



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/031

File: FN_11

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultant to review SPREP Remuneration system including Terms and Conditions (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 a): A reputable organisation with at least 10 years' experience in carrying out similar work in other organisations similar to SPREP (CVs for each nominated member of the project team to be provided) 25%	<ul style="list-style-type: none"> • 	
CRITERIA 6.1 b): Extensive experience in similar type of work in the Pacific region and other relevant regions 15%	<ul style="list-style-type: none"> • 	
CRITERIA 6.1 c): Extensive experience and knowledge of remuneration systems, and working with organisations on staff terms and conditions that respond to competitive and changing employment markets globally and regionally 25%	<ul style="list-style-type: none"> • 	
CRITERIA 6.1 d): Detailed methodology for how the project is proposed to be delivered (including timeframe and team responsibilities) 15%	<ul style="list-style-type: none"> • 	
CRITERIA 6.1 e): Detailed financial proposal 20%	<ul style="list-style-type: none"> • Attach a detailed financial proposal 	
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.		

Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences	
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 Consultant & Proposed Personnel
- Detailed Technical Proposal/Methodology
- Detailed Financial Proposal
- Business Licence and relevant work permit.
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – FN_11: Consultant to review SPREP Remuneration system including Terms and Conditions (Readvertisement)

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 _____