



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

File: AP 2/35/4

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultant to provide Finance and Administration Assistance to the PEBACC project in Solomon Islands (READVERTISEMENT)

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*

1. DETAILS			
NAME OF FIRM (if applicable)			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & PROPOSED PERSONNEL)			
Dates	Institution/Country	Qualification Attained	
3. WORK EXPERIENCE			
Dates	Employer	Position (briefly list core functions)	
4. PROFESSIONAL AFFILIATIONS/AWARDS			
Dates	Organisation	Member/Award Status	

5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)		
Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
CRITERIA 6.1 i)		
<ul style="list-style-type: none"> Diploma in finance, accounting or business administration or equivalent - 10%. 		
CRITERIA 6.1 ii)		
<ul style="list-style-type: none"> Two years of experience in project administration and systems management (preferably in a donor related environment) - 20%. 		
CRITERIA 6.1 iii)		
<ul style="list-style-type: none"> Demonstrated experience in organising meetings and events for community and national agencies – 10%. 		
CRITERIA 6.1 iv)		
<ul style="list-style-type: none"> Experience in managing procurement, purchase orders, invoicing, payment and other finance processes – 10%. 		
CRITERIA 6.1 v)		
<ul style="list-style-type: none"> Fluency in English and Solomon Islands Pidgin - 10%. 		
CRITERIA 6.1 vi)		
<ul style="list-style-type: none"> Cost (daily rate in US dollars) (40%) 		

7.	GENERAL INFORMATION
Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.	
Declaration Tenderer has no association with exclusion criteria, including bankruptcy, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, misrepresentation, corruption, participation in a criminal organization, money laundering or terrorist financing, child labor, and deficiency in capability in complying main obligations.	
Discipline Record (list past employment disciplinary cases or criminal convictions, if any)	
8.	ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT
9.	HOW DID YOU LEARN ABOUT THIS TENDER?
10.	CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.
Signature	Date

The following documents must be attached to this Tender application form:

- Detailed Financial Proposal
- Proof of eligibility to work in Solomon Islands
- Any other relevant information to support this tender application.