***Annex III***

**PROPOSAL SUBMISSION FORM**

**Phase 2 of the furnishing and fabrication of the Pacific Centre for Renewable Energy and Energy Efficiency in Tonga**

Procurement Unit

Email: procurement@spc.int

Dear Procurement,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services as per requirements and all other items described or mentioned or reasonably to be inferred from the Terms of Reference provided for the sum as ascertained in accordance with the Price Component 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 lodgment 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.
* **The SPC general conditions of contract are not negotiable.**

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 Price Components proposed.

Date this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 2020.

|  |  |
| --- | --- |
| **Firm /Institution:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Representative:****Position of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 ***Annex IV***

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Phase 2 of the furnishing and fabrication of the Pacific Centre for Renewable Energy and Energy Efficiency at Nuku’alofa in Tonga**

**PART A – Firm /Institution Background**

|  |  |
| --- | --- |
| Bidders Legal Name: |  |
| Year Established |  |
| Business Registration certificate |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Fax Number: |  |
| Email: |  |
| Bidders Authoritative Representative  | Name and Title: Telephone numbers: Address:Email: |
| Number of Employees: |  |
| Having sound Financial Statement (Audited) over the last five (5) years |  |
| Current Commitments Schedule that are of a similar nature to this contract.  | Project 1(Name) Client Value of Contract:Contact Projected Completion Date Description of the Project Project 2 (Name) Client Value of Contract:Contact Projected Completion Date Description of the Project  |
| Two contacts of referees /references of past similar projects conducted. Attach additional details as applicable. | Name and Title: Telephone numbers: Address:Email:Name and Title: Telephone numbers: Address:Email: |

**PART A2 – Experience of firm /institution and ability related to the required services**

|  |  |  |
| --- | --- | --- |
|  | **Criteria**  | **Responses by Bidder Confirming Expertise, Experience, Ability, Technical Skills And Resources To Provide Professional Services To SPC (please provide documentation to support your proposal)** |
|  | Minimum organizational experience of 5 years on similar projects  |  |
| Details of 3 recent projects completed or substantially completed within the last 5 years that are of similar nature to this contract. (Provide pictures for illustration of projects completed) | **Project 1:**  |
| **Project 2:**  |
| **Project 3:**  |
|  | 1. **Proposed work plan and approach**
* Detailed mobilization plans, including specific actions and time length to ensure the successful completion of the construction works.
* Demonstrates good understanding of the scope of works involved
* Chronological list of different stages of works that will be undertaken from accepting your tender to successful implementation.
* security measures at worksite such as boarding, signage etc.
* Outline any OHS and safety procedures and personnel protection in place such as hard hats, eye protection, etc. that will be used over the duration of work.
* Risks Identified and how they will be mitigated
* Environmental Considerations and Mitigation Measures
* Maximum of 3 months for work completion
 |  |
|  | **Workforce/ Personnel provided and Subcontractors**Suitability of assigned personnel for the required services The assigned personnel to have the relevant technical skills required for the service defined in the proposal. Provide details with regards to personnel’s experience (Ten (10) years for Team leader), qualification and technical expertise (Diploma or Trade Certificate in carpentry, fabrication and/or construction.  Minimum of 10 years’ experience in glass and aluminium **Provide CV’s of the qualified personnel’s**  |  |
|  | **Materials and Contractors Equipment –**Adequacy of appropriate materials and equipment to carry out the contract (Provide the brand name for the essential components that will be supplied and demonstrate the quality, provide pictures of the furniture’s and fixtures) |  |
|  | **Insurance and Warranties*** Public Liability
* Insurance of the Works
 |  |

**PART B - Bidder’s Insurance Statement
(1 page maximum)**

Using the format below, bidders shall undertake to provide the insurances set out in the conditions of the contract

|  |
| --- |
| Bidder’s Insurance Statement**Statement by the Bidder**In accordance with the requirements of the Request for Proposal, this is to confirm the insurancearrangements that we undertake to make in relation to the Contract, should our proposal besuccessful prior to entering into a contract with SPC. We have supplied our insurer or broker with a full copy of the Request for Proposal, and they haveagreed to effect on our behalf insurance policies which satisfy the Agreement’s requirements for:• **Insurance of the Works -**Insurance against loss or damage to the Equipment, the Works, temporary Works and all materials and other things brought onto a site by or on behalf of the Service Provider. The policy shall include a cross liability clause and a “principal’s” clause.• **Insurance for Public Liability -**Insurance against the death or injury to any third party or parties or loss of or damage to any property including loss of use of property whether it is damaged or not whatsoever caused during the course of the contract. The policy shall contain a cross liability clause and a “principal’s clause” and shall have a limit of indemnity of not less than the amount indicated for any one occurrence, but shall be unlimited in the aggregate.We acknowledge that after award of the Contract• Evidence of the contract insurances will be completed and forwarded to SPC.* Copies of policies and receipts for payment of the current premiums will be forwarded toSPC

**We confirm that we understand and agree to the Insurance Requirements.**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Annex V***

**FINANCIAL PROPOSAL SUBMISSION FORM**

**RFP 20/126-Phase 2 of the furnishing and fabrication of the Pacific Centre for Renewable Energy and Energy Efficiency at Nuku’alofa in Tonga**

1. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
2. The format shown below should be used in preparing the price schedule.

|  |
| --- |
| **Price Schedule- Request for Proposals** |
|  | **Estimated # of Days**  | **Amount in Euros** |
| Fabrication 1 U-shaped conference room |  |  |
| Delivery and installation of one (1) conference table  |  |  |
| Delivery of 20 conference stackable chairs  |  |  |
| Fabrication of one (1) Director’s office enclosure  |  |  |
| Fabrication of one (1) server room  |  |  |
| Other related costs  |  |  |
| **Total Financial Offer**  |  |  |

# Annex VI

# CONFLICT OF INTEREST

#

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPC. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Signature Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_