm will be contracted under a milestone contract below based on acceptance (not submission) of key deliverables

Milestone	Deliverable	Timeline	Fees (100%)
1	Initial Planning Report	Week 2	10%
2	Final data report	Week 8	20%
3	Preparation of full submission (including awareness building & workshop)	Week 18	40%
4	Final Report	Week 20	20%
			100%

- i. For ECS area 2 – Eauripik Rise consulting firm will be contracted under a milestone contract below based on acceptance (not submission) of key deliverables

Milestone	Deliverable	Timeline	Fees (100%)
1	Initial Planning Report	Week 2	10%
2	Final data report	Week 8	20%
3	Preparation of full submission (including awareness building & workshops)	Week 18	40%
4	Final Report	Week 20	20%
			100%

- ii. For ECS area 3 – Mussau Ridge consulting firm will be contracted under milestones below based on acceptance (not submissions) of key deliverables.

Milestone	Deliverable	Timeline	Fees (100%)
1	Initial Planning Report	Week 2	10%
2	Final data report	Week 8	20%
3	Preparation of full submission (including awareness building & workshops)	Week 18	40%
4	Final Report	Week 20	20%
			100%

## Reporting and contracting arrangements

### Reporting Line

The contractor will be directly responsible to and report to the Maritime Boundaries Advisor. The Maritime Boundaries Advisor will provide oversight, approve, and accept outputs and deliverables produced by the Contractor.

### Progress Reporting Frequency

Progress reports are required to be submitted **monthly** ensuring that the Maritime Boundaries Advisor is kept informed of the project's progress and any issues encountered.

### Collaboration and Interaction

Throughout the duration of the project, the Contractor is expected to engage, work in partnership, and hold meetings with various institutions, organizations, and individuals as outlined below:

Pacific Community: Discussions will focus on the deliverables, project timeline, contract payments, and the technical progress of the four ECS (Extended Continental Shelf) submissions.

SPC Consortium of Partners: Engagement will involve the technical aspects of the work and the datasets necessary for a comprehensive submission.

Ontong Java Plateau Joint Submitting States (FSM/PNG/SB): Collaboration will center on the progress and strategies implemented to complete the revised submissions.

Papua New Guinea: Interactions will cover the progress of the full submissions for the Eauripik Rise and Mussau Ridge, including discussions on data requirements.

Solomon Islands: Conversations will focus on the progress of the full submission for the Enclave area.

The Contractor may also need to interact with additional entities as necessary to ensure the successful completion of the project.

### Roles and Participation

The roles and extent of participation of the entities identified above will include:

- Providing technical advice and expertise.
- Facilitating access to data and resources.
- Participating in review meetings and providing feedback on outputs.

### Travel Arrangements and Payments

If travel is required, arrangements and payments will be detailed as follows:

SPC will pay or reimburse the Contractor for additional costs only when such costs are agreed to with SPC, estimated in the Oceans and Maritime Programme 2024 workplan, and mentioned in the contract as a maximum amount payable by SPC for additional costs.

## Skills and qualifications

The consulting firm and/or implementing partners would be expected to have the following qualifications:

- At least ten (10) years' experience in providing the technical and legal expertise required to develop submission for continental shelf.
- Experience in developing continental shelf submissions throughout the world's ocean, on a variety of continental margin settings, including sedimentary fans, mid-oceanic ridges and more typical continental margins.

- Experience of having participated in the defence of at least three submissions and continued observations of the Commission on the Limits of the Continental Shelf.
- Experience in national level awareness building and consultations in the Pacific would be an advantage.

### Expected Key Experts

The leading experts should cover one of the following areas:

- Geomorphology/ Geophysicist-- Masters/PhD Geophysics
- Geologist-- Masters/PhD in Earth Science
- GIS and Remote Sensing-- Masters/PhD in GIS and Remote Sensing

## Scope of Bid Price and Schedule of Payments

The contract price and schedule of payments are structured as follows:

**Contract Price:** The contract price will be a lump sum, contingent upon the successful completion of specified milestones.

**Cost Components:** The bidder is required to include the following cost components in the computation of the contract price:

- Professional fees for all staff involved in the project (include management and operating costs, including overheads directly associated with the project, no separate line will be accepted)
- Travel costs necessary for the completion of the project, including airfare, accommodation, and local transportation.
- Per diems for staff while on official travel, will be in accordance with the SPC standard rates applicable.
- Any other administrative and incidental costs directly related to project delivery.

**Milestone Payments:** Payments will be structured around the completion of milestone activities, with the contract price allocated as follows:

Milestone/deliverables	Deadline
Project Kick-off and Initial Planning Report	12 <sup>th</sup> April
Completion of Data Collection & Analysis	24 <sup>th</sup> May
Completion of Main Body of the Submission	19 <sup>th</sup> July
Compilation of Supporting Documents	9 <sup>th</sup> August
Final Editing, Collating, Printing and Reporting	23 <sup>rd</sup> August
Approval and Acceptance of Final Deliverables	6 <sup>th</sup> Sept.

The exact percentage of the contract price allocated to each milestone, along with the conditions and documentation required prior to the release of payment, will be detailed in the contract.

**Payment Terms:** The terms of payment will adhere strictly to the provisions outlined in Article 10 of the SPC General Conditions. This ensures that all financial transactions are conducted in a manner that is transparent, accountable, and in line with best practices for contract management.

We look forward to receiving bids that comply with these requirements and contribute to the successful execution of the project.

## **Annexes to the Terms of Reference**

Scientific and technical guidelines of the Commission on the Limits of the Continental Shelf:  
[https://www.un.org/depts/los/clcs\\_new/documents/Guidelines/CLCS\\_11.htm](https://www.un.org/depts/los/clcs_new/documents/Guidelines/CLCS_11.htm)

## 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 proposal** being completed prior to any **Financial proposal** being opened and compared.

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 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<ul style="list-style-type: none"> <li>a) Bidder's Letter of Application (Annex 1);</li> <li>b) Conflict of Interest Declaration (Annex 2);</li> <li>c) Information about the bidder and Due diligence (Annex 3);</li> <li>d) Technical proposal submission form (Annex4);</li> <li>e) Financial proposal submission form (Annex 5).</li> </ul>	Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
1.		
<p><b>A Geoscientist preferably in the following area of work</b></p> <ul style="list-style-type: none"> <li>• Geomorphology – coastal or ocean Geomorphology</li> <li>• Geophysics – coastal or ocean geophysics</li> <li>• Geology – coastal or ocean geology</li> <li>• Geodesist</li> <li>• GIS and Remote Sensing</li> </ul>	20%	140
2.		
Minimum of seven (7) years' experience in providing the technical and legal expertise required to develop submission for continental shelf	10%	70
3.		
Demonstrated experience developing a minimum of 5 continental shelf submissions (including scientific, technical, and legal analysis and report writing) in a variety of geological settings particularly those found in the south-west pacific or similar geological environment.	20%	140

4.		
Recent experience (2018 to present) of having participated in the defence of at least three submissions and continued observations of the Commission on the Limits of the Continental Shelf.	30%	210
5.		
Demonstrated ability to provide a workplan and methodology related to the scope of Services	10%	70
6.		
Minimum of five (5) years' experience delivering national level awareness building and consultations on the topic of continental shelf submissions in the Pacific would be an advantage	10%	70
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

## 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'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 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: CONFLICT OF INTEREST DECLARATION

### 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.

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

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

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

**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]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

### TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES INSTRUCTIONS TO BIDDERS

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<b>Experience:</b> <i>[insert details of the experience required (e.g. the bidder must demonstrate at least 5 years' experience in the field of project management and must provide details of three reference clients in this field)]</i>	<b>Experience:</b>
	<i>[insert details of relevant experience]</i>
	<b>Details for three references:</b>
	1. Client's name: <i>[insert name of client 1]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
	Value contract: <i>[insert value of contract]</i>
	3. Client's name: <i>[insert name of client 3]</i>
	Contact name: <i>[insert name of contact]</i>
	Contact details: <i>[insert contact details]</i>
Value contract: <i>[insert value of contract]</i>	
<b>Personnel:</b> <i>[insert details of the personnel/sub-contractors required]</i>	<b>Details about personnel/sub-contractors</b>
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
<b>Technical Requirement-1</b>	
A Geoscientist preferably in the following specialised area of study/ work: <ul style="list-style-type: none"> <li>• Geomorphology – coastal or ocean Geomorphology</li> <li>• Geophysics – coastal or ocean geophysics</li> <li>• Geology – coastal or ocean geology</li> <li>• Geodesist</li> <li>• GIS and Remote Sensing</li> </ul>	<i>[Bidder's answer]</i>
<b>Technical Requirement-2</b>	
Minimum of seven (7) years' experience in providing the technical and legal expertise required to develop submission for continental shelf	<i>[Bidder's answer]</i>
<b>Technical Requirement-3</b>	
Demonstrated experience developing a minimum of 5 continental shelf submissions (including scientific, technical, and legal analysis and report	<i>[Bidder's answer]</i>

writing) in a variety of geological settings in particular those found in the southwest pacific or similar geological environment.	
<b>Technical Requirement-4</b>	
Recent experience (2018 to present) of having participated in the defence of at least three submissions and continued observations of the Commission on the Limits of the Continental Shelf	<i>[Bidder's answer]</i>
<b>Technical Requirement-5</b>	
Demonstrated ability to provide a workplan and methodology related to the scope of Services	<i>[Bidder's answer]</i>
<b>Technical Requirement-6</b>	
Minimum of five (5) years' experience delivering national level awareness building and consultations on the topic of continental shelf submissions in the Pacific would be an advantage	<i>[Bidder's answer]</i>

**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]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

### FINANCIAL PROPOSAL SUBMISSION 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 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/RFQ and in particular:

**BIDDER'S FINANCIAL PROPOSAL – SERVICES**

<b>RFP24-6221 Preferred Service Provider (s) for the preparation of comprehensive submissions for the continental shelf's outer limits beyond 200 nautical miles for the Pacific Region</b>			
Services description	Lump sum Price [Currency]	Total quantity	Total Amount [Currency]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
<b>Total Package 1</b>			[Total 1]

<b>Other costs</b>			
Item description	Unit Price [Currency]	Total quantity	Total Amount [Currency]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
[Item description]	[unit price]	[quantity]	[total amount]
<b>Total Other costs</b>			[Total]

Total amount	[total amount for the services (1+2+3)]
Total other costs	[total other costs]
<b>GRAND TOTAL</b>	

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 and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in 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]*