



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/038

File: AP_6/15

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Provision of translation services under the SWAP project

*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 | |
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| 3. WORK EXPERIENCE | | | |
| Dates | Employer | Position (briefly list core functions) | |
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| 4. PROFESSIONAL AFFILIATIONS/AWARDS | | | |
| Dates | Organisation | Member/Award Status | |
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| 5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job) | | |
|---|----------|--------------------------------|
| Name | Position | Organisation & Contact Details |
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| 6. STATE HOW YOU MEET EACH SELECTION CRITERIA | | |
| CRITERIA 1 Demonstrated experience - Minimum of ten (10) years' experience in providing translation services (20%) | • | |
| CRITERIA 2 Quality of translation work - provide at least 3 previous examples of translated technical documents (20%) | • | |
| CRITERIA 3 Demonstrated experience working for intergovernmental organisations similar to SPREP (20%) | • | |
| CRITERIA 4 Timelines - describe how you will manage translation services to ensure on-time delivery and maintain quality control to achieve the delivery of high quality translation, including turnaround times (20%) | • | |
| CRITERIA 5 Cost in US\$ (20%) | • | |
| 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 Financial Proposal
- Business Licence
- Any other relevant information to support this tender application

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – AP 6/15 Provision of translation services under the SWAP project

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 _____