



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Organic Learning Farms Network
Nature of the services	Solomon Islands In-Country Coordinator
Location:	Solomon Islands
Date of issue:	28/03/2025
Closing Date:	6/04/2025
SPC Reference:	RFQ25-7800

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Part 1: INTRODUCTION

○ 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

○ 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 fuatinof@spc.int and with the subject line of your email as follows: **Submission RFQ25-7800- POLFN Solomon Islands In-country coordinator**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

1. [The Conflict-of-Interest Declaration form](#) completed
2. Part 5 – Proposal Submission Forms
 - Annex 1- Bidders Letter of Application
 - Annex 2- Conflict of Interest Declaration Form

- Annex 3 – Technical Proposal Submission Form
- Annex 4 – Financial Proposal Submission Form
- Annex 5- Signed AFD Statement of Integrity Form

3. Curriculum Vitae of all specified personnels

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 **11.59pm/ Solomon Island time** on **6/04/2025**.

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.

Fuatino A. Fatiaki will be your primary point of contact for this RFQ and can be contacted at fuatinof@spc.int. You should copy any communications into 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
RFQ sent to potential vendors	28/03/2025
RFQ Closing Date	6/04/2025
Award of Contract	8/04/2025
Commencement of Contract	8/04/2025
Conclusion of Contract	31/08/2025

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 SBD 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. 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

A. Project Title and Background: POLFN Solomon Islands In-Country Coordinator

Background:

An agreement has been established between the Pacific Community/Pacific Organic and Ethical Trade Community(POETCom) and the Kiwa Initiative for the execution of the Pacific Organic Learning Farm Network – Agroecology and agroforestry for climate resilience (POLFN) project.

The overall objective of the project is the development of organic farming systems for food security, climate change adaptation, and biodiversity conservation to strengthen resilience of smallholder producers through the establishment of a network of Organic Learning Farms (OLFs).

The project has four main components on 1. Establishment of the Organic Learning Farms Network 2. Enhancing crop and agroecological management and production systems for resilient agriculture 3. Ensuring sustainability through market incentives and 4. Monitoring, knowledge management learning and visibility.

It will be operational in Fiji, Tonga and Solomon Islands with exchange and learning components with Wallis and Futuna, New Caledonia and French Polynesia in collaboration with the European Development Fund 11 PROTEGE project implemented by the Pacific Community.

For the Project activities to be carried out in the countries, in-country coordinators (ICC) play a key role in facilitating activities in the three project countries which is the purpose of this Request for Quotations to scope the market for a Solomon Islands in-country coordinator (ICC).

B. Purpose, objectives, scope of services

Purpose of Role: In-Country Coordinators will facilitate the project coordination at national level, provide technical support to stakeholders, ensure strong monitoring and evaluation & reporting while coordinating/networking with the Project Manager and the other ICCs.

The program's specific outcomes are:

- Establishment of Organic Learning Farm Network
- First circle farmers trained and supported in converting their farms to organic and agroecological practices.
- Ensuring sustainability through market incentives
- Monitoring, knowledge management, learning and visibility.

Scope of Work

The project will contract the services of an In-Country Coordinator in Solomon Islands under the supervision of the Project Manager.

The position of the In-Country Coordinator encompasses the following major functions or Key Result Areas:

- Key Result Area 1: In country project coordination and management
- Key Result Area 2: Capacity Building

- Key Result Area 3: Stakeholder relations and networking
- Key Result Area 4: Monitoring, Evaluating and Reporting

More detailed activities include:

- Assist in the drafting of the selected OLF sustainability and business plan
- Establish farmers clusters and lead the needs assessments
- Support in the documentation and trainings of "first circle" farmers according to their needs, in collaboration with relevant stakeholders
- Develop market mechanisms and gender inclusive value chains to provide a diverse range of crops, value addition products, and non-timber forest products that support long-term financial sustainability and provide incentives for maintaining and enhancing biodiversity and the environment.
- Support and document the Solomon Island PGS implementation
- Facilitate learning exchanges in collaboration with lead farmers
- Promote POLFN project activities on the ground
- Identification and documentation agroecological practices, traditional knowledge and project best practices.

C. Timelines

The Kiwa Organic Learning farms network is scheduled to run until September 2025 ICC work will commence at the signing of contract and will run until 31st August 2025. This may change should there be a no-cost extension granted to the project.

D. Reporting and contracting arrangements

The consultant is expected to deliver monthly reports targeting the following main areas and a final report and additional activities that occur as a direct impact of POLFN activities:

- Component 1: Establish environmentally sustainable and economically viable OLFs. The farm operators are trained as 'Organic Farm Advisors'.
- Component 2 - First Circle Farmers (FCFs)
- Component 3 – Develop Sustainability Plan and Business Case for each OLF

E. Skills and qualifications

Qualification in governance, management, development studies, tropical agriculture, forestry, social science or related field. In lieu of this, an advanced degree in governance, management, development studies, agriculture, forestry, social science or related field.

Please provide latest CVs for all personnel being proposed for this work.

Key Skills/Attributes/Job Competencies

The following levels would typically be expected for the 100% fully effective level.

Expert level	<ul style="list-style-type: none"> ● Project implementation and coordination ● Problem solver and action result base oriented ● Pacific Farming systems or farming systems of the country that take into account climate adaptation and biodiversity conservation issues ● Practical farming experience, especially in the context of climate change and traditional methods ● Fluency in English and Solomon Island Pidgin
Advanced level	<ul style="list-style-type: none"> ● Interpersonal skills ● Agricultural or environmental management ● Organic and agroecology practices ● Nature-based solutions ● Attention to detail with high computer literacy ● Communication and responsiveness to needs of stakeholders ● Advocacy with demonstrated initiative and ability to think laterally to identify innovative solutions ● Practical experience in facilitating inclusive training and apply GEDSI principles
Working knowledge	<ul style="list-style-type: none"> ● Using data and information management systems ● POETCom Strategic plan, SPC SP, LRD Business Plan ● Country agricultural policies and plans and national strategic action plans ● An understanding of the culture and traditions of the various Pacific Island Countries.
Awareness	<ul style="list-style-type: none"> ● SPC policies and procedures ● LRD Office Procedures

Knowledge/Experience

Essential:	Desirable:
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<ul style="list-style-type: none"> ● At least 3 years relevant work experience working in agriculture or other relevant fields. ● Demonstrated understanding Pacific farming systems ● Proven project implementation experience ● Good knowledge of climate change and biodiversity issues in the Pacific ● Good knowledge of climate adaptation issues in the agriculture sector ● Proven financial, human resource and administrative management skills in a challenging environment, with a particular focus on stakeholder management and monitoring program/organizational performance. ● Excellent interpersonal skills across a multicultural environment, able to deliver information within a cross-cultural context. ● Communication skills ● Fluency in English (oral and written). ● Advanced computer skills across necessary applications including database management. 	<ul style="list-style-type: none"> ● Experience in project management ● Experience with a national, regional or international organization dealing with issues of agriculture, climate change, environment and/or sustainable livelihoods development. ● Experience in supporting the development of policy and provision of technical advice and support through an NGO or association. ● Demonstrated understanding of key social, economic and political challenges faced by the Pacific Islands region ● Demonstrated understanding of key challenges and constraints impeding Pacific Islands access to organic and ethical markets.
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F. Scope of Bid Price and Schedule of Payments

The contract schedule of payment will be based on milestones achieved on a monthly basis and the approved timesheets. Payments will be made in line with below schedule:

Milestone/deliverables	Deadline	% payment
Monthly progress reports against the outlined outputs in Section D Timesheet for 5 months	End of every month from signing of contract	100%
TOTAL		

G. Annexes to the Terms of Reference

POLFN Project Documents will be provided to the successful bidder

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 requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> - Annex 1- Bidders Letter of Application - Annex 2- Conflict of Interest Declaration Form - Annex 3 – Technical Proposal Submission Form - Annex 4 – Financial Proposal Submission Form - Annex 5- Signed AFD Statement of Integrity Form - Curriculum Vitae of all specified personnels 		Please provide CV for all key personnel proposed
Technical requirements		
Tertiary degree in management, development studies, tropical agriculture, forestry, social science or related field.	10%	70
Minimum 3 years of experience in project implementation and coordination in Solomon Islands	20%	140
Minimum 3 years of experience in Agriculture, farming systems and/or farming systems in the Solomon Islands or the Pacific that take into account climate adaptation and biodiversity conservation issues.	25%	175
Practical farming experience in organic agriculture specifically in the context of climate change and traditional farming methods.	25%	175
Proven financial, administrative management skills in a challenging environment, with a particular focus on stakeholder management and program monitoring.	20%	140
Total Score	100%	700

Financial Evaluation:

The financial evaluation carries 300 points. The maximum number of points is allocated to the lowest-priced proposal. All other financial proposals receive proportional scores based on how they compare with the lowest-priced proposal. These scores are calculated according to the formula below:

$$\frac{[Total\ financial\ component\ score] \times [Lowest\ price]}{[Price\ under\ consideration]} = Score\ for\ financial\ proposal$$

Part 5: PROPSOAL SUBMISSION FORMS

ANNEX 1- 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 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 RFQ documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Quotation documents may change;
- The 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 RFQ documents nor the acceptance of any tender nor any agreement made subsequent to the RFQ documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the RFQ documents, or since the date as at which any information contained in the 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 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.

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]*

Address:

ANNEX 2- CONFLICT OF INTEREST DECLARATION FORM

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 involved from taking part in a procurement process. **However, the declaration of the existence of such a conflict by the persons involved 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:

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>[mention 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 *[Select RFQ or RFP] [SPC Reference number]* 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.

<p>For the Bidder: <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the Bidder's representative: <i>[insert name of the representative]</i></p> <p>Title: <i>[insert title of the representative]</i></p> <p>Date: <i>[Click or tap to enter a date]</i></p>

ANNEX 3- TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	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>
Provide CV of all specified personnels	
Technical Requirements	
Tertiary degree in management, development studies, tropical agriculture, forestry, social science or related field.	<i>[Bidder's answer]</i>
Minimum 3 years of experience in project implementation and coordination in Solomon Islands	<i>[Bidder's answer]</i>
Minimum 3 years of experience in Agriculture, farming systems and/or farming systems in the Solomon Islands or the Pacific that take into account climate adaptation and biodiversity conservation issues.	<i>[Bidder's answer]</i>

<p>Practical farming experience in organic agriculture specifically in the context of climate change and traditional farming methods.</p>	<p><i>[Bidder's answer]</i></p>
<p>Proven financial, administrative management skills in a challenging environment, with a particular focus on stakeholder management and program monitoring.</p>	<p><i>[Bidder's answer]</i></p>

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-BIDDER'S FINANCIAL PROPOSAL

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes.

The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders' local currency.

Particulars	Amount (STATE CURRENCY)
Professional fees	Daily rate: _____
Total professional fees (lumpsum)	
Other expenses (if any please specify)	
TOTAL [State Currency]	

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e., 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs, contingencies... If these apply, the costs are to be considered in the professional fees charged for the delivery of the specific services.

SPC does not provide or reimburse insurance for consultant's travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes, or duties for which the consultant may be liable.

The Contractor's duty station is their home country with travel. If travel is required, SPC will pay semi flexible economy airfares, meals, incidentals, and accommodation (DSA).

SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.

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, considering 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:

Signature:

Name of the representative:

Title:

Date: *[Click or tap to enter a date]*

APPENDIX 5 - Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference name of the bid or proposal _____ (the "Contract")

To: _____ (the "Contracting Authority")

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
 - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 2.2 Having been:
 - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
 - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
 - c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
 - 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

- 2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
- 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
 - 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
 - 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
 - 3.5 In the case of procurement of goods, works or plants:
 - a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
 - b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
 - 6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
 - 6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
 - 6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a

public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

- 6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
- 6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
- 6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;
- 6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of¹: _____

Signature: _____

Dated: _____

¹ In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.