



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

File: AP_3/1/13

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Installation of Biogas Systems at Rural Educational Institutions in Vanuatu

*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 CONTRACTOR			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2. ACADEMIC BACKGROUND (PRINCIPAL CONTRACTOR & 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 (Provide three references relevant to this tender submission, including the most recent work completed)		
Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
<p>CRITERIA 1 (10%)</p> <p>At least one of the team to have:</p> <ul style="list-style-type: none"> • Minimum qualification of a Master’s degree (or Bachelors with minimum 10 years of experience) in the fields of Renewable Energy, Biogas Construction, Biomass, Environmental Engineering, Climate Change, Environmental Management or any other related field; • minimum of 8 years’ experience in biogas installation in Vanuatu or other similar Pacific countries; • minimum of 5 years working in NDC & low-carbon development areas; • good understanding of biomass uses in Vanuatu or other similar Pacific countries; • good understanding of environmental and climate change related issues in Vanuatu or other similar Pacific countries. 	•	
<p>CRITERIA 2 (20%)</p> <ul style="list-style-type: none"> • Demonstrated experience in designing, procurement, installation and commissioning of biogas systems in Vanuatu or other similar Pacific countries. At least 3 biogas projects with contact information of the recipients for due diligence process. • Demonstrated experience in performing reliable feasibility studies for biogas or any other renewable energy technology. At least 2 feasibility studies; • Demonstrated experience in working with communities in Vanuatu or other similar Pacific island communities. At least 2 village / school communities; • Familiarity, knowledge & experience with the energy sector in Vanuatu and other similar countries in the Pacific and SIDS. At least 1 advisory projects in the Pacific / SIDS. 	•	

<p>CRITERIA 3 (40%)</p> <ul style="list-style-type: none"> • General approach – step by step methodology on how they will install the biogas systems at the selected rural educational institutions in Vanuatu; • Calculations of the perceived biogas production based on the data collected from the Department of Climate Change under the Ministry of Climate Change; • Detailed designs of the biogas systems to be installed at each of the selected sites; • Provide a tentative procurement plan including where the systems are to be sourced from, local or overseas suppliers; • Show how the consultant(s) will articulate the preparation and delivery of the pre-installation consultations as well as the biogas trainings; • Timeline – including the starting date, dates of consultations, presentations; • Clear presentation of potential difficulties in carrying out this assignment to install biogas systems in rural educational institutions in Vanuatu, including solutions to overcome perceived obstacles; • Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task. 	<ul style="list-style-type: none"> •
<p>CRITERIA 4 (30%) Detailed Financial Proposal</p>	<ul style="list-style-type: none"> • Attached a detailed financial proposal if necessary

7. GENERAL INFORMATION	
<p>Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.</p>	
<p>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.</p>	
<p>Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences</p>	

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:

- Curriculum Vitae – Principal Contractor & Proposed Personnel
- Detailed Financial Proposal
- Business Licence
- Conflict of Interest Form
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – AP 3/1/13 - Installation of Biogas Systems at Rural Educational Institutions in Vanuatu

Indicate which is relevant

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPREP. 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_____