**RFQ 24-6369**

REQUEST FOR QUOTATION (RFQ)

**FOR SERVICES**

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| --- | --- |
| **Project Title:** | **Fish Aggregating Devices (FADs)** |
| **Nature of the services** | **Socio-economic impact assessment of anchored Fish Aggregating Devices (aFADs)** |
| **Location:** | Pohnpei, Federated States of Micronesia |
| **Date of issue:** | **28/03/2024** |
| **Closing Date:** | **12/04/2024** |
| **SPC Reference:** | **24-6369** |

**RFQ 24-6369**

# Part 5: PROPOSAL SUBMISSION FORMS

# Annex 2: 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Socio-economic impact assessment of anchored Fish Aggregating Devices | | | | |
| Milestones / Deliverables | Unit | Unit Price USD | Total Quantity | Total Amount USD |
| **Inception Report**  Inception report, including proposed timeline of services and methods | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| **Survey Tool**  Survey tool tailored to the assessment's objectives | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| **Training Materials**  Training materials and list(s) of participants | Lump Sum | *[unit price]* | *[quantity]* | *[total amount]* |
| **Final Report**  Clean dataset and final report validated by SPC | 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]* |