



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT 2021/016

File: AP_3/1/13

THIS APPLICATION IS FOR THE FOLLOWING TENDER:
Procurement, Supply, Installation and Commissioning of 80kWp Rooftop Solar System for the Pacific Climate Change Centre (PCCC) Building.

*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		
CRITERIA 1 (15%) At least one consultant to: <ul style="list-style-type: none"> • have a minimum qualification of a Certificate in the following areas: Electrical Wiring, Electrical Engineering, Power systems, Renewable Energy Systems / Technologies or any other related field; • be a certified electrical engineer with EPC and/or IPES; • minimum of 5 years' experience working and handling electronic controllers, solar system controllers, electrical wiring, etc. 		<ul style="list-style-type: none"> •

CRITERIA 2 (20%)

- Experience in the installation of similar solar systems within the last five (5) years prior to the tender deadline:
 - ✓ List a minimum of three (3) past similar assignments undertaken in Samoa and references from the property owners;
 - ✓ Provide details of proposed system for SPREP and how much energy SPREP will receive from the system
 - ✓ Provide a technical configuration of the proposed system for SPREP including the following:
 - 1) list of equipment and specifications;
 - 2) installation standards (wind speed, etc);
 - 3) system performance estimates / guarantees;
 - 4) operating instructions for system and components;
 - 5) perceived maintenance procedure and timetable;
- Appropriate set of tools for this assignment. Evidence of basic tools – power tester (multi-meter) and live wire tester – to be shown during the pre-bid meeting on Thursday 11th March 2021;
- Familiarity, knowledge & experience with developing capacity of local personnel by sharing technical expertise through trainings. At least one (1) training report with Training Manual of previous experience.

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<p>CRITERIA 3 (35%)</p> <ul style="list-style-type: none"> • General approach – step by step methodology on how they will carry out this assignment; • Timeline – a Gantt chart of work activities including the starting date, dates of consultations, procurement, construction, etc; • Clear presentation of potential difficulties in carrying out this assignment to deliver, install and commission 80kWh solar system for PCCC; • Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task; • A procurement plan is also to be included as part of the workplan; • CVs of all team members should also be presented; • Demonstration of Occupational Health & Safety (OHS) compliance (safety gear for staff, etc); • Provide proof of workers’ insurance; • Include a waste management plan on the safe disposal of waste generated from this assignment. 	<ul style="list-style-type: none"> •
<p>CRITERIA 4 (30%) Detailed Financial Proposal</p>	<ul style="list-style-type: none"> • Attach a detailed financial proposal if necessary
<p>7. GENERAL INFORMATION</p>	
<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 - Procurement, Supply, Installation and Commissioning of 80kWp Rooftop Solar System for the Pacific Climate Change Centre (PCCC) Building.

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_____