



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/041

File: AP_3/29

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultancy to develop the Urban Greening Master Plan for Port Vila, 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</p> <p>Qualifications and expertise (30%):</p> <ul style="list-style-type: none"> a. A qualification from a recognised tertiary institution in a field related to environmental management, landscaping, natural resources management and/or climate change; b. Proven track record in landscape planning or assessment of green/recreational spaces that includes field assessment, facilitating public forums, engaging and partnering with government and community groups, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, evaluation and reporting; c. Experience in developing or reviewing urban related strategies and plans that includes green space landscaping processes and planning in any municipality in the Pacific region; and d. Record of working successfully with government and non-government stakeholders, sub-national government and communities in Vanuatu or the Pacific region in the urban/landscaping/land use sector. 	<ul style="list-style-type: none"> • 	
<p>CRITERIA 2</p> <p>Detailed technical proposal (50%) to include:</p> <ul style="list-style-type: none"> a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines. 	<ul style="list-style-type: none"> • 	

CRITERIA 3	
Detailed financial proposal (budget) (20%). a. The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the fees component only associated with undertaking this work; and b. Any requirements outside of the fee’s component (e.g. stakeholder workshops) should be described in the proposal but not costed.	•

--	--

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 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 3/29: Consultancy to develop the Urban Greening Master Plan for Port Vila, Vanuatu

Please indicate which are 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 _____