

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Leveraging Vanuatu’s National Green Energy Fund – GCF Funding Proposal Development Phase 1: Feasibility Study and Risk Assessment</b>
<b>Nature of the services</b>	Undertake a feasibility study and risk assessments to inform the design of a GCF funding proposal. The Consultant/Firm will produce: i) the feasibility study (including economic analysis and stakeholder engagement plan); and ii) the risk assessment and management plan.
<b>Location:</b>	Home based with in-country missions to Vanuatu
<b>Date of issue:</b>	15/08/2024
<b>Closing Date:</b>	29/08/2024
<b>SPC Reference:</b>	24-6948

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
G. ANNEXES TO THE TERMS OF REFERENCE	9
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>11</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	11
<b>PART 5: PROPOSAL SUBMISSION FORMS .....</b>	<b>11</b>
5.1 BIDDERS LETTER OF APPLICATION	11
5.2 CONFLICT OF INTEREST	12

## 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).

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.

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 Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

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 quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to Hinal Kumar - [procurement@spc.int](mailto:procurement@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6948**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical proposal
- Financial proposal

- Bidders letter of application
- Due diligence questionnaire
- Proposed approach and methodology
- Evidence of prior work of a similar nature

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **11pm New Caledonia** on **29/08/2024**.

### 2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

### 2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Dirk Snyman will be your primary point of contact for this RFQ and can be contacted at [dirks@spc.int](mailto:dirks@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

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 RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 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
<b>RFQ sent to potential vendors</b>	15/08/2024
<b>RFQ Closing Date</b>	29/08/2024
<b>Award of Contract</b>	4/09/2024
<b>Commencement of Contract</b>	11/09/2024
<b>Conclusion of Contract</b>	2/12/2024

## 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ 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 RFQ 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 RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in USD 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.

**No offer of contract or invitation to contract:** This RFQ 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 RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**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 RFQ process.

## 2.7 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

### A. Background/context

The majority of the Vanuatu's inhabitants live in rural, off-grid areas. Energy provision in such areas is primarily provided through household systems, and only 17% of the rural population have access to electricity. Diesel generators account for 46% of the energy mix in rural settings, driven by the lower up-front cost of diesel units compared to Renewable Energy Technology (RET) solutions. With modernisation of livelihoods there is a large demand increase in rural areas, with 77% of the rural population indicating a desire for greater energy provision. Consequently, under a business-as-usual model, fossil fuel combustion for energy is likely to increase in the country as rural energy needs are met by diesel units. Without concessional interventions for RETs at the household level, carbon dioxide (CO<sub>2</sub>) emissions are likely to rise, and Vanuatu's Nationally Determined Contribution (NDC) targets will be missed.

Through the Simplified Approval Process (SAP) window of the GCF, the proposed project will provide access to concessional RET solutions leveraging Vanuatu's National Green Energy Fund (NGEF). The concessional support provided by NGEF will reduce upfront costs of RET solutions in rural areas and drive a market shift away from diesel-powered units, providing a paradigm shift in rural electrification and ultimately avoiding and reducing CO<sub>2</sub> emissions. Equipment targeted through the project includes solar refrigeration systems for rural Small and Medium-sized Enterprises (SME), and solar equipment to rural households, public institutions and communities for lighting and other uses. These activities and the engagement of the NGEF will directly complement the wider rural electrification program implemented by the Vanuatu Department of Energy (DoE) and will contribute directly to mitigation targets and the NDCs of Vanuatu. The Pacific Community (SPC) will be the Accredited Entity through its Climate Change and Environmental Sustainability (CCES) programme, while SPC's Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) and the Government of Vanuatu through the DoE will act as the Executing Entities for the project.

The concept note was endorsed by GCF in April 2024. The purpose of this Consultancy is to undertake a feasibility study and risk assessments to inform the funding proposal design. The Consultant/Firm will produce: i) the feasibility study (including economic analysis and stakeholder engagement plan); and ii) the risk assessment and management plan. These will meet the requirements of the GCF and SPC through identifying and assessing existing conditions, gathering available information and filling information gaps.

These outputs will be included in the final proposal package for a submission to GCF in February 2025, targeting a Board approval in July 2025. A separate Phase 2 Consultancy will build on the outputs of this Phase 1 to develop the: i) budget plan and co-financing framework; ii) procurement plan and associated documents; and iii) SAP funding proposal.

To complement this Phase 1 Consultancy, a National Consultant will be hired under a separate contract to support in-country tasks such as stakeholder consultations and facilitate contact with relevant institutions, while an Environmental and Social Safeguards (ESS) and Gender Equity and Social Inclusion (GESI) Consultant will be hired to complete the ESS Screening and Gender Assessment and Action Plan (GAAP). The successful Consultant/Firm will work closely with these Consultants to achieve the objective of this assignment and ensure strong Country ownership.

### B. Purpose, objectives, scope of services

#### Activity 1: Feasibility study (incl. economic analyses and stakeholder engagement plan)

##### Sub-activity 1.1: Feasibility study

A thorough and comprehensive Feasibility Study (FS) will be undertaken to ensure contextual analysis and due diligence to inform planning of project interventions for successful implementation. This will include a comprehensive baseline using all available data from existing and ongoing NGEF projects, feasibility assessments and results from other RET projects, national policy documents and frameworks, studies, and other sources relevant to the assignment. The Consultant/Firm will work with the National Consultant to gather relevant information and data

at the national level. This can draw from in-country relationships with relevant stakeholders, and it is essential these are explored. The FS will consider technical, economic, legal, operational, and scheduling feasibility of the project, including, but not limited to:

- i) *Context setting*: Country background and context, baseline assessment of the sector, baseline capacities of stakeholders (including climate change capacity), policy assessment in relation to the project, assessment of ongoing and planned projects in relation to project activities;
- ii) *Climate rationale*: Greenhouse Gas (GHG) emissions profile (including methodology), mitigation needs, barriers to mitigation interventions, business-as-usual scenario analysis;
- iii) *Project Description*: targeting methodology and beneficiary identification, scope and activities (Objectives, Outcomes, Outputs, Activities), timeline, Theory of Change, implementation arrangements;
- iv) *Feasibility assessment*: project intervention scenario analysis, demand assessment, breakdown of energy for household and productive / livelihood uses, assessment of alternative approaches, summary of the Economic and Financial Analysis (see sub-activity 1.2), cost reasoning (with methodology), impacts on the resilience of livelihoods, energy security needs assessment, appropriateness of subsidisation, risk analysis and mitigation factors, summary of ESS screening, and sustainability and exit strategy; and
- v) *Detailed implementation arrangements*: including summary of stakeholder engagements, governance arrangements, funding flows, and information/communication channels, methodology for the choice of the installations and microgrids (ensuring no overlapping/doubling of funding).

#### **Sub-activity 1.2: Economic and financial analysis**

To support the FS, the Consultant will carry out a detailed Economic and Financial Analysis (EFA) of project activities to advise on the cost effectiveness and economic feasibility of the project. While an EFA is not a mandatory annex, in the case of this project and the use of a concessional facility it is crucial that an EFA is conducted to assess the feasibility of the project outcomes from both the economic and financial perspectives. The EFA should include at minimum the following components:

- i) Detailed methodology of how the EFA was conducted;
- ii) Key list of data used and justifications for selection; and
- iii) Analysis of the viability of the programme utilising GCF resources and incorporating at a minimum Net Present Value (NPV), Internal Rate of Return (IRR), Return on Investment (ROI), Energy Yield Analysis, total beneficiary potential, GHG emission reductions and other measures, as needed.

#### **Sub-activity 1.3: Summary of consultations, stakeholder engagement plan and grievance redress mechanism**

Essential to supporting and inputting into the FS is consultation with a full array of stakeholders in-country and across international organisations as required. A National Consultant (contracted separately) will support any necessary consultations and information gathering to occur in Vanuatu. However, this Consultancy will provide oversight of these activities and collate the outputs to prepare the final stakeholder consultation report, stakeholder engagement plan (SEP) and refine a comprehensive grievance redress mechanism (GRM) for the project, based on SPC's frameworks.

The Consultant/Firm will support the National Consultant to conduct stakeholder consultations at national, provincial and community level to define priorities, understand key barriers, refine proposed interventions, engage key partners, and improve the programme's design and strategy. At least one stakeholder consultation workshop will happen in-country. The venue, travel and catering should be covered by this Consultancy.

Key stakeholders who should be consulted include, but are not limited to; Government staff, particularly those in the Department of Energy; staff related to the NGEF investment programme; CSO; NGOs; development project PMUs and the private sector; women-led community-based organisations; and indigenous people organisations.

The following outputs will be produced:

- i) Validated and supplemented consultation report (listing all parties and individuals engaged) provided by the National Consultant,
- ii) A detailed SEP for implementation, inclusive of indigenous peoples and women's organisation representation, covering the project implementation period and terminal evaluation processes. The SEP will identify actions required to engage stakeholders and manage expectations through the duration of the project and provide a strategy towards their effective implementation. and
- iii) GRM complementary to relevant GCF and SPC policies (SPC CFU will support with details on this).

## **Activity 2: Risk assessment and management plan**

### **Sub-activity 2.1: Risk assessment**

The Consultant/Firm will undertake an integrated risk assessment for the project, identifying any substantial institutional, technical, administrative, operational, organisational, economic, financial, money laundering / financing of terrorism, and social and environmental risks that the programme may face.

The Consultant/Firm should coordinate with the National Consultant to undertake consultations and information gathering relevant to the preparation of the risk assessment in-country. This should include consultations with sectoral experts and any relevant stakeholders as well as, direct visits and observation of the project area and analysis of previous project interventions.

For the preparation of the risk assessment, the Consultant/Firm will:

- i) Gather information through the consultation of sectorial experts and relevant stakeholders,
- ii) Undertake direct visits and observations of project areas during the consultation process, and
- iii) Analyse previous project interventions included in relevant studies.

### **Sub-activity 2.2: Risk Management plan**

Informed by the risk assessment, the Consultant/Firm will devise a mitigation plan, indicating measures to ensure identified risks are managed and mitigated sufficiently. The proper management of risks is essential for supporting the successful delivery of the project, whilst minimising potential negative impacts. Mitigation measures should proactively consider anticipating and reducing the probability of occurrence of the identified risks rather than only reacting once those risks materialize. The plan should include details of the relevant role of key actors in the delivery of the project components and outline the specific action required to reduce each risk, indicating the risk level prior to and post mitigation methods.

This will include:

- i) Details of how those risks will be managed,
- ii) Details of whether those measures will lower the probability of the risks, and
- iii) Information of who is responsible for the mitigating action.

Any necessary consultations and information gathering that must occur within Vanuatu for the preparation of the risk assessment and mitigation plan should be undertaken by the National Consultation, with support from this Consultancy.

The following output will be produced:

- i) A concise Risk Management Plan outlining identified risks and impacts, mitigation and management measures in alignment with GCF policies.

## **C. Timelines**

The consultancy is expected to require 50 days of work to be delivered over a period of 3 months. The target date of commencement of the work is 9 September 2024 and the expected completion date is no later than 2 December 2024. If necessary, the consultancy period may shift by one month to accommodate any unexpected delays preventing the commencement on the target date. The target deadline for the delivery of each expected output is presented in section F.

## **D. Reporting and contracting arrangements**

The consultancy will be managed by SPC. Progress reporting will be monitored via the delivery of the Consultancy Outputs as detailed in Section B. Additional progress reporting may be required by the consultancy manager as needed.

The Contractor is expected to interact and collaborate with the NGEF, Department of Energy, Ministry of Climate Change, Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management, GGGI, and other key stakeholders in Vanuatu in the course of this work. It is expected that these institutions and stakeholders will



have active roles in providing data and information necessary for the delivery of the work. The Contractor is also expected to work closely with the National Consultant, who will be based in country and provide vital country context and expertise.

The Contractor is expected to be home-based with the possibility of site visits to Vanuatu. SPC will accommodate the travel costs but the Contractor must clearly demonstrate the reasoning behind any indicated site visits and the costs of site visits. Travel will require prior approval from SPC and must follow SPC's travel policy.

## E. Skills and qualifications

SPC seeks to engage a consultant or consultancy team with expertise in GCF proposal development and project design. Skills required are as follows:

- Tertiary degree in climate change, natural resource management, international development, economics or other field related to technical areas of this consultancy
- 5–7 years' experience in relevant technical areas
- Proven experience in working with multilateral funds, preferably the GCF
- Prior experience on climate change, renewable energy, or similar projects in the Pacific region
- Excellent analytical skills
- Experience with multi-stakeholder participatory and consultative approaches especially in Pacific SIDS
- Excellent interpersonal and communication skills and experience in a multicultural Pacific context
- Excellent English communication skills (oral and written)
- Demonstrated ability to work independently and/or in a small team and provide deliverables in a timely manner

## F. Scope of Bid Price and Schedule of Payments

The bid should contain a total lumpsum amount for an estimated 50 working days. The bid should provide a breakdown of the total cost including professional fees, travel costs, per diems and any other costs associated with producing the deliverables to the requisite standard.

- Payments will be made based on the milestones and estimated due dates provided below.
- Consultants are invited to submit their terms and conditions.
- Please note that SPC does not generally contract when 100% advance payment is required.
- Terms of payment shall be in accordance with the provisions of Article 10 of the General Conditions.
- The quote should confirm the acceptance of the payment terms stated below or an alternative proposal

Milestone/deliverables	Deadline
Detailed Workplan and Methodology	17/09/24
Draft Feasibility Study	28/10/2024
Risk Assessment and Management Plan	11/11/2024
Finalised Feasibility Study and Risk Assessment and Management Plan	25/11/2024
<b>TOTAL</b>	

## G. Annexes to the Terms of Reference

- Leveraging the National Green Energy Fund to Achieve Rural Electrification in Vanuatu Concept Note
- [GCF SAP funding proposal template](#),
- [GCF mandatory annexes](#).

- [GCF MEL template](#)
- [IRMF guidance](#),
- [SEAH risk assessment guideline](#),
- [Sustainability guidance note: Designing and ensuring meaningful stakeholder engagement on GCF-financed projects](#), and
- [EFA guidance](#)

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical and Financial requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
1) Declaration of Conflict of Interest		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
2) A bid / proposal comprising: <ul style="list-style-type: none"> <li>• A cover letter</li> <li>• A description of the proposed service, approach and methodology</li> <li>• <b>Evidence of prior</b> work of a similar nature</li> <li>• A CV or professional profile</li> </ul>		
3) Financial quote in <b>USD</b> based on the schedule provided in Section F		
<b>Technical requirements</b>		
<b>Quality of the offer:</b> Overall presentation and quality of the technical proposal and supporting documentation.	20%	140
<b>Skills and qualifications:</b> Demonstrate expertise in equivalent in environmental management, climate change, social sciences or other field related to technical areas applied.	30%	210
<b>Work experience:</b> At least 7 years of experience in the related field. Prior working experience in the Pacific with good understanding of the climate change and natural resource management, international development, economics or other related field. Experience with multi-stakeholder participatory and consultative approaches especially in Pacific SIDS or with similar assignments in the past.	30%	210
<b>Proposed approach and methodology:</b> Appropriateness of the actions proposed including the means of implementation and how the methodology will result in the expected deliverables. A realistic work plan, including an outline of how the tasks will be fulfilled, and any other necessary requirements.	20%	140
<b>Subtotal Technical</b>	70%	700
<b>Financial requirement</b>		
Price and payment terms	30%	300
<b>Total Score</b>	<b>100%</b>	<b>1,000</b>

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 3: 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 4: 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 **RFQ 24-6948** 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]*