**RFQ24-6452**

#

# Part 5: PROPOSAL SUBMISSION FORM

# BIDDER’S LETTER OF APPLICATION FORM

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required works 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 RFP/RFQ documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The RFP/RFQ 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 RFP/RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFP/RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFP/RFQ documents, or since the date as at which any information contained in the RFP/RFQ 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 RFP/RFQ 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.

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| --- |
| **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]* |

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### TECHNICAL PROPOSAL SUBMISSION FORM – WORKS

|  |
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| Technical Requirements |
| *Evaluation criteria* | *Response by Bidder* |
| Experience and specified personnel/sub-contractors |
| **Experience:** |  |
| **Experience:** At least two previous assignments attesting to experience in road/driveway repair work, and export platform construction (or similar) as well as with a minimum of three years of relevant experience | *[insert details of relevant experience]* |
| **References:** |  |
| **Referees-** List of 3 Referees from clients for who work has been successfully completed in the last 5 years | 1. Client’s name: *[insert name of client 1]*
 |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Value contract: | *[insert value of contract]* |
| 1. Client’s name: *[insert name of client 2]*
 |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Value contract: | *[insert value of contract]* |
| 1. Client’s name: *[insert name of client 3]*
 |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Value contract: | *[insert value of contract]* |
| **Personnel:** *[insert details of the personnel/su-contractors required (e.g. engineers, site managers, project managers, architects etc. and minimum or maximum team of experts)]* | **Details about personnel/sub-contractors** |
| Project Manager’s experience: | *[insert details about the project manager and its experience]* |
| Site Manager’s experience: | *[insert details about the site manager and its experience]* |
| *[Etc.]* | *[insert details about the staff/sub-contractors and its experience]* |
| Technical Requirement 1- Company Profile |
| Brief company profile which highlights the following: * Number of years of experience in undertaking similar work
* Experience in road/ Driveway construction
* Company Registration (to be provided as part of the supporting documents)
 | *[Bidder’s answer]* |
| Technical Requirement 2- (Evidence of past work (most recent preferred) |
| Portfolio/picture evidence of successfully completed relevant civil works (particularly for development/UN agencies/ NGOs/ MSME’s/ Government/ SOE’s etc and within the scope of the items listed in the scope of work) | *[Bidder’s answer]* |
| Technical Requirement 3- Description of Works to be carried out in line with the Scope of Work in Part 3 |
| Work Description that outlines the types of work required | *[Bidder’s answer]* |
| Stage 1 -  | *[Bidder’s answer]* |
| Stage 2 -  | *[Bidder’s answer]* |
| Stage 3 -  | *[Bidder’s answer]* |
| Add on if necessary | *[Bidder’s answer]* |
| Technical Requirement- 4 Project Timeline (refer part 3 Section C) |
| Describe in detail the timeframe for each stage of work and also by when all works will be completed  | *[Bidder’s answer]* |
|  |  |
| **Technical Requirement 5- Work with other sectors and agencies**  |
| Describe experience with Private industries, development agencies or the Government of Vanuatu. Share examples where appropriate.  | *[Bidder’s answer]* |
|  |  |

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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]* |

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# FINANCIAL PROPOSAL SUMBISSION FORM – WORKS

##### **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, unit prices for the various equipment and materials required should be given, as well as lump sums for the personnel involved, followed by the total amount (including additional services and any other costs associated with the construction of the works, if applicable).

A good level of 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 (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. No additional costs can be claimed from SPC after the contract has been signed.

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 – WORKS**

|  |
| --- |
| State all possible Construction Equipment’s and Materials  |
| Cost 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]* |
| **Total Package 1** | *[Total 1]* |

|  |
| --- |
| Human Resources – State all possible labour cost and technical expertise |
| Cost 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]* |
| **Total Package 2** | *[Total 2]* |

|  |
| --- |
| Other costs |
| Item description | Unit Price *[Currency]* | Total quantity | Total Amount *[Currency]* |
| *[Item description (e.g. additional services: maintenance, guarantee, commercial service)]* | *[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]* |
| **Total Other costs** | *Total 3* |

|  |  |
| --- | --- |
| Total amount | *Total amount for 1 + 2* |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

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.

|  |
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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]* |